



# SPORTS CLUB BOOKING FORM

Name of Hirer: \_\_\_\_\_

Organisation/Club: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Event/Activity: \_\_\_\_\_

Facility Required: \_\_\_\_\_

Day and Date: \_\_\_\_\_

Times: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

**Booking Reference:**  
\_\_\_\_\_

**Booking Confirmation:**  
\_\_\_\_\_

**Invoice name and address (if different):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weekly Price/Daily Breakdown	No. of Weeks	Cost (Net)	VAT Code	Total Cost
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Advanced Booking Fees				

**Payment Method:** Total cost of booking, invoiced in advance  
 Monthly payment plan: \_\_\_\_\_ at \_\_\_\_\_

**Agreement and authorisation:**

I hereby confirm acceptance of the above booking and agree to abide by the terms and requirements of Sports Club conditions of hire.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of Sports Club:

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

# TAUNTON SCHOOL SPORTS CLUB HIRERS' RISK ASSESSMENT FORM



Name: \_\_\_\_\_

Date: \_\_\_\_\_

Session: \_\_\_\_\_

Location: \_\_\_\_\_

Step 1 What are the hazards?	Step 2 Risk Level	Step 3 Who might be harmed and how?	Step 4 What are you already doing?	Step 5 What further action is necessary?	Step 6 Action by Whom?	Step 7 Action Date
	Low , Medium or High	Identify groups of people and remember some may not be in the workplace all of the time, such as as members of the public	List what is already in place to reduce the likelihood or severity of harm			

# TERMS AND CONDITIONS OF HIRE

1. **APPLICATIONS:** All applications for hire must be confirmed by the Hirer in writing. This policy applies whenever the facilities are hired, whether or not a charge is made to an individual or organisation holding an event or activity. Throughout this the term 'hirer' refers to such an individual or organisation, including residential or non-residential groups, sports coaches, adventure training instructors and other activities.

2. **CORRESPONDENCE/COMMUNICATION:** All correspondence should be addressed to the Taunton School Sports Club either via email or letter. Sports Club/Taunton School may set up liaison arrangements, which could take the form of regular meetings with hirers.

3. **CHARGES:**

a) Charges for the use of facilities should be laid down by the Sports Club, which reserves the right to vary the same without notice between expiry and renewal of contracts.

At the discretion of the Management a late fee is payable for each hour or part of an hour that the facility, if is retained by the Hirer after the contracted time has expired.

4. **PAYMENT:** Full payment for hire of the facilities will be required prior to the event. This will be the total charge including any appropriate adjustments, such as adjustments for increased dates, late cancellations or additional services not provided for in the original booking.

a) All payments of invoices must be made by cheque, cash or BACS transfer. Cheques should be made payable to Taunton School Enterprises.

b) Cash payments must be made in person to the Sports Club office between the hours of 8.30am and 5.30pm, by prior arrangement only. We are unable to accept payments at the swimming pools or fitness suite.

c) Payments must be made in full and in line with your invoice prior to the event taking place. Facilities are not confirmed until payment has been received. The Sports Club reserve the right to deactivate the hirer's access control to the facilities if payment has not been made prior to the date of the booking.

5. **CANCELLATIONS BY THE SPORTS CLUB:** Under the following circumstances Sports Club may cancel the booking without liability and subject to the following:

a) If 3 weeks written notice is given, a full refund will be given.

b) Immediate written notice if the Sports Club believes the hirer cannot meet the financial or other terms of the booking agreement. In this instance no refund will be offered for any monies already paid.

c) Block bookings: if payment of requested monies are not made by the hirer, the booking may be cancelled immediately. In this instance no refund will be offered for any monies already paid.

d) Taunton School have priority use of all facilities and any outside hiring may be cancelled to accommodate their requirements. In this instance, hirers will receive a full refund of monies paid.

6. **CANCELLATIONS BY THE HIRER:** Charges will be incurred by the hirer for late notice cancellation according to the notice given as follows:

a) 7 days or less- 100% charge payable by the hirer

b) 8-14 days- 75% charge payable by the hirer

c) 14-28 days- 50% charge payable by the hirer

d) 28 days or more- no charge to the hirer

7. **HIRER RESPONSIBILITIES:** The hirer is responsible for ensuring the health and safety of anyone who may be affected by their activities. If the hirer employs a sub hirer to carry out some or all of its activities, both parties will have health and safety responsibilities.

a) Hirers, delegates or agents must comply with all health and safety regulations and guidance displayed at or in relation to the premises or facilities. The hirer must take all reasonable care to safeguard and protect the premises from loss or damage from loss or damage and use them with due regard to the pupils, staff and other occupiers and nearby residents.

b) Noise levels must not exceed a level that is reasonable for the use of the facilities and the decision of the Sports Club will be final in this respect.

c) No refreshments may be brought onto the premises without prior written consent of the Sports Club. External catering organisations must gain written consent before being hired for functions on Taunton School premises.

d) The hirer will not make use of any school property, facilities and changing rooms other than that which is agreed in relation to the hire, thus ensuring smooth running of the hire with no interference to the smooth running of

Taunton School or activities on the premises.

e) The use of premises is restricted to the specific facilities, dates and times in the confirmation of the booking and to the authorised means of access. Cars must be parked in accordance with the School's directions.

8. **COMPETENCE:** The hirer must provide the school with their health and safety policy, which must include the plan for the implementation of this, which will be specific to the planned event or activity.

