



Term and Conditions of Hire

1. Definitions

- a) The 'Hirer' is the person, club, society or organisation hiring any part of the named centre or any facilities offered by or within it. Only persons aged 18 years or older will be accepted as a hirer.
- b) The 'Manager' is the Play Sport UK Duty Manager, Company Director or person duly authorised to act on their behalf.
- c) The booking period is the time(s) and day(s) indicated on this form which have been reserved by the Hirer and **includes** time required to assemble or disassemble any equipment used in relation to the booking.

2. Booking and Payment of Invoices

- a) Casual or one-off bookings can be made up to 8 days in advance in person. Payment must be made prior to the activity taking place.
- b) Any number or series of bookings may be made. An invoice will be issued for the complete series of lets as shown on the booking form along with any agreed payment schedule. Full payment for the month ahead must be made in advance of the first booked date or as per the agreed schedule.

3. Cancellation by the Hirer

- a) Casual or one-off bookings not taken up by, or cancelled, less than 24 hours before any booked period must be paid for in full by the Hirer unless the period is re-let in full.
- b) Series of Lets not cancelled in writing at least 8 days prior to the booked period must be paid for in full by the Hirer unless the period is re-let.

4. Cancellation by the Manager

- a) The Manager reserves the right to refuse any application or terminate any booking. Only monies paid in respect of a booking so terminated will be refunded and Play Sport UK accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation.

5. Responsibility of the Hirer

- a) The Hirer shall ensure that all users of the facilities by virtue of the hiring comply with all regulations of the centre. The Hirer shall be liable to Play Sport UK for any breach of these regulations.
- b) The Hirer shall be responsible for the cost of repairs arising from negligence or misuse of the facility. Any noncompliance with the terms and conditions will result in termination of the booking without refund.

6. Licensing & Safety (including ALL Covid -19 regulations)



a) The Hirer must at all times adhere to all licensing regulations relevant to their booking including PRS and PPL licenses and all relevant Health & Safety regulations, Fire and Safety signage and all safety instructions issued by centre staff.

7. Document requirements

a) The Hirer must provide written proof of documentation to satisfy the requirements of booking. This includes insurance cover against such risks as may be required by the Conditions of Hire, qualifications, licences, criminal record bureau disclosures and any other information relevant to the activity.

8. Advertising

a) The Hirer must receive written approval/confirmation from the Manager for any advertising, publicity, promotion or demonstration which the Hirer may wish to undertake in relation to this booking.

9. Subletting

a) The Hirer may **not** sublet the facility or use of the centre booked for any purpose other than that arranged with the Manager.

10. Birthday parties

a) we only provide the facility e.g. hall, studio etc

b) we do not provide coaches or staffing

c) we do not arrange activity e.g. bouncy castle or similar

d) please note that the setup and take down of equipment is included in your hire time

e) all facilities must be returned as found

f) please see 1.c in terms and conditions

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