

# Strode College Sports Facilities Booking Pack

***Welcome to Strode College Sports Centre. This information about the centre is designed to tell you all you need to know when hiring the facilities. Our staff are always pleased to help you if you have any further enquiries regarding your booking.***

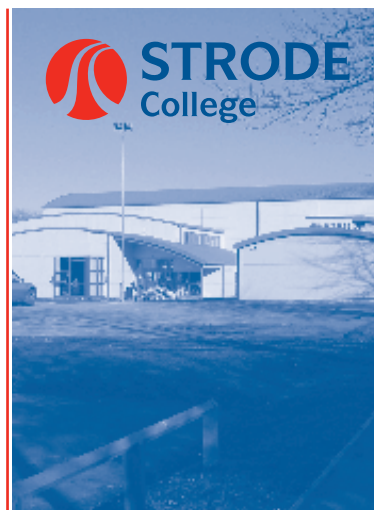
## Information about the Facilities

- Payment should be made direct to Strode College on receipt of an invoice for the hiring. Invoices will normally be sent out at the end of the month in which the hiring takes place.
- The caretaker/sport staff member will be present to unlock the premises at the beginning of the hiring, and lock up again at the end. There will usually be a member of sport staff available during the period of the hire.
- Food and drink, except water should not be consumed in hired rooms without prior consent.
- Toilet and changing facilities for people with disabilities are available .
- The Campus car park is clearly marked on the map enclosed. Parking for people with disabilities is available in front of Strode Theatre or the Sport Centre.
- First Aid Arrangements – the provision of adequate first aid facilities, including first aid kits and trained personnel, is the responsibility of the Hirer. An emergency first aid kit is available in the Sport Centre.
- Emergency telephones are located at: Strode College Social Area (near Theatre entrance), B Block (all floors next to lift), Strode Sports Hall and changing rooms, between rooms C7/C9, Strode Theatre Foyer, Strode Theatre Backstage.
- Accidents/Incidents – All accidents causing injury and incidents with potential for injury must be reported to a staff member of the Sports Centre as soon as possible.

## All Weather Pitch Protocol

- No smoking in buildings or on the All Weather Pitch.
- Please wear correct clothing:
  - No jeans
- Please wear correct footwear:
  - Trainers/Astros/Mouldies (no studs)

***Please ensure that you read and understand the 'Conditions of Hire' enclosed before signing the application form. These conditions are binding on any use of the Strode College Sport Centre facilities.***



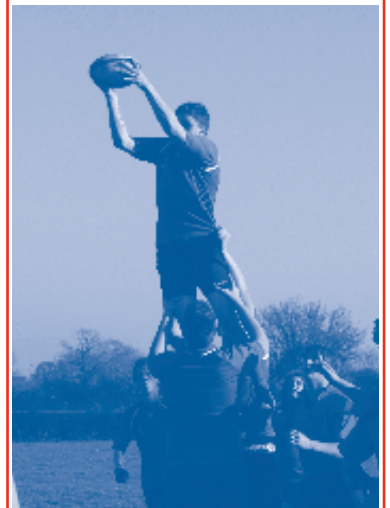
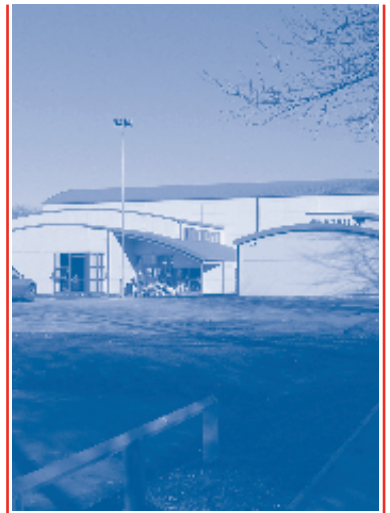
## Conditions of Hire

In these conditions

***‘the establishment’ means Strode College Sports Centre  
‘the hirer’ has the meaning defined at paragraphs 3 and 4 below.  
‘the facilities’ means the premises and/or equipment forming part of or belonging to the establishment which the hirer has identified on his/her applications form.  
‘the responsible body’ means Strode College.***

