

Booking Form



To facilitate your booking please ensure all details are completed. Completion of form confirms agreement to the terms & conditions of hire (refer & retain pages 2 & 3 for your records)

Contact Details

Name of Hiring Group	
Main Contact Name	
Main Contact Number	

Booking Details

Tennis Courts (please circle)	Outdoor Courts 1 2 3 4 5 6 Indoor Courts - 7 8 9
Squash Courts (please circle)	1 2 3 4 5 6 7
Studio (please tick)	
Date(s) Required	
Time(s) Required	
Expected No. of Participants	
Special / Additional Requirements	

Payment

Method of Payment (please circle)	Invoice	On The Day
Invoiced Payment Only	Invoice Addressee: Invoice Address:	
Bank Transfer (please pay to)	Account: Heaton Tennis & Squash Club Sort Code: 05 - 03 - 05 Account No: 1 0 9 5 6 0 0 5	

Completed Forms

Return form to: Heaton Tennis & Squash Club, Garth Barn Close, Highgate, Heaton, West Yorkshire, BD9 5PH

Email: enquiries@heatontennissquash.co.uk

Telephone: 01274 541 508

Terms & Conditions of Hire

Please retain for your reference

Heaton Tennis & squash Club shall be referred to as the 'club'.

1. Club or Voluntary Body

If the hirer is a club or voluntary body the hirer must provide to the club prior to the period of hire and subsequently on request:

- i. Constitution of the club or voluntary body.

2. Professional or Specialist Coaching

- i. The club will require the hirer to have an appropriate number of suitably qualified individuals providing coaching instruction where the activities carried out by the hirer are deemed by the club to require professional or specialist coaching.
- ii. The hirer shall provide, on request details of any individual providing coaching including their qualifications. Certifications shall be supplied on request.
- iii. Where instructors are dealing with minors they shall provide, on request a copy of the police check certificate or DBS disclosure certificate.

3. Supervision

The hirer shall provide, on request, details of persons engaged to supervise activities including the control of any vehicles, spectators, competitors and officials and their entry and exit from the club. In providing supervision the hirer shall comply with any recommendations as to supervision levels made by the club.

4. Health and Safety

- i. The hire shall comply with all requirements of health and safety legislation.
- ii. The hirer shall ensure that those under their control will comply with all appropriate health and safety instructions.
- iii. The hirer shall conduct their activities in a safe manner in compliance with all appropriate current health and safety legislation.
- iv. The hirer shall take all measures necessary to ensure that the permitted number of persons using the hired premises is not exceeded.
- v. The hirer shall be responsible for the efficient supervision of the hired premises and for the orderly use thereof including the observance of warning signs on display.
- vi. The hirer shall ensure that all doors giving egress from the hired premises are kept unfastened and unobstructed and that no obstruction is placed or allowed to remain in any corridor giving access to the hired premises.
- vii. The hirer shall ensure that all proper safety measures are taken for the protection of the users of the premises and equipment including adequate adult supervision where young people are concerned.
- viii. The hirer shall familiarise themselves with all fire-alarm positions, the locations of the fire-fighting equipment and the club's exit routes.
- ix. The hirer shall be aware of the location of the nearest emergency telephone.
- x. If the hirer should provide their own electrical equipment for use on the club's premises the hirer must provide such evidence as is requested to show that the equipment is less than 12 months old or that the equipment has been subject to regular safety checks which are carried out by a designated competent person.
- xi. The use photographic equipment is prohibited unless express permission has been granted by the club's management.

5. Right to use the area

- i. The hirer has the right to use the allocated area for the purpose of the activity and for no other purpose whatsoever and in the event of the hirer wishing to use the area for another activity, it must first obtain the written consent of the club management.
- ii. The hirer shall not have exclusive possession of the area and the club manager or their representative shall have the right to enter the area at any time during the period of the hire.
- iii. The hirer shall at the end of the hiring be responsible for, ensuring that the hired premises are vacated quickly and quietly and that the hired premises are left in a safe and secure condition and in a clean and tidy state.

6. Fee

- i. The hirer shall pay to the club the hire fee set by the club committee at a time agreed in advance with the club's management.
- ii. The hirer shall pay to the club the hire fee at each times as requested by the club management.
- iii. In the case of a long term letting the club may at their discretion permit the periodic payment of hire charges in arrears, this will be subject to all groups meeting the club's vetting procedure.
- iv. The fee for an occasional hiring shall be paid to the club on request of the booking.
- v. The booking fee excludes the use of equipment available at the club, unless prior permissions have been granted from the club management.

