

Bookings Applications Form

Onsite contact details for caretaker: 07712 829165

Sports Centre contact number: 01264 406040

Organisation: _____

Organiser's Name: _____

Address: _____

Contact Number: _____ **Postcode:** _____

Email: _____

Treasurer/Secretary

Name & Email: _____

Invoices to be sent to: _____

Type of Booking: _____

Approx Participants:	Male	Female	Total
Adults	<input type="text"/>	<input type="text"/>	<input type="text"/>
Under 18's	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Day of the Week	Start Date	End Date	Times	Facilities Required	Cost £
Total Price						

Additional Booking Requests/Information:

Booking Information:

Cancellation fee will be charged at 50% in cases where we are not given 14 days notice.

PAYMENT INSTRUCTIONS

Cheques payable to: RWBAT Enterprise

Charity/Educational Groups: If VAT exempt, please complete a VAT exempt form and provide your registered charity number.

VAT/Block Bookings: VAT Exemption may apply to Block Bookings if all exemption criterions are met, for more information on the exemption criterion please contact - MatthewMoney@twa.ascendlearningtrust.org.uk

(All quoted prices are subject to booking amendments and any additional extras acquired during the event)

BACS Payments: RWBAT Enterprise (Bank details provided on the invoice).

Please quote the account number found on the top right hand corner of invoice.

Booking Information

1. If you are a **Coaching/Instructing/Managing/Including** any Under 18's, please attach a copy of your Child Protection/Safeguarding Policy and DBS Certificate's
2. Please attach a copy of your Clubs Insurance
3. Please provide the Coaching Qualifications for your clubs/group's coaches
4. Please ensure the Bookings Forms are signed and have the required contact details to allow for invoicing and communication

Hirer's Checklist

Insurance Certificate Attached:	YES / NO / NA
Coaching Qualifications Attached:	YES / NO / NA
Safeguarding Policy Attached:	YES / NO / NA
Enhanced DBS Attached:	YES / NO / NA
Invoice Receivers contact details Attached:	YES / NO / NA
Signed Bookings Form Attached:	YES / NO / NA

Please contact The Wellington Academy regarding disabled access and facilities.
Please enclose publicity, written material or notices that mention The Wellington Academy.
I accept and agree to the terms and conditions (found on the back of this booking form).

Signature: _____

Date: _____

CONDITIONS OF HIRE

RESPONSIBILITY FOR BOOKINGS

A named adult hereinafter referred to as the Hirer, shall be responsible for every booking of premises or other facilities.

APPLICATION

Application for the use of the premises or other facilities must be submitted to The Wellington Academy Sports Centre Reception on the form provided at least 21 days prior to the date on which their use is required. More notice is required for functions. No premises or other facilities may be used unless and until, the Hirer is specifically authorised by a form of acceptance issued and signed by the Management. The application form to include a signed copy of these conditions of hire. May additionally require a certificate of insurance, safeguarding policy, DBS certificate and coaching qualification if appropriate.

USE OF OTHER PARTS OF PREMISES OR OTHER FACILITIES

The Hirer shall be responsible for ensuring that their clients do not without the permissions of the Management gain access to or make use of Premises, facilities or equipment other than those specified in writing on the form of acceptance.

PAYMENT

When a booking is confirmed, payment should be made as requested on the written confirmation. All cheques should be made payable to "RWBAT Enterprise All payments should be sent to the address on the confirmation or handed into reception. In the absence of prior written agreement to the contrary, hire fees must be paid on receipt of the invoice, or before the day, or the first number of days of hire.

In the case of residential bookings, the booking will not be confirmed or definite until the non-returnable deposit is paid in full.

CHARGES

Charges for the use of the facilities shall be as from time to time fixed by the Management. Management reserves the right to vary charges without notice. Prices include VAT. Exemption may apply if full VAT exemption criterion is met. For more information on this please contact management to discuss further.

CANCELLATION

The right to cancel use of the premises is reserved and if such a cancellation is made the Management shall not be liable for any loss incurred except in respect of the refund of the original hiring charge. In the case of regular bookings, it may be necessary upon occasion for the Management to cancel a meeting or transfer it to another part of the premises in view of the requirements of another event occurring on the campus. Cancellation will be kept to a minimum with maximum possible notice to be given to the hirer.

Charges are made for cancellation by the Hirer, in the following circumstances:

When costs are incurred by The Wellington Academy.

In the case of functions and events if an alternative booking cannot be found before the use is scheduled and after the cancellation is made.

In the case of residential/advanced bookings/block bookings/affiliated groups the Hirer fails to give 14 days' notice in writing, 50% of booking fee will be charged.