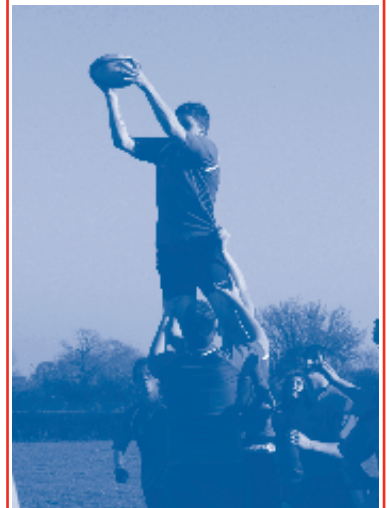
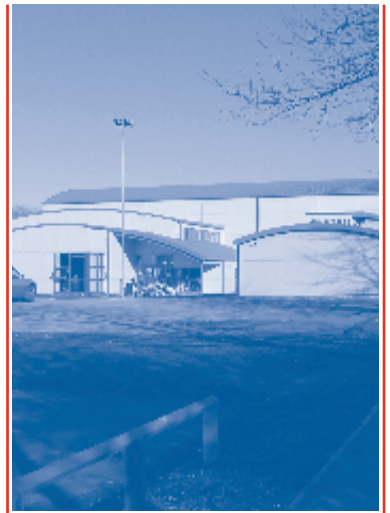
1. All applications for the hire of the facilities must be in writing on the printed form and should be submitted to the CIS Office at least seven working days before the event takes place. The Centre reserves the right to refuse any application if they receive the booking form less than two working days before the event.
2. The establishment cannot guarantee acceptance of a booking until the application form has been processed and confirmed.
3. The person signing the application form shall be deemed to be the hirer and must be over 18 years of age.
4. Where the hirer indicates that he or she signs the application form on behalf of any club or organisation, that club or organisation shall also be deemed to be the hirer and shall be jointly and severally liable with the applicant for any breach or non-observance of these conditions.
5. The facilities will be used solely for the event described on the application form. If the booking is related to a regular and continuing booking this one undertaking shall be binding for all occasions when the facilities are used.
6. The Principal of the establishment, or his/her representative, may refuse admission to any person without giving any reason for doing so and may similarly require any person to leave the premises of the establishment.
7. The hirer will be responsible for the provision of all such information, instruction and supervision as is necessary to ensure the safety of any activity for which the facilities are used.
8. The behaviour of all persons attending at the establishment for this booking is the responsibility of the hirer.
9. There shall be no smoking in the buildings or external environment other than the designated smoking area.

***Please note that hirers are responsible for the collection and safety of their own valuables. Although we do supply lockers for your use, it is essential that you bring your own padlock to secure them. Any valuables left at the end of the session will not be available for collection until the following day. If still not collected the valuables will be stored for one month, after which they will be disposed of.***



Conditions of Hire continued...

