

FACILITY HIRE BLOCK BOOKING APPLICATION FORM



Please Select Venue	NEWARK SPORTS & FITNESS CENTRE / DUKERIES LEISURE CENTRE / SOUTHWELL LEISURE CENTRE/ BLIDWORTH LEISURE CENTRE NEWARK ACADEMY / BISHOP ALEXANDER ACADEMY / BARNBY ROAD ACADEMY / MAGNUS ACADEMY / NU SAMWORTH ACADEMY				
Name of Hirer					
Name of Club/ Organisation			Position in Club/Organisation		
Hirer Address					
				Post Code	
Hirers Phone Number				Hirers Email address	
Date Of Birth				Active Card Number	
Name of Club Treasurer			Treasurers Phone number		
Treasurers Email					
Number of Participants	Coaches		Adults		Children
NGB Affiliation number					

DETAILS OF THE BOOKING(S) REQUIRED

	Booking 1	Booking 2	Booking 3	Booking 4	Booking 5
Facility Required					
Purpose of Hire					
Type of hire <i>Junior/Adult/ Club</i>					
Start Date					
End Date					
Times Required <i>Inclusive of setup/take down</i>					
Excluded Dates					
Additional Requirements					

WHERE ACTIVE4TODAY LTD IS THE PREFERRED OPERATOR OF PARTNERS' FACILITIES, THE ONSITE PREMISES TEAM(S) OPERATE THE FACILITY IN ACCORDANCE WITH THE SITE'S AND ACTIVE4TODAY LTD'S TERMS AND CONDITIONS

I understand that:

- ✓ ACTIVE4TODAY LTD RESERVE THE RIGHT TO CANCEL THIS BOOKING AT ANY TIME BY GIVING 1 MONTH'S NOTICE
- ✓ To qualify for a block booking, your booking must be for a series of 10 or more sessions, not more than 14 days apart.
- ✓ No credit will be given for any unused sessions unless the facility is unfit for use (eg, inclement weather, power failures or unforeseen circumstances outside the control of the Company), this will be at the Company's discretion.
- ✓ ALL BOOKINGS will be paid on a monthly basis by direct debit in advance of use.
- ✓ ALL CANCELLATIONS must be notified in writing and one further full direct debit payment will be due. The cancellation notification must be sent by email to bookings@active4today.co.uk

I confirm that:

- ✓ I am over 18 years of age
- ✓ I have read, understood and am authorised to sign this form on behalf of the club/organisation named above. I agreed on behalf of the Club/Organisation to comply with the regulations and conditions of hire with Active4Today and Partner Site facilities (Terms & Conditions/ Codes of Practise attached to this form).
- ✓ I have included all relevant, up to date documentation as outlined in this form in respect of junior and club bookings.

Please tick the box if you would like to receive marketing information from us regarding our sports & leisure facilities/offers

Name: _____ Signature: _____ Date: _____

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Please ensure this page is completed fully, returned with your booking form and includes all in date evidence of qualifications gained. These documents are required annually in advance of any booking commencing at any of our sites.

Active4Today’s Children and Adults Safeguarding Policy requires the Company to take reasonable steps to ensure that the health, safety and welfare of children and vulnerable adults are safeguarded. Accordingly, Active4Today Ltd will report any concerns to the necessary authorities. As a result of this, you are required to provide evidence of your Club Safeguarding/Welfare Policy and any training undertaken prior to your booking being agreed.

Please list designated Coaches/Instructors involved with your club/organisations booking, who will be on site during your sessions.

If you are a non-club adult booking, please tick the box, sign below and return both pages of the booking form to us.

Name	Address	Qualifications Inc. First Aid, Safeguarding, DBS Check	Date Awarded	NGB Insurance YES/NO (please attach copy)
<i>Example member name</i>	<i>1 Everyday Road, Newark, NG24 3GY</i>	<i>First Aid</i>	<i>01/2021</i>	<i>Yes</i>

Please ensure you have included scanned copies of the following documents with this booking form. Your signature (below) confirms ALL documentation held is valid and in date;

- ✓ Evidence of your Safeguarding/Welfare Policy whether that be club specific or governing body
- ✓ Evidence of Coaching, First Aid, DBS, Safeguarding certificates from designated club volunteer
- ✓ Evidence of Public Liability/Third Party Insurance Certificate (£5,000,000 minimum cover)
- ✓ Evidence of the Club’s National Governing Body affiliation

PAYMENT INFORMATION

Payment for facility hire is made by Direct Debit. Please fully complete the treasurers details on page 1 so our finance team is able to arrange documentation and contact them regarding your hire. If you have any questions regarding payment terms please contact us at Bookings@Active4Today.co.uk