7. Maintenance and Repair.

The hirer shall:

- i. Keep the area in a good and tidy state of repair.
- ii. Keep the area clean and free from litter at the end of each hire session.
- iii. Not make, or cause to be made any alterations or modifications to the area without the prior consent of the club's management.
- iv. Not to affix, or cause to be affixed any sign, poster, placard or hoarding without the prior consent of the club's management.
- v. Not interfere with the fabric of furniture of the club.
- vi. If the hirer fails to keep the area clean or in a good state of repair, or fails to comply with a request from the club management or club representative to carry out any necessary cleaning or repair work, the club shall be at liberty to arrange for the necessary cleaning or repair work to be carried out and the costs incurred by the club shall be borne by the hirer.

8. Damage

Any damage done by the hirer to the facility building, fixtures or any other property of the club shall be paid by the hirer and the amount of such damage shall be assessed by the club management whose assessment shall be binding.

9. Liability and Indemnity

- i. The club will not be liable for the death of or injury to any person attending the activity which is the subject of the hiring or for any losses, claims, actions, proceedings, damages, costs or expenses or other liability incurred by the hirer in the exercise of the rights granted by the agreement except where such death, injury or loss is due solely to the negligence of the club, their employees or agents.
- ii. The club will not under any circumstances accept responsibility or liability of any damage to or loss of or any goods articles or property of any kind brought into or left on the premises either by the hirer for their own purposes or by any other person or left or deposited with any member of staff at the club.
- iii. The hirer will indemnify the club against all such liabilities as are mentioned in 9i and 9ii above and undertakes to maintain a policy of Public Liability insurance to cover such indemnity.
- iv. The insurance cover shall be in the minimum sum of £5 million in respect of any one incident.
- v. The hirer upon request by the club management immediately produce to the club a certified copy of its insurance policy(ies) taken out pursuant with the agreements and satisfactory evidence that all premiums under such policies are paid and up to date.

10. Premises Related Costs

All costs relating to water, gas, electricity and any other service commodities and outgoings consumed by the hirer will be paid for by the hirer, these costs will be inclusive of the booking fee charged.

11. Prohibitions on Use

- i. The hirer shall at no time use or cause the area to be used for;
 - i. Public entertainment.
 - ii. The sale or consumption of alcoholic beverages.
 - iii. Betting or gaming.
 - iv. Auctions or mock auctions.
 - v. Any other use which is detrimental to the business or reputation of the club.
- iv. The hirer shall at all times conduct the activity so that nothing shall be done to injure the reputation of the club, cause offence, or be contrary to any statutory provisions.

12. Fire Safety

The hirer shall comply with all fire regulations which apply to the club.

13. Assignment

This licence is personal to the hirer and may not be assigned to any other person without the prior written consent of the club's management.

14. The Right to Exclude

The club management or their authorised representative shall, notwithstanding this agreement at their absolute discretion be entitled to refuse admission to, or to evict any person, including the hirer, from the club.

15. First Aid

The hirer shall arrange for a qualified first aid attendant to be present for the duration of each booked session of the activity. The hirer may make use of the club's first aid facilities and qualified personnel with the prior agreement of the club management.

16. Right to Cancel or Terminate

- i. The club reserve the right to cancel any session of hire at any time.
- ii. The club shall not be liable for the cancellation of any sessions.
- iii. Hirers hiring the facilities have the right to cancel a session of hire by giving the club management at least 24 hour's notice in writing. Bookings that are cancelled will only be given a credit against a future booking. Payment for the cancelled hire sessions will remain due unless the club can subsequently hire that area to another party.
- iv. Should the club withdraw the availability of its services all bookings shall be refunded at the rate when the booking was initially confirmed.
- v. This agreement may be terminated immediately by notice given by the club.
 - i. If at any time payment due under the agreement remains unpaid for 30 days after becoming due (whether demanded or not)
 - ii. If the hirer has breached any of the terms and conditions of this agreement.

17. Licence

This agreement constitutes a licence and confers no other rights, including a tenancy, on the hirer and that possession of the area and the facility is retained by club subject to the rights created by this agreement.

18. Code of Conduct

Individuals shall refrain from the use of inappropriate language. Should any individual be found or heard using inappropriate language this shall be reported to hirer. Depending on the nature of the incident the respective individual shall be asked to leave the facility. In addition to this a record of the incident shall be held against the group and if necessary the hiring group requested to leave the club.

19. Use of Changing Areas

The use of the changing areas are included in the price for the hire of the activity area you are booking. Inspections shall be made on a regular basis to ensure the cleanliness of the changing areas. Should a member of staff find that a changing area has been left in an unacceptable state due to litter and items left lying around the hirer shall be made aware of the findings. Repeated incidents may include a fine which must be settled before the hirer's next booking.

If you have any queries regarding any aspects of the conditions mentioned please get in touch with the club's management to discuss.
