

Request for Booking



SCL will confirm the booking with you once it has been accepted. By signing or by returning this form by email, you are agreeing to comply with the Terms and Conditions, if your booking is accepted. We may request that you sign an Application for Hire form when you attend the facility.

Facility Name:		Reference (SCLL use only)	
Contact Name:		Organisation Name:	
Booking Address:	Billing Address:		
Post Code:		Post Code:	
Tel:		Tel:	
Email:		Email:	

Indicate period requested clearly by adding year or completing other period	Period Start	Period End
New / Renewal booking		
New / Renewal booking		
Other Period		
Dates not required:		

Day	Date	Start Time	Finish Time	Approx No. of People	Activity	Area Required
Please state any additional or special requirements						

<u>For Sportshall / Swimming Pool / Astro Pitch bookings only</u>			
If you are an affiliated club/group delivering a session to its members and you wish to take advantage of VAT exemption legislation (refer to Terms and Conditions attached), please state NGB and your Affiliation number below. If you do not complete this section, you will be charged the full rate. Room bookings are VAT exempt.			
The National Governing Body		Affiliation number	

(To be completed by SCLL)	Price	Total per Date	Number of Dates	Total
Cost				

Payment Method	☐ Invoice	☐ Over the counter
Please note that Invoice payment may incur admin charges (up to £25 per invoice)		
If you require an invoice and your company operates a Purchase Order system, please provide a valid PO number. Failure to do so may delay the confirmation of your booking.		PO No:

Safeguarding of Juniors and/or Vulnerable adults

Is your booking for: (check appropriate box below)

A social gathering of friends/colleagues to take part in an activity or party? YES ☐ If checked yes go to **Declaration on next page**

Or an affiliated club/group delivering a session to its members? YES ☐ If checked yes complete the following,

Will juniors and/or vulnerable adults be accessing the sessions? YES ☐ NO ☐ if yes you must also answer 1) 2) and 3) below,

- 1) Do you / your club follow recognised safeguarding procedures via your own safeguarding policy?
YES ☐ NO ☐
- 2) Do you / your club check all of your adult members who come into regular contact with children and/or vulnerable adults through the Disclosure Barring Service (DBS) or another recognised authority?
YES ☐ NO ☐
- 3) You / your clubs Coaches / Instructors have attended a recognised course in the protection of children and/or vulnerable adults such as those delivered by Sports Coach UK?
YES ☐ NO ☐

If you answered **NO** to 1) 2) or 3) above your booking will only be accepted if you / your club agree to ensure that these requirements are put in place by the end of period of hire. Do you agree to put such requirements in place as outlined
YES ☐ NO ☐

Note: Failure to have all such requirements in place in time for any subsequent booking applications will result in that booking being refused.

You/Your club must also supply copies of the following documents with this application:

- a) Certificate of Public Liability Insurance for a minimum of £5 million. We recommend a minimum of £10 million for sports clubs. If your Public Liability Insurance is included as part of your NGB affiliation, please let us know and provide proof of your club's affiliation.

National Governing Body of Sport insurance policies might not cover Personal Injury and Loss of Earnings. You may need to take out additional Personal Injury Policies for coaches and club members who don't have cover.

- b) List of qualified coaches who will be in attendance. If there is a change to coaches, you agree to inform us.

This form should be returned to us at least 14 days before your booking takes place and we will then confirm your booking.

Full payment is required at least 14 days before your booking. You can make a card payment or send a cheque (payable to "Salford Community Leisure Ltd). If you require an invoice, it must be paid immediately by card, bank transfer or cheque – full instructions are given on invoice. For a block booking we may agree to payments by instalment (see Terms and Conditions section 2e).

Declaration: By signing below, or by returning the completed form by email, you confirm that all the above information you have given is correct and that you are fully aware that there are terms and conditions that apply to booking and use of the facility including cancellation terms and legal regulations which you should read and understand before completing your application.

Signature _____

Date _____

We'd love to keep you posted about Salford Community Leisure's upcoming activities and exciting events as well as special offers. To keep in the know via email please check here. ☐ You will be able to withdraw your consent at any time via email.

The Salford Community Leisure Ltd Privacy Policy is available on our website.

Office Use Only: Date Booking Form Sent: _____ Initials: _____

Payment method: Invoice ☐ / Counter ☐ / Payment Request ☐

Date payment Received _____

TERMS AND CONDITIONS OF HIRE

1) Interpretation.

The following definitions apply:

Salford Community Leisure Ltd is referred to as SCL and includes (where the context permits) any person authorised by SCL to perform any particular duty.

"The Centre" means SCL leisure centre, sports pitches/track and other such facilities as determined by SCL.

"The Hirer" means the person and or organisation hiring out the facilities.

"Guest" means any person attending the booked sessions, either taking part in, supervising or as a spectator.

"Period of hire" means the start and end dates between which all booked sessions fall. In the case of a one off event the date of the event is the period of hire.

"Booked session" means the time reserved for the hirers use on each particular date booked and includes any preparation or dismantling time.

"Clubs" is any organisation approved as such by SCL.

