

Pretious Sports Hall Northiam

Conditions of Hire

Please read, sign and return to:

**William Wood (Treasurer), Pretious Sports Hall C/O 20 High Meadow, Northiam,
East Sussex. TN31 6GA**

1. Acceptance of Conditions

The hiring of any facilities will only be permitted on the conditions in this document. Signing of the declaration on the booking form is deemed to be acceptance of these conditions.

2. Compliance with Conditions

The hirer (the person or body to whom the hire is granted) will be responsible for compliance with all of these conditions.

3. Applications

Applications for the hire of facilities should normally be made at least 4 weeks prior to the booking. In general, bookings will not normally be accepted for dates more than 12 months in advance, this excludes special events where substantial preparation is necessary.

4. Sports Hall

- (a) Only suitable non-marking footwear should be worn in these areas. School equipment must not be used without prior permission and can only be used when an adult with appropriate qualifications for the activity is present.
- (b) Only sports activity drinks are allowed to be consumed in the sports hall, these must be in plastic bottles / cups only. No other drink or food will be consumed in the sports hall.
- (c) Hirers are not permitted to use the school playing field or the school playground (to the front of the building) as these areas are out of bounds for community use. Prior consent is required.
- (d) To protect the sports hall floor access into and out of the sports hall is only permitted through the automatic sliding doors at the front of the school. Fire exits are not to be used for this purpose.

5. Fabric, fittings and equipment

The fabric and fittings include all electrical appliances. Installations and contents of the premises will not be interfered with in any way. No prior treatment or markings will be permitted on the floors to prepare them for activities unless prior permission has been granted, and under no circumstances will stiletto heels be worn. The hirer at the end of the hire period will ensure that the facility is returned to a reasonable tidy condition and all equipment will be returned to the correct place of storage.

6. Hirer's Property

Furniture and apparatus required may be brought onto the premises at the hirer's own risk. Hirers will not be permitted to bring onto the premises without the prior consent of the Management Group any article of an inflammable or explosive nature, nor any article producing an offensive smell, nor any other substance of a potentially harmful nature.

7. Refusal of Hire

The Management Group reserves the right to refuse an application to hire the premises if:

A) There has been any damage to the property, or breach of these conditions during previous use of the facilities by the hirer.

B) For any other reason that the Management Group deems necessary

8. Cancellation of the booking

Only in exceptional circumstances will the Management Group give any less than 2 weeks notice to the hirer to either cancel or postpone a letting. The hirer must give at least 2 weeks notice of cancellation to the Management Group, if less than 2 weeks notice is given the hirer will incur costs of 50% of the full hire charge, if less than 7 days notice is given then the full cost of the booking will be incurred by the hirer.

9. Payment of Hire Charges

All hire charges must be paid within 7 days of the invoice being issued. Invoices will be issued at the end of each hire period for one off bookings and on a termly basis for all repeat / club bookings.

The Management Group reserves the right to invoice the hirer for any charges arising from excessive cleaning time incurred as a result of the hirer failing to leave the facility in a reasonable condition, or for the repair of the premises or equipment that was damaged by the hirer, or resulting from the hirer failing to vacate the premises by the time stipulated on the booking form.

Hire periods allow for a ¼ hour before and a ¼ hour after sessions to allow for setting up and clearing down. This time is not charged. Hirers that require longer setting up and closing down periods will be subject to additional hire charges.

10. Attendance and Behaviour

The hirer will ensure that the number of persons using the premises does not exceed that for which the application was made and approved, the Management Group reserves the right to refuse access to the facility if it is deemed necessary in order to control numbers. The hirer will ensure that good order is preserved at all times until the premises are vacated. The hirer will be held liable for damage caused by inappropriate or unruly behaviour.

11. Consumption of Alcohol

No Alcohol is to be consumed on the premises.

12. Fire Precautions

Hirers will be informed of all procedures in the event of a fire as set out in the Sports Hall Emergency Action Plan. Hirers must ensure that all fire and other exits are kept clear at all times.

13. Smoking

Smoking is strictly prohibited in all areas of the facility. Hirers found to be smoking anywhere within the school site will be asked to leave.

Hirers Declaration:

I acknowledge that I have read and understand all the attached Conditions of Hire governing lettings of the Pretious Sports Hall Northiam and I agree to abide by them and to pay any sum due on receipt of a formal demand. I agree to pay for reinstatement following any damage to property caused as a result of this letting.

Signature of Hirer:

Date:

Club / Organisation / Group name:

Please note letting fees are subject to review on April 1st each year. The management committee reserve the right to adjust prices in line with major cost increases at that time.

OFFICE USE ONLY

This hiring has been approved:

APPROVED BY:

DATE: