

## BOOKING FORM

Club/School/Group: \_\_\_\_\_

No: of people \_\_\_\_\_

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

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

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

e-Mail: \_\_\_\_\_

Invoice sent to: \_\_\_\_\_

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

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

e-Mail: \_\_\_\_\_

Dates requested: FROM \_\_\_\_\_ TO \_\_\_\_\_

Area eg Main Hall, Artificial Training Pitch, Hub Room	Day	Time	Dates	Dates not required	Cost (Office use only)

**Equipment/ Special Requirements:**

Please find attached a copy of the General Hire Contract & General Conditions of Use:  
Please return the General Hire Contract with this document along with any more documents  
needed that are set out within the General Hire Contract.

To Sir David English Sports Centre, East Way, Bournemouth, Dorset BH8 9PZ.  
Tel: 01202 437800. Fax: 01202 859504.  
e-Mail: [sirdavidenglish@bhlive.co.uk](mailto:sirdavidenglish@bhlive.co.uk)

Please note it is the responsibility of the person making the booking to inform the  
Centre of any changes. Failure to carry this out will mean that the booking and  
terms and conditions will remain binding with you.

I wish to put an application forward to hire Sir David English Sports Centre as detailed above

Signed \_\_\_\_\_

Date \_\_\_\_\_



**Data Protection Legislation**

The personal information which you provide will be used for the purpose of administration. The information will be held in compliance with the Data Protection Act 1998. For further information about how we take care of and use your information, please ask for a copy of the BH Live Leaflet "Access to your personal information".

## General Hire Contract & bookings agreement for Clubs, Organisations & Block Bookings at Sir David English Sports Centre

The person signing the application form will be deemed to be the 'hirer' and will be responsible for the observance of these Terms and Conditions as stated.

Application to use: .....

At: Sir David English Sports Centre

On: .....

Amount Payable: ...Refer to Invoice .....

Set out hereunder the terms and conditions, subject to which Leisure Facilities Group would be prepared to approve the proposed booking.

1. Your appointment of a sufficient number of competent and qualified staff to supervise and carry out any instruction for those participating in the event or session, and that suitable and up date qualifications recognised by a National Governing Body are held by such instructors and supervisors, copies of these qualifications should be supplied to the Leisure Facilities Group.
2. Your acknowledgement and undertaking that your members, supervisors and instructors will observe any direction given by appointed Leisure Facilities Group staff.
3. Your organisation taking out, if required: public liability insurance and produce evidence of this cover to the Leisure Facilities Group Organiser.

Furthermore, your agreement to be responsible for, and release from indemnity BH Live against:

1. All liability for death or personal injury (other than liability for death or personal injury resulting from BH Live negligence) arising;
2. Loss of, or damage to property arising; and
3. Any other loss, damage, costs and expenses which may arise

In consequence of this permission howsoever such death, injury, loss, damage, cost and expenses are caused. This agreement is given notwithstanding any supervision given or approval expressed by BH Live.

1. You undertake that the area will be left in a clean and tidy condition and all personal equipment removed.
2. Leisure Facilities Group reserve the right to charge the hirer for any reinstatement works required to the area due to excessive use or due to an excessive clean up programme.
3. You undertake to comply with the Leisure Facilities Group general regulations and conditions of use, in particular sections 2.2, 3.4.3, 6.1.1, 6.1.2, 7.1, 8.3, 8.4, 8.5, 8.7, 10.1.1, 13.1.5 of such conditions. (Copy of the general regulations supplied with this agreement)
4. Your organisation will supply Leisure Facilities Group with a risk assessment for activities associated with the event or complete the Leisure Facilities Group risk assessment questionnaire. (Copy supplied with this agreement)

*Section 4 may not apply to some bookings such as private group bookings*

### SPECIAL CONDITIONS

1. Access to the area will not be allowed until the required equipment and provisions are in place, Leisure Facilities Group staff will only allow entry when satisfied that it is safe to do so.



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2. Reservations made within 7 days prior to the event should be paid in full at the time of the booking.
3. Cancellations received within 14 days of the event will be subject to no refund of the full amount paid, cancellations received before the 14 day period will be subject to part payment of the total amount, refund of the full amount will be dependant on the Centre letting the pre hired facility. None payment of an account will result in subsequent bookings being cancelled with immediate effect.
4. Leisure Facilities Group reserve the right, subject to reasonable notification, to cancel or postpone any function or session forming part of a block booking due to circumstances beyond Leisure Facilities Group control. Every effort will be made to re- locate or make other arrangements for such cancelled or postponed booking.
5. Those clubs, schools and organisations that have participants will keep an attendance register in the event of an emergency roll call.
6. Any clubs, organisations and associations wishing to arrange their own first aid provision must do so with the prior consent from the Centre. Upon the request following evidence must be produced.
  - 6.1 Current first aid certificate and evidence of regular refresher training.
  - 6.2 Written agreement and disclaimer informing that the club, organisation or associations are happy to recruit their services.
  - 6.3 The first aid person holds public liability cover (minimum of £3,000,000)
1. Utilisation of the changing rooms will necessitate the presents and supervision of those under the age of 16 years and to be of the same gender for the duration of the time that the group takes to change. This is for the protection of individuals in terms of Child Protection Policies.
2. The use of picture imaging equipment is prohibited throughout the event without a permit to operate issued by the Leisure Facilities Group, however even with permission picture imaging will cease if Leisure Facilities Group receive complaints about such use.
3. Any requests to store equipment will be taken on an individual basis but access to the equipment will be offered to similar groups if the sports centre deems necessary.
4. Maximum attendance numbers will not be exceeded and in the case of this booking the numbers allowed will be N/A and this will include those in attendance for the purpose of supervision, teaching and instruction.

Please signify your agreement to these terms and conditions and return the whole agreement to James Atkinson, The David English Sports Centre, retaining one copy for your records attaching the relevant documents referred, and if applicable that are listed below.

Please Tick ✓

- The booking form duly signed
- Copies of relevant qualifications (if applicable)
- Completed risk assessment or Leisure Facilities Group risk assessment questionnaire
- Certificate from Club Mark or National Governing Body Equivalent

Certificate No:

Public Liability Insurance if applicable £2 million / £5 million / £10 million (delete)

Insurer:

Policy No:

Expiry Date:

I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE TERMS AND CONDITIONS

ON BEHALF OF:

DATE:

SIGNED:

STATUS:

*The hirer's acknowledgement by signing this agreement constitutes a binding contract between the hirer and BH Live*



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