

## Terms and Conditions of Hire Bookings (Individual Badminton Court Hire)

### **Bookings:**

1. The booking is made online and payment must be made online at the time of booking.
2. A booking is not accepted until a confirmation text and/or email is received.
3. Your booking is for a game of badminton only. Other sports are not permitted.
4. The hire of an individual court is for recreational badminton only (if you wish to hire for professional coaching or clubs, please contact the office about whole hall hire).
5. No more than 4 people per booking per court. No spectators.
6. A keycode to access the building will be issued separately by email following payment of your booking. This must be done manually in the office therefore it will not happen straight away. If you have not received your access code by the Friday before your booking, please contact [bookings@woburnsandstowncouncil.gov.uk](mailto:bookings@woburnsandstowncouncil.gov.uk) or the caretaker on 07772 241214.
7. The Town Council may cancel bookings as required but should give Hirers as much notice as possible.
8. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
9. No refunds are given for individual court hire unless cancellation of the booking in advance is the decision of Woburn Sands Town Council, in which case all money paid in respect of the cancelled booking will be refunded.
10. A booking can only be moved at the discretion of the Bookings Manager.
11. Access to the building will be allowed 15 minutes before your hire time to allow time for changing if required. Please wait in the lobby area until your hire time begins.
12. When your hire time ends, please vacate the court promptly. Unauthorised extensions to court time or unauthorised use of an additional court will be charged for, and may result in any future bookings being declined.
13. Young people under the age of 16 must be supervised by an adult at all times while on the premises.

### **Use of the Facilities:**

14. Indoor shoes only with white or non-marking soles must be worn inside the sports hall. Outdoor trainers or Astro turf shoes are not permitted as these may damage the hall floor. It is the Hirer's responsibility to ensure their guests comply with this rule. It is the Hirer who will be held responsible should damage to the hall floor arise as a result of incorrect footwear being worn.
15. No skateboarding, roller-skating or scootering is allowed inside the sports hall.
16. The sports hall is an unstaffed building. The caretaker can be contacted in respect of any problems arising with the building. His number is 0777 224 1214.
17. The Hirer shall only use the permitted facilities, including the car park, for the purposes agreed, and shall not sub-let the hire to anyone else.
18. The Hirer shall not use the facilities for any unlawful purposes, or in any unlawful way. The Hirer will not bring, or allow, anything into the premises that may endanger the premises or its users.
19. The Town Council retains the right to access the premises at all times during the hire period.

20. No posters or advertising material of any kind to be displayed in the sports hall without permission from the Town Council. Milton Keynes Council do not permit flyposting of any kind on public land. Flyposting is not permitted under s.224 and s.225 of the Town and Country Planning Act 1990 and section 132(2) of the Highways Act 1980.
21. No smoking or vaping is permitted inside any of our buildings.
22. No food or drink other than bottled water is allowed inside the sports hall.
23. No alcohol allowed on the premises, including the outside areas.
24. Loss or damage to any Council property must be reported by the Hirer and paid for. If the Council have cause to carry out additional cleaning as a result of your hire (additional cleaning consists of any cleaning above and beyond what we consider to be reasonable) then the cost of this will be charged to you.
25. Woburn Sands Town Council will not be responsible, or liable for, any damage to or loss of property placed or left in the premises. Lockers are provided and lock with a key upon deposit of a refundable £1 coin. Items are placed in lockers at your own risk.
26. Vehicles are parked at the front of the Sports Hall or in the car park at the driver's own risk. Woburn Sands Town Council take no responsibility for these.
27. With the exception of trained assistance dogs, no animals are allowed on the premises.

#### **Health and Safety:**

*For the duration of the booking, the Hirer is responsible for managing and responding to any health and safety issues for the participants of their booking. The Hirer shall therefore ensure that:*

28. No activity that might constitute a risk to health and safety, the premises or its surroundings, shall be carried out.
29. The Hirer must make themselves aware of the fire safety procedure, and is responsible for ensuring that this information is passed to all present during the hire and that all aspects of the procedure are adhered to. In the event of a fire emergency, the Hirer is responsible for alerting the emergency services and evacuating the building.
30. The Hirer must report all accidents involving injury to the Town Clerk at Woburn Sands Town Council as soon as possible. The Hirer must also complete the accident book held on site with the First Aid kit.
31. There is a first aid kit on the premises, but no first aider on site. The Hirer should ensure they have a mobile phone with them as there is no phone on site.
32. Any failure of equipment that belongs to the premises must be reported as soon as possible.
33. Where the activity is a sport, the Hirer must ensure that it is carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned.
34. The Hirer shall ensure that there is no interference whatsoever during the hire period with fire extinguishers or any other fire fighting equipment, except in the case of emergency.

#### **Insurance:**

35. The Town Council's insurance does not cover the Hirer's property and equipment.
36. The Town Council will not be responsible for public liability during your hire except where injury/damage is born directly out of defects or issues relating to the safety of the premises. Where necessary the Hirer shall therefore obtain Public Liability Insurance relevant to their booking/activities, and in all cases where the booking is made by a business or organisation. A copy of this should be provided to the Bookings Manager. Failure to do this may result in termination of a booking.