



Block Booking Application Form

Booking terms and conditions

- 1) Lettings of the facilities will be at the discretion of the Sports Centre Management Committee and are agreed on the terms herein.
- 2) The principle, which community groups must agree and accept by signature, is that you shall be responsible for and will keep Trinity C of E High School and Trinity Sports Centre indemnified against all damage/loss to property, injury of every description and death, which may occur to any person(s), whether they are using the premises hired or members of the public, which arises as a result of your negligence. The exception to the above is only if liability for death or personal injury results from the negligence of the school/sports centre. Our public liability insurance policy would be relevant only as it relates to the actions of the School and Sports Centre and not, therefore, to the Hirer, leader, teacher, supervisor, or coach.
- 3) The Hirer must ensure that the premises are left in a reasonable condition as defined by the Centre Management. Should any additional cleaning time be required, after the letting, the hirer will be charged at the current cleaning contractor's hourly rate.
- 4) The Hirer shall not, in any circumstances whatever, assign or sublet or part with possession of the premises.
- 5) The Hirer shall be responsible for complying with the provision of the law, particularly in relation to the admission of persons to the premises during the letting and for obtaining all necessary licences and consents.
- 6) The premises must be used only for the specific purpose for which the letting is given. Ignoring this rule will cause termination of the letting forthwith. Activities are open to inspection by Sports Centre management, School Management and the Police.
- 7) A block booking is defined as a 'series' of 10 or more lets on a single written agreement. To be considered a block booking, the interval between each individual let must be between 2 and 14 days.
- 8) Letting will only be granted in writing and following the submission of the written application attached giving all the necessary information.
- 9) Four weeks notice must be given for the termination of block bookings. This must be given in writing to the Sports Centre Manager. Groups wanting to cancel a single session must give at least one week's notice in writing, otherwise they will be fully charged.
- 10) The first month's hire charge must be paid upfront on application of the block booking. An invoice will be sent at the start of each subsequent month, for all lets in that particular month and must be paid within 14 days.

- 11) All safety rules applicable to the activity must be applied. All accidents must be reported to the Centre management as soon as possible and an accident form completed.
- 12) Trinity Sports Centre and Trinity High School have no legal liability to deal with claims for injuries resulting from accidents during play for which no blame can be attached to the Sports Centre/School. Therefore, it is in the Hirer's interest to consider some form of personal insurance for their activity, if not already in place.
- 13) The Hirer should keep a register of its members and in the event of fire, the duty manager should be notified and the register handed to him/her.