

## Clickimin Block Booking Application Form 2023/24

Name of Club/Organisation:

**Contact:**

Name:

Address:

Postcode:

Tel No. (Day):

Tel No. (Mobile):

Email:

**Treasurer:**

(if different from contact)

Name:

Address:

Postcode:

Tel No. (Day):

Tel No. (Mobile):

Email:

Area Required

Age of Participants

No of Participants

Activity details & equipment required

Exception Dates

Day of the week	Start Time	End Time	Start Date	End Date

Payment Option

On behalf of the above named organisation I agree to the Shetland Recreational Trust Terms and Conditions of Hire:

Print Name

Date

**Data Protection:** The information collected on this form is recorded manually and on computer, stored securely and processed for the purposes of sports club bookings. Shetland Recreational Trust will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998. Your information will be used so we can process payments and invite you to submit future bookings. Your information will be held for a period of one year.

Please return this form by email to [blockbookings@srt.org.uk](mailto:blockbookings@srt.org.uk) or post to: Clickimin Leisure Complex, Lochside, Lerwick, Shetland, ZE1 0PJ. Closing date: Sunday 25th June 2023. For any enquiries please call 01595 741000.

# SRT Conditions of Hire for Clubs/Associations

## 1. Conditions of Hire

- 1.1 The person(s) or organisation hiring the facility (the hirer) shall be responsible for meeting the requirements of the Protecting Vulnerable Groups Act (Scotland) 2007 in relation to the employment of staff or use of volunteers when working with children and protected adults.
- 1.2 The hirer shall refer to and follow Shetland's Inter-Agency Support and Protection Procedures should any issues arise. The hirer should seek guidance when necessary from the relevant Duty Manager, unless urgent assistance is required, when the police may be contacted directly.

## 2. Supervision of Children (i.e. persons under 18 years of age)

- 2.1 Where children are using the building, the hirer shall ensure that there is supervision by adults (i.e. persons 18 years of age or over) in the ratio of one adult to every 15 children, but subject to there being a minimum of two adults in attendance at all times.

## 3. Payment of Fees

- 3.1 The booking shall be confirmed in writing by the hirer.
- 3.2 Payment of fees is due within 30 days of receipt of invoice. Where the hirer has outstanding debits for a period longer than 60 days, the facility has the right to cancel bookings until payment is made in full.
- 3.3 Should the hirer fail to confirm the booking at the due time, the Trust may at its discretion cancel the hire and re-let the facility without prior notice to the hirer.
- 3.4 All invoices will be sent via email to the named contact on the application form.

## 4. Cancellation

- 4.1 The hirer may cancel the booking:
  - 4.1.1 The hirer cannot cancel a block booking once it has been confirmed in writing by the Trust. The hirer can request to move a booking to an alternative date by giving notice in writing no later than 30 days prior to the booking date.
  - 4.1.2 In the event of a request being received to move bookings to an alternative date with less than 30 days' notice no refund will be made if booking is not used.
  - 4.1.3 Requests to move bookings must be within the original block booking period which is normally August – July each year.

## SRT Conditions of Hire for Clubs/Associations

### 4.2 The Trust may cancel:

- 4.2.1 Where in the opinion of the operational staff the facilities are unfit for use, the hire fee will be refunded except where the unfitness arises from the action or default of the hirer.
- 4.2.2 For non-payment of fees as in 3.2 above. The facility accepts no responsibility for any costs or expenditure incurred or sustained by the hirer as a result of cancellation of the hire.
- 4.2.3 A session to accommodate 'one off' bookings. This will be done in writing with no less than 30 days' notice.
- 4.2.4 Due to extreme weather conditions. Where a travel warning has been issued the Trust will contact all bookees and cancel free of charge. In situations where a hirer requests a cancellation without travel warning being issued no refund will be issued.

