Terms and Conditions for Regular Hirer ATP bookings at Abbeydale Sports and Community Centre

Firstly, many thanks for making a regular booking with us – we really appreciate your business and loyalty. We want you to have a great experience for your group at Abbeydale Sports and Community Centre.

By booking our ATP or changing rooms you are deemed to have accepted ALL the following terms and conditions.

Our standard booking year is 1 September to 31 August of the following year – we follow the school year as many of our regular hirers are school year focussed. Where appropriate we will ask you for bookings for the full or remainder of the year. We can, of course, accommodate forward bookings beyond the school year and more ad-hoc booking arrangements if required. Clearly some groups may finish on the ATP in March/April for use of grass pitches, we will make available those slots for our summer hirers until the end of August.

Within our standard booking year we require each ATP user to commit to a block of at least 10 bookings of the same one hour slot or a single booking of at least 5 hours on one day. Open ended block bookings are not available. The hirer must not sublet their booking on our ATP.

Use of our ATP may include the use of one changing room where available. Booking slots will normally be for one hour duration to include setting up and cleardown of equipment. Please remove all waste and put into the bins provided after your slot.

All booked times must be adhered to. Please don't arrive early and expect to access the ATP or changing rooms. Setup and cleardown of goals etc is part of the booked time. Likewise, please leave the ATP and changing rooms promptly after your booked time has finished. If you find you need to adjust your booked time, please talk to our Centre Admin team.

<u>If you need to cancel a booking for a specific date please give us 7 full days' notice otherwise you will be charged for the booking. However if WE have to cancel your booking at short notice you will not be charged. In this case we would, of course, try to give you as much notice as possible.</u>

We will invoice you monthly in arrears for ATP and changing room bookings using the appropriate rate. We expect prompt payment within 15 days of the end of the month otherwise we may suspend your booking.

The hirer who makes the booking is responsible for ensuring everyone within their group complies with these terms and conditions and behaves in a proper and appropriate manner when using our facilities. This is a community facility – the hirer should ensure all of our facilities are left in the state that they would expect to find them.

Only footwear with moulded studs will be allowed on the ATP. Groups with participants using any other footwear will be asked to leave, unless they have gained prior permission from Abbeydale Community Association Board of Trustees.
As we are licensed premises no alcohol may be brought into the Centre including the changing rooms or ATP. If your bookings require catering or drinks after your use of the ATP please talk to our Phoenix Café Bar Manager (phoenix@abbeydale.org.uk). We can offer services tailored to your requirements.

Do not block fire exits, tamper with fire extinguishers or allow your group attendees to do so.

Smoking and vaping is not permitted in the building, on the ATP or outside by the main entrance or outside the changing room entrance.

Do not use electrical sockets within the Centre to supply power to any equipment being used outdoors.

Any children (under 18) within your group must always be supervised both inside and outside the centre whether on the ATP or waiting outside Phoenix Café Bar etc. The hirer is responsible for their own safeguarding arrangements for children and adult at risk.

The hirer is responsible for the condition of the ATP and changing room and must replace all furniture to the correct location. All floors must be swept and mopped where necessary. Cleaning materials are located in the main foyer cleaning cupboard.

The hirer must have appropriate Public Liability insurance for the activities held within the Centre. We may ask to view the Certificate of Insurance from time to time. Note that our contents insurance does not cover any items you may store within the centre or the changing rooms or ATP area, both during and between bookings.

The hirer is responsible for administering their own first aid. First aid boxes and defibrillators are available within and outside the building. We have an accident book which needs to be updated also. In case of emergency please contact the Emergency Services directly.

If your group's ball(s) go onto the roof of Abbeydale Sports and Community Centre DO NOT GO ONTO THE ROOF. This is totally unacceptable as it's a health and safety risk to the individuals concerned and may cause damage to the roof, guttering etc. which results in costs for the Centre. . Groups found climbing on the roof will receive a warning and , if it continues, will have their booking cancelled. If your balls go onto the roof, let our Centre Admin team know and the balls will be safely retrieved and stored. Please ensure your group's balls are marked appropriately.

Any photography or video footage done by the hirer or group on the ATP or within the changing rooms MUST be approved by Abbeydale Community Association before being used in ANY publicity of any kind. Hirers are not allowed to display notices or announcements or store any items within the changing rooms or ATP without approval from Abbeydale Community Association.

Please close all windows (including skylights) and switch off all lights after use. If you have been issued with a key, please ensure the ATP entrance gate and external ATP gates are locked and secure as well as the changing room entrance door.

Please take care of your group's clothing, personal effects and any valuables - as this is an open buildingwe cannot accept any responsibility for loss or damage. In addition, no liability is accepted for personal injury or illness arising

out of your group's use, except to the extent to which it may have occurred through the act, default or neglect of the Association, its servants or agents.

If you have any queries about your bookings, please contact our friendly Centre Admin team who are usually available in the office during the working day or by email to admin@abbeydale.org.uk

We reserve the right to update these Terms and Conditions from time to time. We will update you with the latest version.

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