

## **WOBURN SANDS SPORTS HALL – WHOLE HALL HIRE AND BLOCK BOOKINGS**

### **Bookings and Cancellations:**

1. The Bookings Manager will decide on the prioritisation of applications in accordance with the wishes of the Town Council.
2. A booking is not accepted until a booking form has been completed and submitted and the Bookings Manager confirms the booking.
3. Full payment of all bookings must be made prior to using the facilities. Block bookings will be invoiced a month in advance.
4. For block bookings you are hiring the entire hall. All time in the hall must be paid for, including time required for preparation and clear up. Please ensure you declare all the time you need on the booking form. You must vacate the hall by the end of your hire time.
5. It is not possible to guarantee block bookings year on year or that the same block booking time can be achieved.
6. Cancellations must be sent to the bookings manager by email ([bookings@woburnsandstowncouncil.gov.uk](mailto:bookings@woburnsandstowncouncil.gov.uk)) or received at the Council office in writing, no later than 14 days before the event. Providing 14 days notice is received, all monies paid in respect of the cancelled hire (with the exception of the non-refundable deposit) will be returned to you.
7. Any cancellations received within the 14 day notice period will be charged the full cost of the booking.
8. The Town Council may cancel bookings as required but should give Hirers as much notice as possible. If the Town Council cancels a booking, then the Council will refund the hire fee paid and only the hire fee paid.
9. The Town Council reserves the right to vary charges without notice. Bookings can only be accepted on this understanding.
10. 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.

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

11. The hall is to be used for the purposes of sport only unless otherwise agreed by the Town Council.
12. 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 attendees 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.
13. Only those playing sport should enter the main hall. Parents and guardians arriving to collect children should remain in the lobby area or outside the building. This is because outdoor footwear cannot be worn in the main sports hall due to the floor surface.
14. No skateboarding, roller-skating or scootering is allowed inside the sports hall.
15. When leaving the building, please ensure that windows are closed, fire exits and fire doors closed, lights in the main sports hall are switched off and taps are turned off in cloakrooms and kitchen. The lights in the communal areas are automatic.

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. Vehicles should be parked in the car park for the duration of the booking only and moved as soon as the hire time ends.
19. Vehicles are parked at the front of the sports hall and inside the car park at the driver's own risk. Woburn Sands Town Council take no responsibility for these.
20. 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.
21. The Hirer is responsible for making sure that the premises are not left unattended or insecure at any time during or at the end of their hire period. The Hirer agrees to be present at all times during the hire and to be responsible for supervision of the premises, its fabric and contents; the care of those using the premises under their hire; the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements.
22. The Town Council retains the right to access the premises at all times during the hire period.
23. No posters or advertising material of any kind to be displayed in the sports hall without permission from the Town Council. Please contact the Bookings Manager if you would like to display a poster. Woburn Sands Town Council have a promotion policy which you can find here: [WSTC Promotion Policy](#) A paper copy is available upon request.

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.

24. No smoking or vaping is permitted inside any of our buildings.
25. No food or drink other than bottled water is allowed inside the sports hall.
26. No alcohol allowed on the premises, including the outside areas.
27. 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.
28. Woburn Sands Town Council will not be responsible for, or liable for, any damage or loss of property placed or left in the premises. Lockers are provided and lock with a key upon insertion of a £1 coin. Items are placed in lockers at your own risk.
29. Hirers are expected to leave the hall in a presentable condition. We expect Hirers to:
  - Clear and put away all equipment unless otherwise requested by the Town Council.
  - If used, check changing rooms and toilets are left in a presentable condition
  - Ensure lockers are emptied.
30. Young people under 16 must be supervised by responsible adults at all times during the course of any booking.
31. 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:

32. The number of attendees may not exceed 110 people. This figure includes all persons on the premises.
33. No activity that might constitute a risk to health and safety, the premises, or its surroundings, shall be carried out.
34. There is a first aid kit on the premises, but no first aider. The Hirer must provide their own first aider and mobile phone as there is no phone on site. It is the Hirer's responsibility to complete risk assessments in relation to their activity and to have fully qualified first aid provision.
35. 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.
36. 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. The Hirer is responsible for checking that all fire exits are in good working order and routes are free from obstructions; there are no obvious fire hazards or tripping or slipping hazards. In the event of a fire emergency, the Hirer is responsible for alerting the emergency services and evacuating the building.
37. 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.
38. Any failure of or damage to equipment that either belongs to the premises, or has been brought in by the Hirer, must be reported as soon as possible.
39. 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.
40. Groups and organisations working with families and children must have effective safeguarding of children and vulnerable adults procedures and policies in place.

### **Insurance:**

41. The Town Council's insurance does not cover the Hirer's property and equipment.
42. The Town Council will not be responsible, or liable for, any damage to or loss of property placed or left in the premises, including property stored in the shared storage areas. These are left at the Hirer's own risk and property left in the storage areas must be by prior agreement, and only agreed items may be stored.
43. Items in the lockers are left at the owner's risk
44. 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.