### 5. The Hirer

- 5.1 Is reminded that all time taken to rig or de-rig equipment is inclusive of their hire time.
  - 5.2 Shall not sublet or recharge bookings unless by prior arrangement with the Facility Manager.
  - 5.3 Shall ensure that the premises are cleared of members of the public and left in a tidy and orderly condition at the end of the period of hire. Should the facility be left in an unfit state a cleaning charge will be applied to the hirer at the current going rate.
  - 5.4 Shall be responsible for the good conduct and safety of participants, officials and spectators throughout the duration of the hire. Shetland Recreational Trust staff will however be in senior authority throughout the duration of the hire. Their instructions must be adhered to at all times.
  - 5.5 Shall be responsible for the full cost resulting from damage to property and equipment or any losses, which may be sustained as a result of the hire.
  - 5.6 Shall be responsible for reporting all accidents and near misses to the staff on shift at the time of the booking.
  - 5.7 Shall ensure up-to-date contact information for the club/organisation is maintained with the facility.
6. The hirer shall indemnify the Trust against all claims, demands, actions or proceedings in respect of the death of or injury to any person or damage to, loss of property belonging to any person arising out of the use of the facility otherwise than as a result of the defective condition of the facility or the Trust's equipment or the negligence of the Trust.

## **SRT Conditions of Hire for Clubs/Associations**

7. The hirer undertakes, in the event that Shetland Recreational Trust requires him to do so, to take out appropriate insurance sufficient to cover the terms of clause 6 thereof, and to exhibit the policy and/or premium payment request from the insurance company prior to the hire taking place. The Trust reserves the right to cancel the hire in the event that they have required the hirer to have in place the said insurance and the hirer has failed to do so, or to exhibit evidence to that effect.
- 8. Additional Equipment:**
  - 8.1 Other than that provided by the facility, is the responsibility of the hirer. The Trust will provide the minimum equipment required for an activity to take place. Additional equipment can be requested but will be charged at the current equipment hire rate. Details of equipment available can be requested from the Facility Manager.
  - 8.2 May not be stored on the premises unless by prior agreement with the Facility Manager.
9. The hirer shall not advertise any booking with the Trust, without first obtaining permission from the Facility Manager.
10. No food or drink may be sold on the premises unless or by prior agreement with the Facility Manager.
11. Any complaint in respect of the use of the premises or any of the arrangements connected therewith shall in the first instance be discussed with the Facility Manager. If any such complaint is not resolved at this stage, hirers may put the complaint in writing to the Chief Executive Officer.
12. Failure to observe these conditions may result in the cancellation of this hire and possible refusal of future hire.

## SRT Price List 2023/24

<b>Indoor Areas/Activity</b>		<b>Adult</b>	<b>Junior</b>
<b>Main Hall</b>			
Single Court	per hour	£11.15	£5.65
Half Hall (3 courts)	per hour	£33.45	£16.95
Full Hall (4 courts)	per hour	£44.60	£22.60
<b>Squash Courts</b>			
Single Court	per hour	£11.15	£5.65
Doubles	per hour	£16.70	£8.45
2 x Courts	per hour	£22.30	11.30
3 x Courts	per hour	£33.45	£16.95
<b>Table Tennis</b>			
Per Table	per hour	£6.00	£3.10
<b>60:40</b>			
1/3 Pitch	per hour	£49.95	£25.15
2/3 Pitch	per hour	£99.90	£50.30
Full Pitch	per hour	£149.85	£75.45
Pop up goals	per set	£2.45	£2.45
<b>Bowls Hall</b>			
Single Rink	per hour	£11.15	£5.65
2 x Rinks	per hour	£22.30	£11.30
3 x Rinks	per hour	£33.45	£16.95
4 x Rinks	per hour	£44.60	£22.60
<b>Swimming Pool</b>			
Floating Floor	per hour	£66.05	£47.15
1 x 25m Lane	per hour	£21.55	£16.95
1 x 16m Lane	per hour	£14.30	£11.80
<b>Sensory Rooms</b>			
Relaxation Room	per hour	£8.05	£8.05
Energise Room	per hour	£8.05	£8.05
<b>Equipment Hire</b>			
Equipment – e.g. racquets, football, etc	per item	£1.00	£1.00

<b>Outdoor Areas</b>			
Athletics Track & Field	per hour	£37.75	£37.75