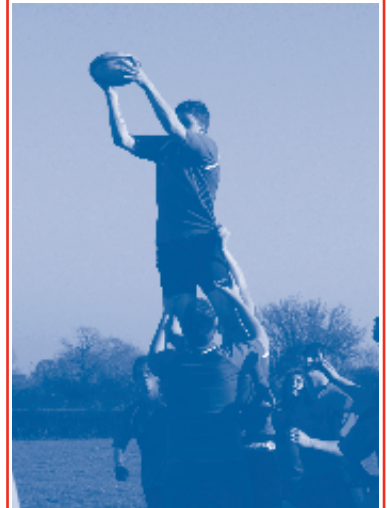
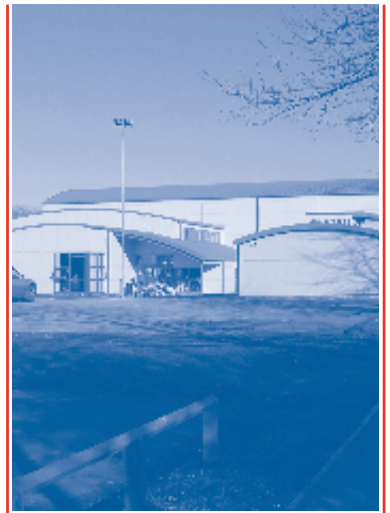
10. The responsible body shall not be liable for any loss or damage to any property arising out of the hire, nor any loss, damage or injury which may be incurred by or be done or happen to any person or persons using the facilities during the hiring, arising from any cause other than the negligence of the responsible body, its servant or agent
11. The hirer shall be responsible for any loss to any fixtures, fittings, sports or other equipment or property occurring during the period of the hiring however and by whomsoever caused, together with any additional expenses and/or consequential losses arising from the damage or loss.
12. Details of the insurance arrangements effected by Strode College on behalf of the hirers is enclosed. Hirers should consider and effect such cover by way of insurance they may deem necessary for risks not mentioned in the leaflet (e.g. cancellation costs – see next condition).
13. There may be occasions when the dates/times of arrangements may be subject to amendment/cancellation due to use by the responsible body. The hirer will be informed immediately any changes are known. In that event the responsible body shall not be liable for any consequential loss that s/he may sustain.
14. The hirer must familiarise him/herself with the emergency procedures for fire, first aid and accident reporting and carry them out to the best of his/her ability.
15. The facilities must be clean and tidy and all equipment must be put back after use. If the facilities are not cleaned to the reasonable satisfaction of the caretaker the hirer will be responsible for any payment necessary to have them cleaned and this sum will be added to the invoice.
16. A qualified supervisor must be present during all activities of a hazardous nature i.e. karate, trampoline, gymnastics, climbing, swimming, judo or where the hiring organisation is a youth group.
17. The hirer is solely responsible for the adequacy, suitability and safety of all equipment brought on to the facilities.
18. Authority to accept or rescind or postpone a booking shall rest with the Principal of the establishment, whose decision shall be final.



## Insurance

Strode College has arranged the following cover on its own behalf as summarised below.

1. Public Liability Insurance – Covers the College for any claims made against THE COLLEGE by the hirer or other third parties as a result of negligence on the part of the College.  
There is no Indemnity to the hirer of the premises. Commercial Organisations, Clubs, Societies and the like should check that their own insurances are adequate to cover their negligence for any claim which may be made against THEM either by the College or other Third parties. Private individuals should check that their own household insurance policy is adequate to cover them in respect of their own negligence.
2. Hirers will be responsible for all damage to the premises caused by their negligence.
3. The College property is insured against loss or damage attributable to a fortuitous event, not caused by the negligence of the hirer. No responsibility is accepted for the property of the hirer howsoever caused.
4. All reasonable precautions should be taken by the hirer to prevent loss of or damage to the premises and property, and to prevent injury to others.
5. If any incident arises which could give rise to a claim against either the College or the Hirer the matter should be reported to the Finance Director, Strode College – 01458 844400 – as soon as practicable in order that College insurers may be notified.



## Temporary Event Notices

A Temporary Event Notice (**TEN**) is a notification given by an individual to Mendip District Council giving notice of an event that is to take place. TENs replace the previous systems of 'occasional permissions' and 'occasional licences', and relate to temporary events with less than 500 attendees where 'licensable activities' are planned to take place.

### Licensable activities are:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- The provision of regulated entertainment;
- The provision of late night refreshment.

