

GENERAL CONDITIONS OF BLOCK BOOKINGS

SIGNING THIS APPLICATION FORM BINDS YOU TO A NUMBER OF CONDITIONS OF HIRE WHICH ARE NECESSARY TO ENSURE THAT YOUR ACTIVITY IS CARRIED OUT SAFELY AND RESPONSIBLY. YOUR CO-OPERATION IN THIS IS ESSENTIAL. PLEASE READ THE FOLLOWING CONDITIONS OF BOOKING CAREFULLY. FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN SURCHARGES OR CANCELLATION OF FURTHER BOOKINGS.

1. Fourteen days notice should be given of the proposed booking. An application form must be completed and signed, the facility must only be used for the purpose stated and no other purpose. Your booking should include sufficient time for setting up and clearing away. If you exceed the time stated on the booking form your let will be subject to a surcharge.
2. Fourteen days notice is required for cancellations. All cancellations must be made in writing, otherwise the full charge will be payable. Egham Leisure Centre (ELC) (Runnymede Borough Council) reserves the right to cancel the let in the case of safety, repairs, essential maintenance or other circumstances out with its control. In these circumstances ELC (Runnymede Borough Council) will not be liable for any costs incurred by the organisers in respect of the cancellation.
3. You are responsible for ensuring permission is obtained for all works covered by copyright. In addition Egham Leisure Centre must be informed of any event that involves the public performance of live or recorded music. In certain cases, you will be sent a programme return that must be completed under copyright law.
4. You must indemnify ELC against all claims of loss, damage, injury, etc to the participants or the public within the facility and that any such loss; damage, injury etc will be your responsibility. **YOU ARE REQUIRED TO TAKE OUT APPROPRIATE INSURANCE TO COVER THESE LIABILITIES, WHICH HAS A MINIMUM OF £5,000,000 (FIVE MILLION POUNDS)**
5. That you will be responsible for ensuring that all health & safety issues highlighted to you by a member of staff are adhered to throughout the booking. At the time of entering this agreement you will notify Egham Leisure Centre (Runnymede Borough Council) of any inherent dangerous activities to take place or substances to be used that could cause injury to participants or to the public. In such circumstances ELC (Runnymede Borough Council) may require the exhibition of a valid third party liability insurance policy and/or impose such further conditions as are considered necessary by ELC (Runnymede Borough Council) in the interests of Health & Safety.
6. That you take responsibility for a complete stewarding organisation to handle participants.
7. That on no account will any facility user be stopped for the purpose of collecting money, etc without an appropriate Egham Leisure Centre permission.
8. That you exercise great care to ensure that no public congestion is caused and that access to the property is kept clear for vehicles of the emergency services.
9. That you reinstate any damage to, or remove litter left within the facility failing which a charge for the same will be payable by you.
10. The booking / event must not be advertised by fly posting. Failure to comply may result in summary cancellation of the booking.
11. That leaflets are only handed out to those persons expressing a genuine interest in your organisation and/or campaign.
12. All noise levels to be kept to a minimum to avoid disturbances to other users.
13. That should there be any alterations to the proposed event after initial permission is granted, organisers will submit the revised plans to the relevant facility and await appropriate permission to be granted for amended proposals.
14. The booking periods are quarterly per calendar year; all bookings are subject to administrative fees.
15. There are 2 options of payment, customers must agree in advance with the Centre manager, which option they require to adopt.
16. VAT Exempt status is applicable to some customers, with all criteria being met in full. Details can be obtained from the Centre Manager.
17. All coached activities must have suitably qualified coaches, possessing recognised national bodies of sport coaching qualifications.
18. All bookings that involved children (under16) must adhere to the Child Protection Policy, please contact the centre manager for more details.
19. Payment must be made payable to "Runnymede Borough Council", invoices will be sent from the Council Offices, Station Road, Addlestone, Surrey.
20. All bookings must be paid for prior to play commencing.

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