If a facility is made unfit for use due to weather or condition, (management reserves the right to determine) the hirer will be informed by the Sport & Fitness Centre and their booking will be cancelled and funds will be refunded to the hirer or a credit will be applied to the hirers account. If a hirer decides to terminate their booking without the sufficient notice period due to weather or condition, the hirer will be liable for the bookings fees as per the cancellation policy.

STRUCTURAL ALTERATIONS

The Hirer shall not carry out nor permit to be carried out any alterations, additions or attachments to The Wellington Academy or to the fittings, equipment or decoration thereof without the prior written permission of the Management.

CONDUCT AND CONTROL

1. The Management reserves the right at their absolute discretion to refuse the admission of or to evict any person from the premises.
2. The Management reserves the right to refuse any application for the hiring of the premises without being required to give any reason for such refusal.

The hirer is responsible for:

1. The administration, organisation, supervision and running of a particular event.
2. The provision in the cases of trampolining, archery, judo, martial arts, gymnastics, fencing and boxing of at least one qualified coach. Special agreements can be made with the Management where assistance is required.
3. Any supervision labour or attendance provided by The Wellington Academy must be paid for.
4. The maintenance of good order during the hiring and the supervision and control of all visitors, spectators and officials attached to the Hirer.
5. Leaving all premises including changing rooms, toilets and showers, in a tidy and orderly condition at the end of each period of hire.
6. Making sure that equipment used is returned to its correct storage place.
7. Making sure that if the hire is the last of the day, vacating the premises no later than fifteen minutes after the period of hire expires

INTOXICATING LIQUORS & ALL SOFT DRINKS

No drinks, other than water, may be brought onto the premises.

GAMBLING

Playing for money or gambling on the premises is forbidden except on such occasions and for such purposes as may be authorised within the law by the Management. Where such use is authorised, the Hirer shall be responsible for observing the provisions of the laws relating to gambling and obtaining a licence where necessary.

COPYRIGHT

The Hirer shall be responsible for ensuring that no breach of any Copyright shall occur and shall pay any fee in respect of Copyright to the Owner of the Performing Rights Society Limited or the Photographic Performances Limited which may be necessary apart from such fee as may have already been paid by the Management.

CATERING

All catering arrangements must be made through the Management unless otherwise agreed. No organisation may undertake its own catering in any form without prior written permission of the Management. All parties booking the classroom kitchen facilities must lodge a Food Hygiene Certificate with the Wellington Academy and take full responsibility that the classroom kitchen is left in a state fit for the Academy students to undertake a lesson. We will charge the hirer for the cost of extra cleaning needed to get the kitchen back our normal standards at the charge of £20 an hour if these standards are not adhered to.

INJURY TO PERSONS OR PROPERTY

The Hirer shall indemnify The Wellington Academy against all claims for damages, compensation and/or cost in respect of 1. Bodily injury or illness to third parties, and/or 2. Damages to third party property caused or arising out of the Hirer's use of the premises, except when claims for damages, compensation and/or costs are as a result of the negligence of The Wellington Academy. The Hirer shall affect adequate insurance to cover this liability.

DAMAGE TO PREMISES AND EQUIPMENT

The Hirer shall be responsible for loss or damage to the premises and contents therein, except where loss or damage to the premises or contents therein are as a result of the negligence of The Wellington Academy and its trading subsidiary Wellington College Academy Trust.

PRIVATE PROPERTY

Whilst ensuring that premises are subject to general supervision the Management cannot accept responsibility for the private property of the Hirer or his clients brought onto the premises

SERVICE OF CARETAKER

The Wellington Academy will arrange for the deployment and payment of caretaking staff who are responsible for general supervision and will normally be on call. The caretaking staff is not, except by special arrangement, able to be responsible for moving large amounts of furniture so the Hirer must arrange sufficient labour for this. The caretaker will advise on siting of furniture etc. Time used by hirers for setting up prior to functions is not normally charged for.

CLEANING OF PREMISES

Where, in the opinion of the Management, use of the premises for a specific purpose gives rise to an amount of cleaning greater than is reasonable, the user shall be asked to provide assistance in cleaning the premises or pay an additional charge for cleaning or both.

ADVERTISING

Advertising relating to functions should show the venue as "The Wellington Academy" or "The Wellington Academy Sports & Fitness Centre", and have the prior consent of the Management. It is an offence under the Highways Act 1980 to place advertising banners/boards on the public highway/railings.

USE OF CAR PARK

Use of Car Park is entirely at the owner's risk.