The hirer must include a written statement the relevant qualifications and experience they have, what their health and safety practices are and details of the supervision they will be providing.

Health and safety policies/plans of any sub hirer is the responsibility of the hirer, however the Sports Club reserves the right to require a different sub hirer should they consider one to be unsuitable. All competence of a sub hirer must be evidenced by the hirer.

9. **RISK ASSESSMENT:** The hirer must complete a risk assessment as necessary for the event or activity taking place, which need to be submitted prior to the commencement of the booking.

10. **FIRE:** Hirers will be provided with a copy of the Taunton School Safeguarding and Evacuation procedures. In the event of an outbreak of fire, please follow emergency exit signage. Emergency lights/fire extinguishers are provided by Taunton School should they be needed to extinguish flames if an exit is blocked. The hirer is responsible for:

- a) Training their own staff and briefing their own staff/delegates/pupils/guests as appropriate for a fire evacuation.
- b) Taunton School reserves the right to re-train the hirer, their staff/representatives or sub hirers if it deems necessary.
- c) Hirers should ensure visitors familiarise themselves with the details of the fire action notices displayed around the building and note the location of the nearest exit.
- d) Hirers must ensure that in the event the alarms may sound, the party should proceed to the assembly point, take a roll call of their party and report any missing persons to the member of Sports Club staff in charge. The alarm is the continuous sound of the fire bell.

11. **TERMINATION:** The hirer accepts that the booking may be brought to an immediate end and without refund, if there is a serious abuse or misuse of premises resulting in unreasonable damages to the facility.

12. **LIABILITY/INDEMNITY:** The Hirer and any guests, delegates and agents use the premises at their own risk and shall bear the entire risk of:

- a) Liability and claims for personal injury and death not caused by negligence of Taunton School/Sports Club.
- b) Damage, destruction, theft or loss in relation to the premises and the property of the hirer and subsequent parties, whether or not the property was in the custody of the school
- c) Cancellation, except as otherwise provided in these conditions
- d) Complaints or claims in any nature in relation to the activity, premises and facilities
- e) All loss or damage to any equipment brought onto the premises by the hirer and his guests, delegates and representatives, or any consequential losses whatsoever

Hirers/sub hirers must have insurances to cover:

- a) Their employees
- b) Public liability
- c) The work site, equipment and resources
- d) School property and equipment as used, altered or damaged by the hire

Taunton School/Sports Club do not undertake to maintain any insurances except those required by law. The hirer must inform the Sports Club of any material matters which the insurers should be informed in relation to the intended use of the premises and facilities.

13. **CAPACITY:** The maximum number of people admitted to any event or function in the Sports Club shall be based upon facilities hirers, health and safety guidance and at the discretion of the Sports Club Management Team.

14. **ACCESS CONTROL/SECURITY:** Hirers must only use access cards provided for the intended use and in relation to the booking/date agreed. The access card must only be used by the head coach/organiser or any member of their staff that they deem responsible to do so. Failure to adhere to these terms will result in the card access being denied and the need for access staff to manage secure entrance to the facility at a supplementary cost to the hirer.

Loss or damage to any access card will result in a £10.00 charge for replacement.

All access cards must be returned to the Sports Club at the end of the hire period.

15. **CHILD PROTECTION/SAFEGUARDING:** The hirer will be issued with the Taunton School Safeguarding and Evacuation procedure and is responsible for ensuring all staff working for their organisation and utilising the facilities are fully trained, CRB checked and have been made aware of the child protection policy as outlined in the Safeguarding and Evacuation procedure.

Guidance to protect both guests and pupils:

- a) Separate rest rooms are used by all Taunton School guests to those of children.
- b) Access to the pupils changing rooms is strictly prohibited.
- c) Guests are asked to remain primarily in the areas agreed as hired by the hirer for the purpose of the event.
- d) Guests are not permitted to access any areas other than those allowed by your security card at the permitted times.

Advice on behaviour and child protection issues can be found in the Safeguarding and Evacuation document.

16. POOL BOOKINGS: The hirer and appropriately qualified staff, as outlined in their risk assessment, must be present before a pool booking commences. All relevant insurances and qualifications/training records must be submitted to Sports Club before commencement of the booking. Pool users should adhere to the following:

- a) For insurance reasons, parties will not be permitted to access poolside before the commencement time of their booking; this ensures changeovers can happen safely with no potential health and safety or safeguarding risk.
- b) Swimmers must not access poolside until the relevant qualified staff are present.
- c) Swimmers must access poolside through the designated pool entrance for swimmers.
- d) All coaching staff are responsible for their swimmers with regard to lane discipline, lesson management and pool safety.
- e) Hirers/teachers/coaches should not leave poolside if they are the nominated rescue trained person.
- f) Hirers are not permitted to externally ventilate, prop fire doors open or change or modify the building fabric in any way. The hirer accepts responsibility for any damages caused by their party during the duration of their booking.
- g) Equipment/borrowed equipment should be stored neatly away in the designated area.

I have received, read and understood the Safeguarding and Emergency procedures

I have received and completed a risk assessment document as part of the booking process

I have submitted proof of all necessary insurance policies and/or relevant qualifications to the Sports Club

I confirm that, as the hirer of the facilities, I have read and understood the terms and conditions of this agreement.

**Signed:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Signed on behalf of Sports Club:

**Signed:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_