



# INDOOR FACILITIES BOOKING



# ACADEMY SPORT

**Westminster Academy**  
 The Naim Dangoor Centre  
 255 Harrow Road  
 London W2 5EZ

**PLEASE COMPLETE FULLY IN BLOCK CAPITALS**

ORGANISATION/CLUB \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TEL. HOME \_\_\_\_\_

TEL. WORK \_\_\_\_\_

MOBILE \_\_\_\_\_

EMAIL \_\_\_\_\_

ACTIVITY \_\_\_\_\_

FACILITY \_\_\_\_\_

PREFERRED DAY \_\_\_\_\_

TIME OF BOOKING \_\_\_\_\_

**ENTER DATES REQUIRED BELOW (START & FINISH)**

JAN    FEB    MAR    APR    MAY    JUN    JUL    AUG    SEPT    OCT    NOV    DEC

Who are the majority of your beneficiaries? \_\_\_\_\_

Where approximately do they live? \_\_\_\_\_

Anticipated number of users per session. \_\_\_\_\_

Where did you find out about us? \_\_\_\_\_

I agree to abide by the terms and conditions overleaf and will ensure that players will not take food or drink onto the pitch(es). This is a non-smoking facility.

PRINT NAME \_\_\_\_\_

SIGN \_\_\_\_\_

DATE \_\_\_\_\_

**PLEASE NOTE THIS FORM IS A FACILITY REQUEST ONLY, AND DOES NOT CONSTITUTE A FIRM BOOKING UNTIL YOU RECEIVE OUR CONFIRMATION.**



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# ACADEMY SPORT BOOKING TERMS & CONDITIONS OF HIRE

## Interpretation

'Agreement' shall mean the agreement for hiring, signed by or on behalf of both the Company and the hirer.  
'Booked Period' means the period of any day or days reserved by the hirer.  
'Centre' means any part of any recreation facility under the control of the Company and including its grounds, car parks and access roads.  
'Company' means Academy Sport and any subsidiary or associated companies, and by the officer authorised to perform any particular duty.  
'Hirers' shall mean the person or persons signing the agreement or the Company or organisation on whose behalf the agreement is signed.  
'Hire Period' means the period during which one or more bookings have been made and confirmed, the time period on each occasion includes the removal from stores, setting up, dismantling and returning to stores of any equipment.  
'Manager' includes the Recreation Supervisors, Duty Managers or General Managers and any other member of staff authorised by them to perform any particular duty.  
The 'hirer' shall mean the Company, Club, Organisation or individual.  
'Seasonal Block Bookings' shall mean bookings of annual or recurring nature.  
'Series of Lets' shall mean ten or more sessions for the same sport or activity taking place at the same Centre with an interval between each session of at least one day and not more than fourteen days. The facilities are let out to a school, club or constituent associations (such as a local league) and the person to whom the facilities are let has exclusive use of them during the sessions.

## Hirer's Responsibility

The condition of hire as set out shall remain in force until such time that the hire period has been completed. Should the hirer cease to work for or be employed by the organisation before the hire period has been completed then the Hirer shall immediately advise the Manager that they no longer act as the Hirer for the organisation and the organisation will immediately provide a new hirer authorised and sign new conditions of the hire agreement. Failure to provide a new hire may result in the hire period being cancelled by the Manager.

## Correspondence

Organisations must make an application in writing on the appropriate form, obtained from the relevant Centre at least 28 days before the date required for hire. Seasonal block bookings may not exceed the period specified by the Company. The Company reserves the right to refuse any application for any hiring.

## Venue

In all correspondence and advertising, the relevant Centre(s) shall be referred to.

## Hiring Fee

The Company shall determine the Hiring fee for use of the facilities. The Company reserves the right to alter charges without notice up to the time of confirmation of the booking by the Company. Hire fee is inclusive of setting up and setting down of equipment.

## Admissions

The Manager will advise the hirer of the maximum number of admissions that will be allowed for any event. Under no circumstances will the Hirer or organisation allow the maximum number of admissions to be exceeded. Any person may be required to produce evidence of membership at any time. If such evidence cannot be produced, a separate admission fee will be charged. The Manager may refuse the admission of any person, or may require any person to leave the Centre without giving a reason for doing so, whether or not that person is a valid member of an affiliated organisation hiring the Centre.

## Payment

Payments shall be made as follows:- Organisations will be invoiced for the hire period as specified by the Manager. Payment to be made to the Centre specified on the invoice. Payment must be made within the time specified when making the booking. This will be confirmed on the sales invoice. Payment will be required prior to the hire period beginning.