### Regulated entertainment includes:

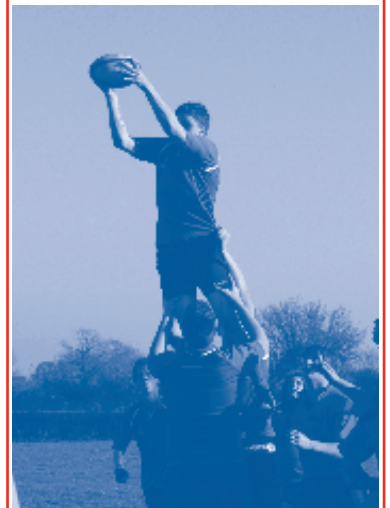
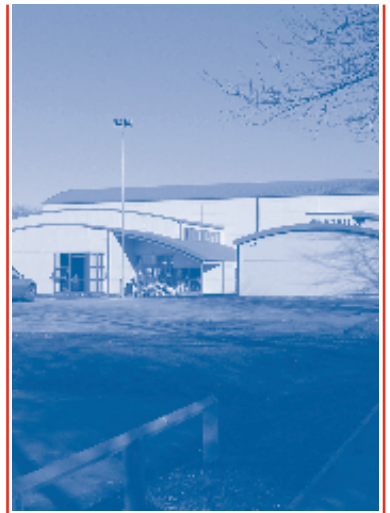
1. A performance of a play
2. An exhibition of a film;
3. An indoor sporting event;
4. A boxing or wrestling entertainment;
5. A performance of live music;
6. Any playing of recorded music;
7. A performance of dance;
8. Entertainment of a similar description to that falling within (5), (6) or (7).

Regulated entertainment also includes the provision of 'entertainment facilities' for:

- a. making music;
- b. dancing; and
- c. entertainment of a similar description to that falling within (a) or (b)

If you are uncertain whether or not the activities that you propose are licensable, you should contact the licensing authority for further advice:

Mendip District Council Licensing Dept: Tel 01749 341360



## Hire Charges

Please see the attached Outside Sport Facilities Tariff sheet. **“All fees quoted exclude VAT”**

Other areas are available for hire. Some facilities e.g. Car Park, Strode Refectory by special arrangement.

Full catering facilities can be arranged if required, please contact the Refectory Manager for details.

Strode Sports Centre arrangements will be reviewed on an annual basis, please contact CIS for details.

The charges apply to all groups unless they fall into one of the discounted groups below. These groups may be eligible for a 50% discount.

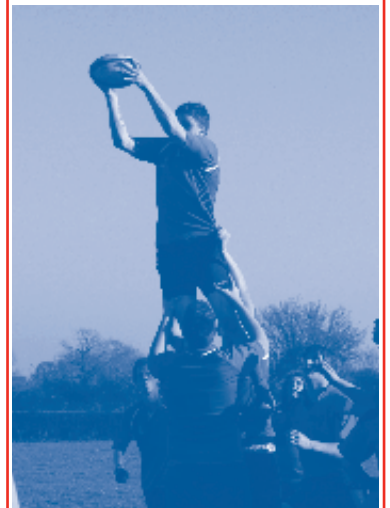
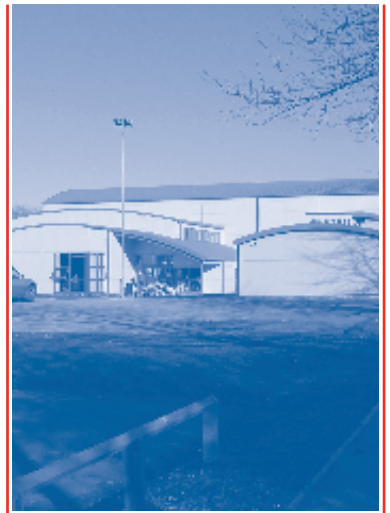
1. Youth Groups : Community run non commercial groups such as Scouts, Guides and Sports Training
2. Target Groups (e.g. people with physical and/or learning disabilities, over 50s)

