

conditions of hire

1. definitions

- a) The 'Hirer' is the person, club, society or organisation hiring any part of the named centre or any facilities offered by or within it. Only persons aged 18 years or older will be accepted as a hirer.
- b) The 'Manager' is the Freedom Leisure centre Operations Manager, Company Director or person duly authorised to act on their behalf.
- c) The booking period is the time(s) and day(s) indicated on this form which have been reserved by the Hirer and includes time required to assemble or disassemble any equipment used in relation to the booking.

2. booking and payment of fees

- a) Casual or one-off bookings can be made by Freedom Leisure members up to 8 days in advance either in person or by telephone. Payment must be made prior to the activity taking place. Casual users may book facilities on the day and pay at the time of booking.
- b) Any number or series of bookings may be made. An invoice will be issued for the complete series of lets as shown on the booking form along with any agreed payment schedule. Full payment must be made in advance of the first booked date or as per the agreed schedule.

3. cancellation by the hirer

- a) Casual or one-off bookings not taken up by, or cancelled, less than 24 hours before any booked period must be paid for in full by the Hirer unless the period is re-let in full.
- b) Series of Lets not cancelled in writing at least 8 days prior to the booked period must be paid for in full by the Hirer unless the period is re-let.

4. cancellation by the manager

- a) The Manager reserves the right to refuse any application or terminate any booking. Only monies paid in respect of a booking so terminated will be refunded and Freedom Leisure accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation.

5. responsibility of the hirer

- a) The Hirer shall ensure that all users of the centre by virtue of the hiring comply with all regulations of the centre. The Hirer shall be liable to Freedom Leisure for any breach of these regulations.
- b) The Hirer shall be responsible for the cost of repairs arising from negligence or misuse of the facility. Any non-compliance with the terms and conditions will result in termination of the booking without refund.

6. licensing & safety

- a) The Hirer must at all times adhere to all licensing regulations relevant to their booking including PRS and PPL licenses and all relevant Health & Safety regulations, fire and safety signage and all safety instructions issued by centre staff.

7. document requirements

- a) The Hirer must provide written proof of documentation to satisfy the requirements of booking. This may include insurance cover against such risks as may be required by the Conditions of Hire, qualifications, licences, criminal record bureau disclosures and any other information relevant to the activity.

8. advertising

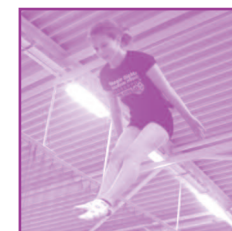
- a) The Hirer must receive written approval/confirmation from the Manager for any advertising, publicity, promotion or demonstration which the Hirer may wish to undertake in relation to this booking.

9. subletting

- a) The Hirer may not sublet the facility or use of the centre booked for any purpose other than that arranged with the Manager.

www.freedom-leisure.co.uk

“facility booking form”



valid from april 2017



booking form no:

to enable us to deal with your booking request efficiently, please complete **all** of the following sections.

centre to which this booking relates:

contact details

title _____ first name _____ surname _____

email address _____

postal address _____

_____ post code _____

contact number _____ home work mobile

club name _____

I have read and agree to abide by the terms and conditions of hire overleaf

signed _____ **date** _____

if you would like your invoice to be sent to an address other than the one you have given above, please fill in the section below:

contact details

title _____ first name _____ surname _____

email address _____

postal address _____

_____ post code _____

facility required _____

start time _____ finish time _____

activity / event _____

approx. numbers attending _____

are any special arrangements or equipment required? yes no

if yes, please specify and state whether equipment belongs to your group or hired from us

is any catering required before during or after the event? yes no

if yes, please complete a separate catering booking form and submit along with your completed booking form.

booking date(s) - please circle:

april 17

mon	tue	wed	thu	fri	sat	sun
					01 02	
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

may 17

mon	tue	wed	thu	fri	sat	sun
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29	30	31				

june 17

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july 17

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31						

august 17

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september 17

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october 17

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november 17

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december 17

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january 18

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february 18

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march 18

mon	tue	wed	thu	fri	sat	sun	
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

dates not available: