

## Terms and Conditions of Hire

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The Inspire Centre premises including car parks, changing facilities, 3G pitch, sports hall, dance studio, gymnasium, the atrium and grounds are referred to as the 'facilities'. The person completing the booking form on behalf of a club, company, organisation is referred to as the 'organiser'. The persons attending organised sessions will be referred to as the 'users'.

### Bookings and Responsibilities

1. Persons wishing to hire the facilities shall complete the official Inspire Centre Booking Form and submit it to the Inspire Centre reception. Each application should be accompanied with the appropriate fee or address details for invoice purposes and proof of third party public liability insurance. Bookings shall remain provisional until a completed booking agreement form has been signed by the organiser and is received at the Inspire Centre reception.
2. Single bookings should be made at least 24 hours in advance. A completed booking form and appropriate fee should be received at the Inspire Centre Reception 24 hours prior to the booking commencing.
3. Absolute discretion is granted to the owner and the manager to reject an application or renewal of hire without ascribing reason for doing so, in such cases, any moneys sent will be immediately refunded.
4. The organiser that signs the hire agreement remains responsible at all times for their booking and charges associated with it.
5. The organiser that signs the hire agreement is personally responsible for ensuring that all children/members of their group comply with the conditions of hire agreement.
6. The organiser must ensure that children are not left unsupervised in the facility.
7. Parents should be advised that the staff at the Inspire Centre is not responsible for the welfare of their children. The group leader is responsible for them.
8. The facilities shall be used strictly for the purposes for which the hire is intended and stated on the hire agreement form and no other purposes whatsoever.
9. The organiser and those participating in the use of the facilities do so at their own risk. The control and instruction of the participants is the responsibility for the actions and safety of all such individuals. This includes active participants, spectators and anyone else associated with the group or individuals who are using the facilities.
10. It is the responsibility of the organiser to ensure that a suitably qualified first aider is present for the period of hire.
11. All users must adhere to the one-way entry and exit system to the car park and park only in marked bays.
12. Vehicles on site are left at the owners' own risk.
13. Any equipment which is stored at the Inspire Centre is done so at the organisers/individuals own risk. The Inspire Centre is not liable for any loss or damage to property/belongings. An Equipment & Storage waiver form should be completed at the time of booking.

### Fees and Invoicing

1. Refer to fees structure.
2. All charges shall be paid in advance of use, or at the time of booking.
3. **Any booking of 10 weeks or more is exempt from VAT. Any booking of 10 weeks or less, is subject to VAT.**
4. **Please note: A booking is deemed less than 10 weeks, if there is a gap of more than 14 days between sessions**
5. Invoicing for block bookings will be generated at the beginning of the month. Cheques should be made payable to 'Calderdale College'. Payment of invoices is due within 30 days. All outstanding amounts will be pursued. Failure to pay may result in the termination of contract.
6. Standard rate VAT (where applicable) is payable on the hire of all college facilities and this is included in the advertised price.

### Child Protection

1. Where activities involve children, users are responsible for ensuring that their staff/volunteers have a satisfactory disclosure from the Criminal Records Bureau.
2. The Inspire Centre requires written confirmation that satisfactory disclosures have been obtained.
3. Users are responsible for obtaining permission from children/parents/guardians for photographs and videos to be taken during training sessions or matches.
4. **Calderdale College & the Inspire Sports & Fitness Centre recognises that it has a statutory and moral duty to safeguard and promote the welfare of children and vulnerable adults receiving education and training at the College. It is the policy of the College to ensure that:  
A safe learning environment is provided for all;  
Children and vulnerable adults who are suffering, or likely to suffer, significant harm are identified;  
Appropriate action is taken to ensure that such children and vulnerable adults are kept safe**

**If requested we can provide you with a copy of the College and the Inspire Centre policy document.**

### **Cancellations**

1. The Inspire Centre reserves the right to cancel bookings. In this event, as much notice as possible will be given. Bookings are never cancelled lightly, but may be cancelled due to but not limited to the following reasons:
  - Unexpected health & safety issues
  - Adverse weather or ground conditions
  - Payment in arrears
  - Misuse of premises
  - Maintenance
  - Use of the building or facilities by Calderdale College
2. Any bookings affected by the closure of the college will be credited to the next invoice. Only one refunded cancellation per invoice block booking.
3. **You agree to pay any charges that may be made by the Inspire Centre in the event that you cancel a single booking with less than 48 hours' notice or fail to attend booking.**
4. **You agree to pay any charges that may be made by the Inspire Centre in the event that you cancel a block booking with less than six weeks' notice or fail to attend any sessions.**
5. In the event that a session is cancelled, it is the organisers' responsibility to ensure all participants are informed. The Inspire Centre will not be responsible for any participants that arrive for a session that has been cancelled or where the organiser/session leader does not arrive on time.

### **Facilities and Usage**

1. The Inspire Centre reserves the right to require any user to leave the facilities, to refuse access, impose further conditions of access and harassing suspend or terminate usage/bookings, if the user behaves in a manner deemed unacceptable. Examples of unacceptable behaviour include, not attending bookings, behaving in an aggressive or harassing manner towards staff or other users.
2. Users will in particular refrain from any conduct which is offensive, unseemly or unsocial, or which might cause annoyance or danger to other users or Inspire Centre Staff.
3. Users will comply with all instructions and requests made by sports centre staff.
4. Users will not use or possess alcoholic drinks or illegal drugs whilst on the premises. Smoking is only permitted in the designated smoking shelter, located outside the Inspire Centre main entrance.
5. **All users must identify themselves at reception and the organiser/session leader must sign in to gain entry to the building. Users may be asked to provide identification before accessing the facility.**
6. Users should seek advice from the Inspire Centre staff if unsure on the use or setting up of equipment.
7. Groups may only use the facilities for the purpose and length of time required and may incur additional charges. Adequate time should be allocated for setting up and clearing away of equipment within the session time.

Users must only enter the facility they have booked, at the start time of their booking and must exit at the time when their booking ends.

8. Failure to do so may result in additional charged.
9. If shower facilities are required after your session, please take into consideration the centres closing times.
10. Times of use on the 3G pitch are restricted by planning permission. Last sessions requiring floodlighting are as follows:
  - 7pm Monday – Friday
  - 5pm Saturdays
  - Sundays and Public Holidays

The floodlights will be switched off promptly at 8pm Monday – Friday, 5pm on Saturdays and 4pm on Sundays and Public Holidays. These times are non- negotiable.

11. All users must wear appropriate clothing for participation in sport and physical activity. Users must check the footwear and clothing requirements for each venue they participate in and ensure they comply with the requirements at all times.

All users should leave the facility as they find it. All litter and belongings should be removed at the end of the session.

#### **Times of Last Booking**

**Monday – Friday    Lastest Time for Booking Faciltities is 8 pm (3G Floodlights are turned off at 8 pm prompt.)**

**Saturday            Lastest Time for Booking Faciltities is 4 pm**

**Sunday              Lastest Time for Booking the 3G Faciltities is 3 pm**