

## Indoor Block Booking Application

Club / Association:			
Which Centre / Pool:			
Area(s) required:			
Activity Details & Equipment required:			
Dates required:	Day of week:		Approx number of participants:
	Start date:		Last date:
	Start time:		Finish time:
Dates you want to exclude from booking application:			

Payment Frequency:            On date of each booking     or    Monthly by Invoice

A: Organisation Contact Details - Main	B: Organisation Contact Details - Invoice
Name:	Name:
Address:	Address:
E-mail:	E-mail:
Tel Mobile:	Tel Mobile:
Tel Home:	Tel Home:

**On behalf of the above named organisation I request a block booking as detailed above and agree to abide by the SRT Terms & Conditions of Hire for indoor facilities:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

For Office Use

MRM ID     Site ID     MRM checked & booking available:

Booking duration (weeks):

Cost weekly facility hire: £

Cost weekly equipment hire: £

Total booking cost: £

Processed by:

Additional Information:

Exception dates:

## Conditions of Hire – Clickimin Leisure Complex Indoor Facilities

### 1. Protecting Vulnerable Groups Act (Scotland) 2007

1.1 Your club has a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act, to make sure that the adults who are authorised to work or volunteer with children on behalf of the club are not on the Children's List. The Children's List is a list of individuals who have been barred from working with children by Disclosure Scotland.

Further guidance and support is available from the Children 1st Safeguarding in Sport Service at [www.safeguardingsport.org.uk](http://www.safeguardingsport.org.uk)

1.2 The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005).

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10

Activities should be planned to involve at least two adults, preferably one male and one female.

1.3 While some children under the age of 16 may be in 'regulated work' with children they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

1.4 Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

### 2. Payment of Fees

2.1 The booking application shall be confirmed in writing by the facility management.

2.2 Payment fees are charged in arrears and are due upon receipt of the invoice and no later than the start of the next booking period, which would be the first day of the next calendar month.

2.3 Any invoice queries should be raised upon receipt of the invoice and before the start of the next booking period, which would be the first day of the next calendar month. If no query is raised it is assumed that the hire details are correct and fees due.

### 3. Cancellation

#### 3.1 The hirer may move a booking:

3.1.1 The hirer may request to move an individual booking session to an alternative date by contacting the facility management in writing no later than 30 days prior to the booking taking place.

3.1.2 In the event of cancellation of an individual session with less than 30 days' notice no refund will be made.

3.1.3 Any club/organisation(s) which fails to fulfil the entire booking period of the application will be required to pay a minimum fee equivalent to 30 days usage and may not be considered for future applications.

#### 3.2 The Trust may cancel:

3.2.1 Where in the opinion of the Facility Management 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.

3.2.2 For non-payment of fees as in 2.2 above. Where fees have not been paid at the start of the next booking period (first calendar day of following month) the facility management reserve the right to deny access to the hirer for their activity. The facility accepts no responsibility for any costs or expenditure incurred or sustained by the hirer as a result of cancellation of the hire.

3.2.3 A session or number of sessions to accommodate 'one off' and/or event bookings. This will be done in writing with no less than 60 days' notice.

#### **4. The hirer**

4.1 Is reminded that all time taken to rig or de-rig equipment is included in their hire time.

4.2 Shall not sublet or recharge bookings unless by prior arrangement with the Facility Management.

4.3 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 appropriate rate.

4.4 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.

4.5 Shall be responsible for any costs resulting from damage to property and equipment or any losses which may be sustained as a result of the hire.

4.6 Shall be responsible for reporting all accidents and near misses to the staff on shift.

4.7 Shall not advertise any booking with the Trust without first obtaining permission from the Facility Manager.

4.8 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, or loss of property belonging to any person arising out of the use of the facility other than as a result of the defective condition of the facility or the Trust's equipment or the negligence of the Trust.

4.9 The hirer undertakes, in the event that Shetland Recreational Trust requires them to do so, to take out appropriate insurance sufficient to cover the terms of clause 5 thereof, and to exhibit the policy and/or premium payment request from the insurance company prior to the hire taking place.

4.10 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.

#### **5. Additional equipment**

5.1 Other than that provided by the facility, is the responsibility of the hirer and must be agreed with the facility management prior to use. Liability for all equipment brought into the facility lies with the hirer and any test certificates must be provided as requested by the facility management.

5.2 May not be stored on the premises unless by prior agreement with the Facility Management. Any equipment stored on site is done so at the hirer's risk. The Trust accepts no responsibility for any damage or loss of property belonging to the hirer.

#### **6. Catering**

6.1 No food or drink may be sold or provided on the premises unless by prior agreement with the Facility Manager. If agreed, the hirer is responsible for all legislation in regards to food preparation and food standards guidance.

#### **7. Complaints**

7.1 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 Management. If any such complaint is not resolved at this stage hirers may put the complaint in writing to the General Manager.

8. Failure to observe these conditions may result in the cancellation of this hire and possible refusal of future hire.