## Payment Terms

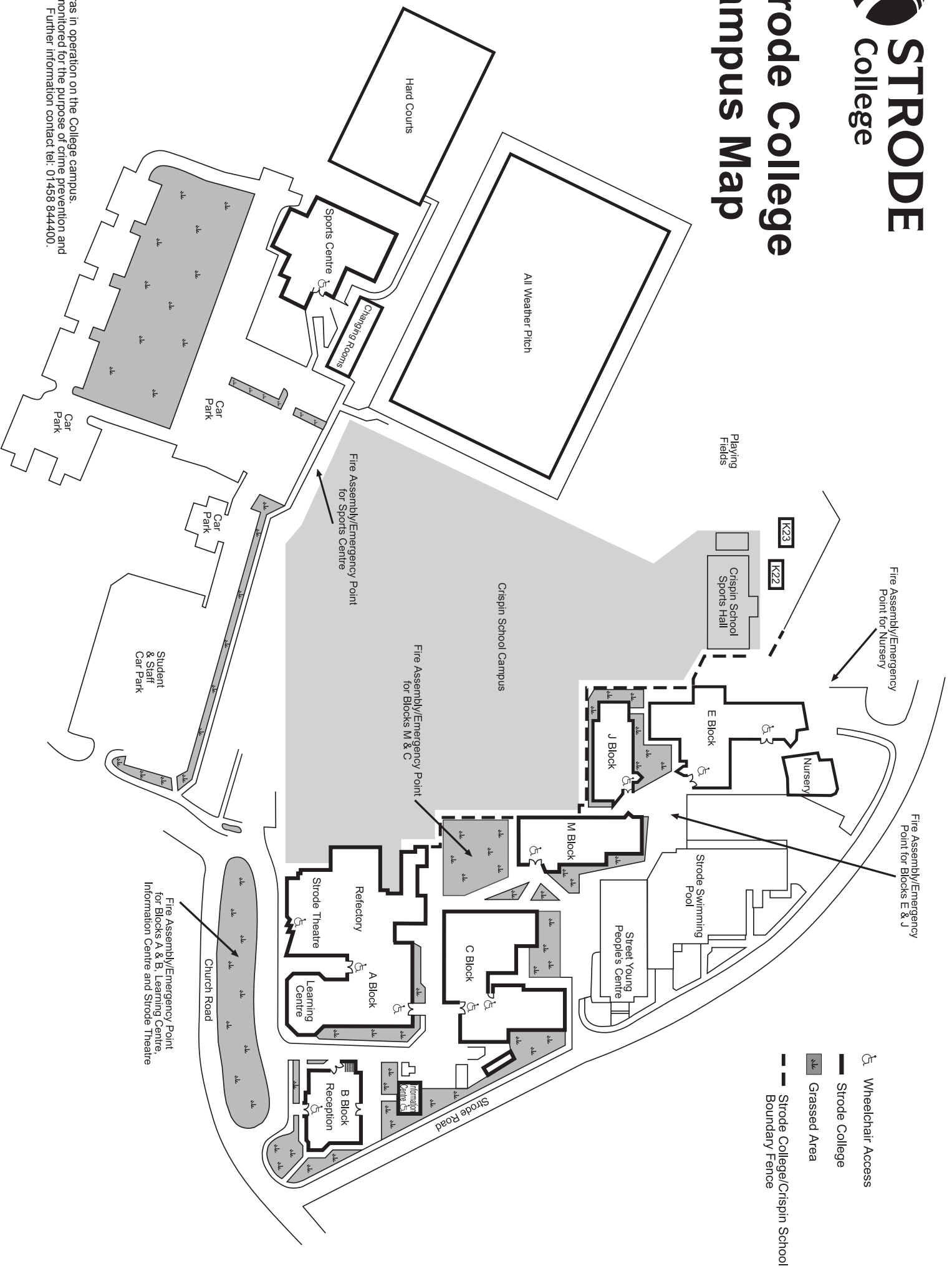
Payment is due within 30 days from the date of the invoice. Late payments will incur a statutory interest charge.

## VAT

- Payable when the letting is for a Commercial Purpose.
- Payable when the letting involves using other items of equipment e.g. OHP, TV/Video.
- Payable when the letting involves hiring the Car Park.
- **All hire charges are subject to VAT at standard rate**, except for:
  1. A period of hire exceeding 24 hours
  2. A series of ten or more periods where the hirer is a *school, club or association and*
    - Each session is in respect of the same activity carried out in the same place
    - The interval between each session is not less than one day and not more than 14 days
    - The whole series is paid for in a single payment and is evidenced by a written agreement to that effect
    - The hirer has exclusive use of the facilities that they are hiring



# Strode College Campus Map



CCTV cameras in operation on the College campus. Images are monitored for the purpose of crime prevention and public safety. Further information contact tel: 01458 844400.