Signature: _____

Date: _____

Print Name: _____

Designation within Club: _____

1. **In the application forms in these conditions, the following definitions apply:**
 - (i) 'The Company' means Active4Today Ltd and any partner sites of Active4Today Ltd
 - (ii) 'The Hirer' means the person/Club/Organisation so designated on the application form.
 - (iii) 'The Premises' means Leisure/Sports Centres/and managed facilities and their contents, fixtures, fittings and furnishings.
 - (iv) 'Facilities required' means that part of the premises let to the hirer with toilet and cloak room accommodation by the Company and the necessary entrances and communicating corridors.
2. **Charges**
 - (i) The charges for the hire of the facilities shall be in accordance with scale of charges approved for the time by the Company.
 - (ii) Charges may be incurred for loss of facility access cards (maximum £5 per card) as detailed in your Welcome Pack.
3. **Safeguarding**

Applicants providing services to children aged under 18 years of age and vulnerable adults must have policies and procedures in place to ensure children's and vulnerable adults' safety, and must provide evidence of this on request.
4. **Cancelling your Club/Organisation's booking**
 - i) Cancellations must be notified in writing by emailing bookings@active4today.co.uk. Following receipt of cancellation notice, one further full direct debit payment will be due.
 - ii) Cancellation of any one session must be made by emailing bookings@Active4today.co.uk 7 days prior to the session start date for charges not to be incurred.
5. **Applications and Reservations**

All applications for hiring shall be sent by email to bookings@active4today.co.uk a **minimum of 14 days prior to the booking date**. Notwithstanding anything to the contrary contained herein the Management of the Company reserves the right at its sole discretion to cancel any lettings and in that event shall return booking fees paid in advance for future bookings. The Company shall not be responsible for any consequential loss sustained by the hirer from such cancellations nor be liable to pay any compensation for any loss incurred by the hirer. We reserve the right to take a 10% deposit on acceptance of the application, which shall be credited to the total lettings charge. In the event of a cancellation by the hirer, the Company may, at its sole discretion, retain the whole of the deposit for administration expenses.
6. **Accidents and Incidents**

The Hirer shall ensure that all accidents/incidents are reported to both onsite staff and Active4Today staff, as detailed in your 'Welcome Pack'. Hirers must also complete appropriate accident/incident forms and return a copy of these to bookings@active4today.co.uk within 24 hours of the event occurring.

In the case of emergency, the appropriate emergency service should be contacted immediately prior to contacting on site and Active4Today staff (as detailed in your Welcome Pack). All affiliated clubs should be first aid trained and hold first aid equipment on their persons.
7. **Cricket Bookings – Bowling machines**

Bowling machines may only be used with the written consent of Active4Today and our Partner Sites. Any club or individual using such device is required to wear a regulation helmet at all times and follow governing body guidelines/manufactures instruction for safe use. The Company accept no responsibility for any damage or injury resulting from its use.
8. **Payment**

The payment for the booking should be made by Direct Debit, set up prior to hire commencing. Quarterly invoices are available upon request and will incur a £25 fee per invoice raised. Late payments may be subject to additional charges.
9. **Sub Letting**

The Hirer shall not sub-let any part of the premises.
10. **Use of the Premises**

The Hirer shall ensure: -

 - (i) That the instructions of the Company and its officers on the use of the premises for the purpose of the let and on any other matters are implemented and adhered to. This includes **NO smoking** or consumption of alcohol at any of our leisure centres or partner site facilities.
 - (ii) That all fire exit doors, corridors and staircases are kept free from obstruction.
 - (iii) That all persons using the premises for the purpose of the hire shall conduct themselves in an orderly manner and shall appoint such stewards or other persons as are considered necessary for that purpose, especially for any function to which the general public are admitted, and at which there may be a large gathering to ensure that the letting is properly controlled and to maintain order throughout the whole period of the letting
 - (iv) That no person using the premises for the purpose of the hire shall interfere with the fire appliances, heating appliances or electrical installations therein and that no such person drives any nails or screws into any part of the premises or affixes to any machinery, equipment or notice boards, notices, place cards or other articles without the express consent of the Company's Senior Management Team. The users of school facilities are forbidden to stand upon any desk and seat or upon other furniture or fittings
 - (v) That no article of equipment is brought into and nothing is done on the premises which shall involve additional risk to the Company or its property or which will affect the premium for insurance of the property.
 - (vi) The Hirer shall ensure during the times these premises are so used that such activities are conducted in an orderly manner and under adult supervision and that the right to use the premises is exercised quietly and in a manner unlikely to cause any annoyance or inconvenience or to become a nuisance to the owners or occupiers of any adjoining or neighbouring property or to the public.
 - (vii) The Hirer shall defray the cost of making good all damage caused to the premises or other property of the Company which is in any way attributable to the exercise of this right.

(viii) All bookings include set up and take down time.

(viii) There is **NO** onsite storage for hirers at any facility, unless it is expressly agreed in writing by management of the site.

