

Brendon Lawrence Sports Centre Bookings Terms and Conditions



By completing the online booking form you are agreeing and accepting the terms and conditions as described below:

Health and Safety

The Hirer must ensure that the person or persons responsible for the hire are familiar with the emergency procedures and have due regard for their general responsibilities for the health, welfare and safety of the public throughout the duration of the hire.

Please ensure you have familiarised yourself with the emergency and fire posters, floor plans and emergency escape routes and procedures.

Unlocking and locking up procedure

You will be given the code for the key box when your booking has been confirmed. Please ensure when unlocking you put the shutter up all the way to the top. You then use your Nuki key code or through the app on your phone to unlock the main doors.

On arrival remove the bars from the hall fire doors. These **MUST** be replaced before leaving.

When locking up please check all rooms (including the toilets), ensure taps are off, all lights are off and all equipment is returned to the correct storage location at the end of the booking. The Nuki door lock will close automatically when the button is pressed (see door lock process). Then close the shutter completely. Always return the key to the key box and do not leave the premises unattended.

Safeguarding

All organisations working with children (under 18 years of age) or vulnerable adults should have an up to date Safeguarding Policy.

Sub-contractors

All sub-contractors and concessionaires engaged shall have in force and effect Public Liability Insurance for third party Bodily Injury or Damage to Property with a minimum limit of indemnity limit of GBP 5,000,000 throughout the duration of their contract or venue hire. A copy of certificate will be required.

Payment

All bookings must be paid in advance. Your booking is not confirmed until your payment has cleared.

All bookings will require payment online unless an agreement had been put in place in advance for you to be invoiced. Late payments will be subjected to an additional £35 late payment charge.

The Renewal Trust reserves the right at any time to refuse or cancel the hiring of any hired premises. The Renewal Trust shall not be liable for any payment whatsoever either to the hirer or to any other person in respect of a claim for compensation or damage arising in any manner from the cancellation of any hired premises.

Cancellation Policy

Cancellations must be made 28 days or more before the booking takes place, otherwise full payment will be required.

Liability

The Renewal Trust will not be held liable for any accidents to person(s) or loss of property by any person or organisation while on the premises or in the grounds.

All organisations, clubs or other groups should have Public Liability Insurance cover of £5million minimum.

All organisations, clubs or other groups or the named person on the booking form will be responsible and held liable for any loss or damage of equipment of the facilities within the Brendon Lawrence Sports Centre.

First Aid / incidents

It is the booker's responsibility to ensure appropriate first aid provision is in place for your booking. An emergency first aid kit is available in the main corridor. If first aid is applied The Renewal Trust should be informed. A first aid form (available with the first aid kit) should be completed and sent to enquiries@renewaltrust.org.uk.

Behaviour

The person making the booking will be responsible for their group's behaviour. No smoking or vaping, drinking or use of illegal or legal highs is permitted on these premises at any time. Abuse towards participants, staff, coaches or volunteers will not be tolerated and you will be asked to leave the premises, your booking cancelled and with immediate effect and no refund provided.

Children's Play Activity Conditions

Including Children's Indoor Play Activities, inflatables etc. the following shall apply:

It is a condition precedent to our liability under this Insurance that:-

- a) no food or drink shall be allowed on the equipment.
- b) all persons shall remove their footwear prior to use.
- c) all inflatable equipment must be supervised by you, the hirer or an appointed person, who must be over 18 years of age, at all times.
- d) no person(s) shall be permitted to partake whilst under the influence of alcohol, drugs and/or any other intoxicating substance.
- e) regular equipment and facility inspections are undertaken and that records are documented and kept by you.
- f) children under 3 years of age are sufficiently segregated from older children and not allowed to use equipment designed for persons over 3 years of age.
- g) all equipment must be operated in accordance with manufacturers' recommendations.

Skate / Bike Conditions

You will ensure that;

1. All new participants must undertake an induction safety briefing before using the facilities.
2. Helmets and protective equipment (including but limited to elbow and knee pads) is made available and recommended for all users,
3. All participants under the age of 16 must wear a protective helmet when skating at all times, unless written consent has been granted by their parent or guardian.
4. There is no element of competition involving speed or timed events for any skating activities involving any more than one participant at a time on the same course.

Parties

The venue is not available to hire for parties.

Fees

Hire costs will be reviewed on an annual basis. Hire charges include access to the changing facilities.

Booking Times

Bookings finish 5 minutes before the hour or half hour, for example a booking at 6.00pm to 6.55pm to ensure there is a smooth and quick turnaround. Where a longer time is needed for set up or clear down you will need to include this within your requested booking time.

Supervision

If you are responsible for young people (under 18 yrs.) please ensure all members are adequately supervised at all times while on the premises.

Footwear

Participants should wear appropriate footwear.

Staff / Coaches / Volunteers

ALL staff, coaches, volunteers and event organisers should hold up-to-date and recognised qualifications appropriate to the level at which they coach or lead.

Data collection

It is the booker's responsibility to ensure they comply with the Data Protection Act 1998 when collecting attendee's information for their own records or passing onto other organisations. The Renewal Trust will not accept responsibility for any breaches of this code by the booker or its staff and volunteers.

We reserve the right to enter a Data Sharing Agreement with a hirer to enable sharing of information for the purposes of reporting to funders or improving facilities.