

# CONDITIONS OF HIRE

## Admission

1. Caerphilly County Borough Council (hereinafter called 'the Council') reserves the right at its absolute discretion to refuse the admission of or to evict any person from the Centre.
2. The Manager will advise the hirer the maximum of admissions that will be allowed for any event. Under no circumstances should the maximum number of admissions be exceeded.

## Protection of Children

3. All clubs with junior sections (u18) must comply with their organisation's and the Council's Safeguarding policy. The Council requires clubs / groups using the centre to provide proof that coaches and instructors hold valid insurance, governing body qualifications, DBS checks and any other relevant qualifications (e.g. Child Protection in Sport).

## Payment

4. Payments for hire of facilities, other than block bookings, are to be made in full at the date and time of the booking. In some cases a deposit may be required.

## Cancellation

5. Should the hirer wish to cancel a confirmed special event booking, written notice should be sent to the manager at least 4 weeks before the date of the event. If sent less than 4 weeks, the hirer is responsible for payment of fees due unless the centre obtains a replacement booking.
6. If a block booking is granted for the number of sessions applied for then the hirer must pay for **all** of the sessions when payment is requested. If any session is cancelled, other than by the Manager, then payment will still be required with no exception.
7. The manager reserves the right to withdraw the use of facilities at any time. Any hiring fee already paid will be refunded, but no liability can be accepted for any other expenditure sustained by the hiring organisation. If a booking needs to be cancelled by the Manager, where possible the hirer will receive at least 2 weeks notice.

## Photography/Broadcasting

8. No organisation booking facilities may grant broadcasting/filming rights without the prior consent of CCBC.
9. Photographic equipment (including digital imaging mobile telephones) is strictly prohibited without the prior consent of the Duty Officer on each occasion.

## Your booking

10. Artificial turf pitch and sports hall bookings are taken on the hour and last for 55 minutes. Any event which proceeds beyond its time allotment is liable to an excess charge equivalent to at least twice the hourly booking fee, plus an additional fee for any labour and/or overtime costs involved.
11. Participants should not enter the area until their hire time commences and should vacate the area promptly to allow the next hirer to start on time.

## Your application

12. The applicant who signs this form must be over 18 years of age.
13. The application shall not be deemed to be accepted until the application has been approved and the hirer informed in writing.
14. Bookings are not transferrable.
15. The hirer shall not use the premises for any purpose other than described in the application for hire and shall

not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance in respect of thereof.

16. The hirer accepts full responsibility for due observance of the Conditions of hire and all damage which may be caused by persons attending the facility in their name. The hirer must pay the cost of making good any damage caused to buildings, furniture, fittings, apparatus or appliances caused by themselves or members of their party during the period of letting.

## Miscellaneous

17. The hirer shall not give and/or sell drinks or refreshments on the premises and consumption of food and drink will only be permitted in designated areas.
18. Smoking (and electronic cigarettes) is not permitted within the leisure centre or grounds.
19. Inappropriate language and behaviour will not be tolerated.
20. The Centre must first approve all equipment used by the hirer. Under no circumstances shall the hirer, without prior consent from the Manager, use electrical equipment.
21. No sweepstakes, raffles or any other form of lottery shall be promoted, conducted or held on the premises.
22. The right of entry to the premises is reserved to Centre staff or authorised contractors at any time during the hiring.
23. All bookings are accepted on the understanding that centre rules and regulations will be strictly observed.
24. In the event of an accident/injury a member of Centre staff must be informed immediately.
25. The hirer is not permitted to arrange for, or permit, the sale or consumption of alcohol on the premises, without prior and written permission from the Manager.

## Block Bookings

26. Applications for block bookings must be completed separately for each period of time that the facilities are required.

## Artificial Turf Pitches

27. Suitable footwear must be worn on the pitch at all times. Boots with round rubber studs (1/4" studs only, AstroTurf trainers and trainers constitute suitable footwear.
28. Metal studs and boots with blades are not permitted on the surface. All footwear must be clean.
29. No swinging on goal posts.
30. Goals should only be moved by Centre staff.
31. No dogs, bikes or smoking on surface at any time.
32. Please deposit all litter in bins provided.
33. No heavy or sharp objects.

## Failure to comply with any of the regulations above will result in cancellation of booking and possible refusal of future bookings