11. General Indemnities

- (i) The hirer shall be responsible for loss caused to the Company i.e. the hirer shall indemnify the Company and keep it indemnified from and against all costs, charges, claims and demands for injury, loss or damage to persons or to property arising from the exercise of the right howsoever such injury, loss or damage may be caused unless due to any negligence on the part of the Company or their servants or agents.
- (ii) The hirer shall ensure that Risk Assessments are up to date in line with their sport's National Governing Body guidelines.
- (iii) Where lettings are required to set up or pack away equipment in our facilities they should do so as instructed by the Company or Partner site staff and in accordance with manual handling guidelines and the manufacturer's recommendations
- (iv) Active4Today, the Governing Body/Partner site do not accept any liability in respect of the parking of any vehicles at the premises connected in any way with the Applicant or the letting of the premises during the letting period.
- (v) Active4Today, the Governing Body/Partner Site accept no liability for goods and personal effects left on its premises by the hirer, its servants or agents, or by any user of the premises.

12. Data Protection

- (i) Your personal information will only be used for the administration of your booking and will not be used for any purposes that are not directly related to that membership. If you would like to know more about how we use your information please contact the appropriate Director or visit our privacy pages at www.active4today.co.uk.
- (ii) Active4Today Ltd may at its sole discretion disclose your Club/Organisation's information to the police, regulatory bodies or any legal advisors in connection with any alleged criminal offence or suspected breach of these terms and conditions by you or otherwise as prescribed by law.
- (iii) Anonymous data regarding participation and statistical data will be shared with industry leaders in order to identify trends and plan services for the future.

Additional Conditions for the Hiring of Outdoor Facilities

1. The hirers shall at the expiration of the hiring remove everything brought by them on to the site and shall leave the site a clean and orderly condition.
2. Where jumping pits are used, the hirers shall provide their own rakes and shovels for levelling the sand.
3. Spectators should use designated off pitch areas only. It is the hirers responsibly to keep visitors off all sports facilities, other than those hired, particularly cricket squares, hard porous and synthetic areas, shrub borders, trees etc.
4. **No dogs, except guide or assistance dogs are permitted at any of our sites.**
5. No vehicle shall be parked on or taken over the grass, sports facilities or borders without the express permission of the Company or the Site Manager.
6. Appropriate footwear **MUST** be worn at all times on synthetic all-weather pitches (AWP). **There should be NO studs, moulded studs or blade football boots, heeled shoes or formal flat shoes worn on the pitch. Multi Studded (Astro) trainers or flat soled trainers should be worn on the AWP at all times.**
7. The Company is responsible for the pitches and will decide if they are fit for play. The hirer should consult the Company if in doubt.
8. The Company may cancel hire on occasions where it is of the opinion, for any reason whatsoever, that it would be potentially dangerous to allow the activity to continue. The Company recommends hirers join **@Active4Today** Facebook page for the latest updates and changes for emergency closures due to inclement weather, power failures etc.
9. Where there are special conditions of hire relating to a particular activity the hirer must comply with those special conditions.
10. In the event of a breach of any of the conditions of hiring (including any special conditions of hire relating to a specific activity) the Company may terminate the hire forthwith.

Additional Conditions for the Hiring of Indoor Facilities

1. The hirer shall obtain at his own expense all the necessary licences required in connection with the use of the premises for the purposes for which the same is let and to observe and comply with all the conditions attaching thereto.
NOTE: Early enquiries should be made of the appropriate District Council in respect of application to music, singing and dancing licences and licences for stage plays and cinematograph performances. Applicants for music, singing and dancing licences are required to give at least 28 days' notice to the Licensing Authority.
A licence is required for the public performance of records, tapes, CD's, MP3 or Live Streaming (pre-recorded music) and a licence covering most makes can be obtained from the Phonographic Performances Limited of 1 Upper James Street, London, W1F 9DE. Applicants are advised that failure to obtain such a licence is an offence against the Copyright, Designs and Patents Act 1988.
2. The use of the premises is restricted to specific opening and closing times. Approval can be sought to extend to 11.00pm in some cases. This must be obtained prior to the letting.
3. Musical equipment must not be moved unless the written permission of the Company has been obtained beforehand. Furniture and equipment must not be removed from the premises.
4. The provision of alcoholic drinks at functions will be left to the discretion of the Company in consultation with the owners. Larger functions or cases where there may be special circumstances, e.g. where it is proposed to sell alcoholic beverage, should be referred to the Company or the owners for a decision. The hirer is responsible for arranging for necessary licences.
5. No special preparation may be applied to the floors of the premises for dancing or any other purposes.
6. Stiletto heels, studded shoes and other types of footwear likely to cause damage to floors of the premises are not permitted. It is expected that the organisers of functions for which the premises are hired will draw attention to this ban by means of a suitable notice on the programme, ticket or invitation issued for the function.
7. Hirer's of facilities at Partner Sites must ensure that the facilities are left in a clean and orderly manner and are clear of litter/debris. Any equipment provided is returned to the Store Cupboard in the same condition it was found.