2) Application for Hire and fees

- a) The hirer must be at least 18 years old.
- b) Applications for the hire of premises or facilities, including special requirements, must be made to SCL on the approved booking form.
- c) The individual who signs the booking form as the hirer will ultimately be held responsible for all payments and the compliance with these terms.
- d) The hirer must pay the agreed fees for all sessions booked within the period of hire.
- e) All fees due must be paid for in full at least 14 days in advance of the first booked session unless SCL agree to accept payments by instalment. Instalment payments must remain at least one week in advance.
- f) SCL reserves the right to ask for a deposit at the time of booking.
- g) If any due fees remain unpaid to SCL all further bookings falling within the remaining period of hire may be cancelled by SCL without further notice.
- h) The facilities booked shall not be used for a period of time longer than the time they have been booked for. If this is found to be the case, the hirer will be charged at double the hiring rate for that facility for the excess time.
- i) There shall be no subletting of the hired facilities.
- j) The hirer must give details of what activity they intend to take place in any booked session.
- k) SCL reserves the right to refuse a booking without giving a reason.
- l) SCLL reserve the right to pass any outstanding unpaid debt on to a third party company for collection. The interest and cost incurred by SCLL in employing the third party will be passed on to you, including any costs in tracing you.

3) VAT legislation

- a) The hirer of sports facilities (e.g. football pitches etc.) is liable to VAT at the standard rate but if the facilities are let out to a school, college, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league, the hirer can take advantage of VAT exemption legislation.
- b) Before you can hire the facilities without paying VAT the hirer must agree to all the following requirements:
 - i) The hirer must make a series of bookings for at least ten or more sessions.
 - ii) Each booked session must be in respect of the same activity carried on at the same place.
 - iii) The interval between each booked session must not be less than one day and not more than fourteen days.
 - iv) You must pay for the whole series even if you do not attend all or any of the booked Sessions.

4) Cancellation or non attendance

- a) Under normal circumstances any booked session can not be cancelled by the hirer.**
- b) In the event of the hirer failing to take up or attend any booked session the fees shall remain due. Any fees paid for the session will be retained by SCL.
- c) When the hirer believes non attendance to a booked session is due to completely unforeseen circumstances or an emergency they may apply via email to SCL at the centre concerned for a credit or refund. Proof of the circumstance or emergency will be required. Any incurred cost by SCL resulting from the booking will be retained by SCL. Contact details of the centres are available from the SCL web site.

5) Cancellation by SCL

- a) SCL reserves the right to cancel a booking with the minimum of two weeks notice for unforeseen repairs/maintenance, required staff training or events.
- b) SCL reserves the right to cancel a booking with no notice for health and safety, emergency or any other reasons beyond the control of SCL.
- c) If SCL do cancel a booked session already paid for, for any of the above reasons a credit or refund will be offered to the hirer. No additional reimbursement will be made by SCL.

6) Responsibility of the hirer for good order and safety

The hirer will be held responsible for the following even if not in attendance.

a) General

- i) The hirer shall ensure that activities are conducted in a manner that complies with all legislation and SCL normal operating procedures and the hirer shall be liable to SCL for any breach of these terms.
- ii) The hirer shall ensure all guests comply with the same conditions that apply to the hirer.
- iii) The hirer shall ensure all in attendance do not take part in any session or activity for which they may not be fit.
- iv) The hirer shall employ a sufficient number of stewards as required by SCL to maintain good order during the hire and shall expel any person acting in a disorderly manner, or disobeying the instruction of SCL staff.
- v) Where the stewards require specific qualifications it is the responsibility of the hirer to provide the relevant documentation/copies of certificates at the time of booking.
- vi) Equipment should only be used as intended and not altered by the hirer or their guests.
- vii) Within the area booked, seating must not be rearranged or added to and all doors, entrances, corridors and exits must be kept clear and ready for use in an emergency.
- viii) It is the responsibility of the hirer to inform all their guests, competition referees and event organisers of the position of emergency exits, whereabouts of evacuation meeting points and the procedure in case of fire or other emergency. Also the hirer must make sure a safety announcement is given before each event informing any people in attendance of such information.
- ix) The hirer shall not use the area booked for any purpose other than the purpose for which it was hired. The centre or SCL do not guarantee that the area hired is suitable for the purpose for which it is let and shall not be liable for any damages whatsoever in the event of the facilities being unsuitable or inadequate.
- x) The Centre and SCL staff shall at all times have free access to and from the booked area.

7) Indemnity

- a) All hirers who are deemed by SCL to be offering a structured, supervised session, part of a business undertaking (including self employed enterprise) or are under an affiliation to a governing body or club, should indemnify the centre against any claim for loss or damage, death or personal injury arising from the hirer's or hirer's members negligent or wilful misuses of premises, including any damage, however caused, by the hirer of the premises.
- b) The above indemnity must be covered by Public Liability Insurance for a minimum sum of £5 million. We recommend a minimum sum of £10 million for sports clubs.
- c) Where a hirer is deemed by SCL to be a social booking which comprises of nothing more than a group of friends/colleagues, no proof of indemnity is required.

8) Breach of Terms and Conditions

If any booked session or period of hire is cancelled or terminated by SCL as a result of a serious breach of these terms by the hirer the hirer shall remain liable for the fees due for the session or period of hire and any cost incurred by SCL.