## Cancellation by Hirer

If the hire period is cancelled by the hirer or organisation for any reason then the following rebates on the hiring fee will apply:  
For a cancellation within seven days or less before the hire period :  
100% of the total hiring fee to be paid.  
For cancellation between eight and fourteen days before the hire period:  
50% of the total hiring fee to be paid.  
For a cancellation between fifteen and twenty eight days before the hire period:  
20% of the hiring fee to be paid.  
The above charges will be levied irrespective of whether facilities are by the Company in association with Hire periods will be levied against the hirer. Repayment of the booking fees or any percentage thereof is in accordance with provisions of this paragraph and will only be made if cancellation is made in writing and received at the Centre prior to the bookings date and the periods specified above.

## Cancellation by the Company

The Company reserves the right to cancel any booked period or hire period, and to end the hire period at any stage during it. The hiring fee already paid in respect of any period cancelled or terminated will be refunded or credited, with the exception of the hirer being in breach of booking conditions. The Company will not be responsible for the expenditure undertaken or loss incurred, by the hirer in connection with a cancellation or termination. The use of certain facilities within a Centre during a hire period may be prohibited and/or varied by the Company at any time and for whatever reason. The Company reserves the right to cancel any booked period or hire period of a commercial hirer. Where the demand for community use exceeds booking availability, the company reserves the right to charge accordingly.

## Notices

The Hirer shall not display any notices or decorations (internal or external) without the express written permission of the manager.

## Alterations to Fittings

The hirer shall not alter or interfere with any equipment or fittings of the Centre of structure thereof.

## Gambling

The Hirer shall not hold, or permit to be held any sweepstake, raffle or other lottery on the premises during the hire, other than one which is permitted by the law (and registered if the law requires) and has the prior written permission of the Manager.

## Rules of Users

The hirer will do nothing to undermine the published rules for users of the Centre, for example in regard to vehicle parking, smoking, required activity dress and access of animals. The Hirer will use his/her best endeavours to inform all those involved in the use of the premises during the hire period of these rules and to encourage compliance with them. The Hirer accepts that the Manager reserves the right to exclude from the premises anyone breaking such rules and/or causing nuisance to other users of the Centre of those in nearby premises.

## Vacation of Premises

The Hirer must ensure that the hired part of the Centre and any equipment used is left clean and tidy and that the equipment is left in the same condition as found at the end of the period of use. The Company reserves the right to levy an additional cleaning charge should the premises be left in such a condition as to necessitate unreasonable extra cleaning. Damage to equipment will be charged to the Hirer at the cost of repair plus 10% administration fee. If damaged equipment cannot be repaired then full replacement costs will be with Hirer.

## Child Protection

It is the pre-condition of booking that all Hirers produce evidence of a Child Protection Policy or adopt a suitable Policy to include verification that individuals, who have substantial access to under 18's have had satisfactory clearance from the Criminal Records Bureau.

## Health and Safety

The Hirer agrees to comply with the risk control measures that form part of the risk assessment for the premises under management of health and safety at work regulations 1992. These include minimum qualifications for those leading, teaching, coaching and/or supervising activities with compliance with the rules and advice of relevant governing bodies for particular activities. Evidence of these qualifications must be provided to the Manager of the premises at the time of signing the terms and conditions of hire. Swimming pools are the subject of written pool safety operating procedures, including the normal operating plan (NOP) and the emergency action plan (EAP). A separate document is to be completed for the pool hire, in accordance with current guidance from the Health and the Safety Commission.

## Breach of Conditions

Hirer shall be responsible for ensuring the Conditions of contract are complied with, by all persons using the Centre arising out of or in consequence of hiring. In the event of the Hirer breaching any of the Conditions of Hire, the Company may at the Manager's discretion cancel the booking and all future bookings.

## Confirmation of Agreement to these conditions of hire

I confirm I have read and understood the 'Conditions of Hire'.  
I confirm that I have informed officers/committee/members of the organisation and/or group of individuals that I represent, as appropriate, of these 'Conditions of Hire'.  
I confirm, on behalf of myself and the organisation I represent, our agreement to these 'Conditions of Hire'.  
I attach to this signed copy of the 'Conditions of hire' document a copy of the current insurance policy/certificate relating to the 'Insurance' paragraph, and also attach a copy of the relevant minimum qualifications for leading, teaching, coaching and/or supervising the activity for which booking(s) have been made.