

Reservation of Facility Form

Name: _____

Name of Organisation/Team/Individual _____

Facility	Sport/Event	Day	Time	Week/Date	Cost	Special Arrangement
				1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15.		

Address of User

Account to be sent to:

Post Code _____

Post Code _____

Contact Telephone Number: **Daytime** _____ **Evening** _____

E-mail _____

Declaration:

I hereby confirm that I have read, understood, and agree on behalf of myself and my group that we will abide by the Terms and Conditions of Use as stated, including the Insurance arrangements. I agree that as a user of the facilities, I am responsible for ensuring that the members of our group use the facility in the correct way during our period of use, and neither I, nor any member of my group has any medical conditions for which special arrangements or notifications are required.

Signature of User _____

Date _____

Please send the completed form back to:

Jermaine Sharpe, The Elizabeth Woodville School, Stratford Road, Roade, Northants, NN7 2LP

TERMS AND CONDITIONS OF USE

These Terms and Conditions of Hire should be read before signing the declaration on the Reservation of Facilities. They are there to protect both you and The Centre and to ensure that your use of The Willison Centre (TWC) is both safe and successful. Some definitions of expressions used are as follows:

The Centre and the premises refers to all areas of TWC including car parks and grounds.

The User is any person(s) responsible for reserving a part of the premises or the facilities and signing the form.

The Management refers to any employees of TWC or any person(s) with the authority to act on their behalf.

APPLICATIONS

1. All reservations for the use of TWC facilities must be received on a completed Reservation of Facility form with as much notice as possible before the proposed date of use and before the session commences.
2. Cancellations should be notified at the earliest opportunity and at least 48 hours before the proposed use. Any later than this the User will still be liable for the charge (block bookings are liable for charge per session and do not qualify for any cancellation credits).
3. Where the hirer chooses to abandon the booking due to weather or injury etc. to the User, no refund will be given by TWC unless the 48 hour rule has been observed.
4. It is the responsibility of the User to check with TWC that the completed Reservation form has been received and any arrangement requested prior to the booking have been made.
5. Block bookings can be made for up to a term in advance. For each new block a completed and signed Reservation of Facility form will be required.
6. The Management reserves the right to refuse bookings at their discretion.
7. No bookings will be accepted from any person under 18 years of age.
8. The Management reserves the right to cancel any reservations if they:
 - (a) require the use of the facilities due to unforeseen circumstances.
 - (b) consider the facilities unfit for use.
 - (c) consider the user or proposed activity unsuitable.This is the exception rather than the rule but in the unlikely event of this happening, any fee already received from the User will be refunded. Notice will be given where possible. No liability will be accepted for any other expenses incurred by the User.

INSURANCE

9. The User and their group is covered by basic Public Liability insurance as issued by LST up to £5,000,000 so long as they are operating under the Terms and Conditions of use here described.
10. By signing this form the User indemnifies TWC against any claim for damage to a person or to property, caused by the User or persons using the facilities in conjunction with the User, and becomes personally liable for any damage caused.
11. Where possible the User should obtain their own insurance cover through their specific sporting affiliation. The User may also consider whether Personnel Accident insurance with respect to staff, spectators, or helpers connected with the organisation is appropriate.
12. TWC is not licensed to sell alcohol and special arrangements must be made for any bookings which intend to do so.

USE OF FACILITIES

13. TWC operates a No-Smoking policy and therefore no smoking is permitted anywhere on the premises.
14. Users must read and understand the Emergency and Safety Procedures relating to TWC.
15. The User is responsible for ensuring the facilities are left clean and tidy after their booking, and they should replace any furniture or equipment which they have moved. Any additional expenses incurred by TWC by the User's failure to do this shall be added to the fee charged.
16. TWC reserves the right to insist on prepayment by either a deposit or payment in full.
17. No fixtures or fittings may be attached to the buildings without prior arrangement and approval.
18. TWC does not accept any responsibility for loss or damage to valuables or personal belongings.
19. The premises must be vacated at the agreed time and any time required for setting up of equipment or taking it down must be included in the time booked.
20. The Users must observe and respond to any instructions given by the duty staff covering the facilities. Failure to do so may result in refusal to permit further use of the facilities.
21. The User shall not sub-let any part of the facility including the selling of tickets or charging entrance fees.
22. The Centre reserves the right to:
 - (a) have a representative present at any function should they so wish.
 - (b) inspect the proceedings of an event at any time.
 - (c) terminate any activity not properly conducted or not in the interest of The Centre.
23. Users are requested within the terms and conditions of TWC booking forms, to report any accidents or incidents to a Willison Centre members of staff on duty even if assistance is not required.
24. All Users are requested within the terms and conditions not to move goals or remove the weights, which stabilise them.
25. Users are requested not to move or remove parts of any equipment in the Redmond Hall.
26. Please respect local residents at all times. Do not park along Grafton Road, please use car parks provided.
27. Please ensure that you sign in at the Willison Centre reception before your session commences. Persistent failure to do so could result in the cancellation of your booking.
28. Users are requested not to shower after 9.00pm and also to allow turn around time between each session.
29. The Governors/Managers shall have discretion to make regulations about the consumption of alcohol subject to any directions that may be made from time to time
30. It shall be the case that all hiring arrangements shall be subject to the regulations of the Learning Schools Trust
31. The hirer is responsible to the Learning Schools Trust for the cost of repair or replacement of any property belonging to the committee, which is damaged or destroyed during or in connection with the occupation of the school premises.

HMRC VAT EXEMPTION RULES ARE SET OUT BELOW.

1. All block bookings of **less** than 10 sessions will attract VAT at 20%
2. Where 10 sessions are booked, an invoice for the total amount of the block booking will be raised, however weekly,(staged), payments can be made until the invoiced amount is cleared.
3. No booking will be accepted from any person under 18 years of age.
4. The Governors/Managers have the right to refuse lettings where an intended use or organisation is considered unsuitable, or where a hirer does not comply with these regulations.
5. **Payment Terms.** Payment should be made within 21 days of the invoice date.

SPORTS CLUBS & ASSOCIATIONS - VAT EXEMPTION RULES

The following conditions must be met by clubs wishing to apply for VAT exemption when booking after school facilities.

1. VAT exemption will only apply where 10 sessions are booked in advance.
2. Each Session must be in the same place
3. The interval between each session must be at least 1 day and not more than 14 days. The 14 day rule cannot be broken even for closure due to public holidays.
4. The series is to be paid for "as a whole, (this means that one invoice must be issued for the series). Whilst the total due must be charged on one invoice, stage payments are allowed, i.e. weekly.
5. There is written evidence/confirmation that payment will be made in full for the series, (whether sessions are used or not). Written evidence can take the form of a written agreement, booking form, invoice issued in advance.
6. The person to whom the facilities are let has exclusive use of them.