



ARENA SPORTS CENTRE
APPLICATION FOR HIRE OF FACILITIES
(Please read reverse before signing)

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I, (Miss / Ms / Mr / Mrs / other)hereby make application on behalf

of

from (day & date)to (day & date)

Excluding (dates).....

froma.m./p.m. toa.m./p.m.

for the purpose of

Agreed cost per session Any additional costs

Max no. attending function Guarantee or security bond

Refreshments requiredat the time of.....

The exact facility required (i.e full sports hall, badminton court, community room, etc.):

.....

Any equipment required (i.e judo mats, no. of tables, etc.):

.....

State the name and address of person accepting responsibility for function:

..... Tel:

The hirer must ensure that they or a nominated deputy is present during all contract hire periods. They must ensure that all members of their group follow the centre's health & safety rules and procedures, and provide a point of contact for centre staff. Nominated person name & address:

..... Tel:.....

I undertake to accept the conditions governing the letting of the Arena premises, to pay the prescribed charges and to arrange for adequate supervision during the period of letting.

I further undertake to make good any loss of property or damage to premises or property and to indemnify the Arena, their officers and servants against all actions, expense claims, damages, penalties and demands arising out of or in any way connected with this hiring unless caused by the negligence of the Arena, its Servants or Agents.

For social functions & major events a guarantee or security bond is required against any loss, damage or cleaning expenses that the Arena may occur. This must be made in advance of the function to the Sports Centre. I understand that this amount is returnable if there is no extended time, loss or damage to the premises arising from this hiring.

Date **Signature of applicant**

Address

Post code:..... E-mail: Tel:

For office use only

Date of application received Total amount due Copy sent to Café (yes / no)

Put in diary: Booked by: Put on screen by:

Booking Form Number: Invoice Number: Receipt No.:.....

Rig plan included

Comments:

TERMS & CONDITIONS FOR USE OF THE CENTRE'S PREMISES

SMOKING IS NOT ALLOWED ANYWHERE WITHIN THE ARENA. THE HIRER IS RESPONSIBLE FOR ENFORCING THIS RULE.

1. Bookings will be considered for dates up to 12 months in advance.
2. Payment for contract bookings must be made in full by the due date of the invoice. Hirers wishing to contract book must pay the appropriate club membership on a yearly basis.
3. Block bookings of the facilities which are let to schools, clubs, associations or organisations representing affiliated clubs or constituents association (such as a local league) are charged at the agreed hire exclusive of VAT.
4. Setting up equipment is part of the hire period, this will be kept to an absolute minimum.
5. The premises must be left in good order and vacated not later than the time booked. A charge will be levied for any time used over and above that booked. If the premises are not vacated for part of the following hour there will be charged for the full hour at double the agreed rate per hour. The hirer is responsible for ensuring that guests leave the premises, including the car park area, in a quiet and responsible manner having due regard for the local residents.
6. Vehicles are left in the Arena car park entirely at the owner's risk. In the interests of safety please drive slowly within the College's campus.
7. In the interests of safety, no glass, whether bottle, jar or drinking glass may be taken into any playing area or changing room. Only sealable drinking vessels are allowed in any playing area.
8. The hirer must not sublet to another party.
9. The Arena provides a full catering service and users are reminded that food & drink brought or prepared elsewhere may not be consumed within the Arena unless special arrangements have been made beforehand with the Centre Manager.
10. Normal licensing laws relate to these premises. Intoxicating drink can be purchased on the premises only from the Centre's bar facility. Normal licensing hours are adhered to. Unless the hirer has requested a bar license extension in which case the Centre will apply for that license to the District Council. At least 4 weeks notice is requested for a license extension to be obtained. ***NO INTOXICATING DRINK MAY BE BROUGHT ON TO THE PREMISES WITHOUT PRIOR AGREEMENT WITH THE MANAGEMENT.***
11. The hirer is responsible for ensuring that the numbers attending the function do not exceed that quoted in the application.
12. All hirers are responsible for immediately alerting the centre staff to any unsafe conditions (including lighting, floor condition, etc.) & for preventing their group from using or continuing to use equipment or facilities while in an unsafe condition.
13. Any damage or deficiencies in equipment or facilities must be reported to centre staff before leaving the centre.
14. Any accidents or injuries occurring on the premises arising out of any perceived deficiencies in the condition of the equipment or facilities must be immediately reported to the centre staff.
15. The centre is not responsible for the way it's facilities or equipment is used by hirers, nor the quality of coaching or supervision of hire groups, unless coaching or supervision is a specifically stated inclusion to the contract.
16. All Weather Pitch (AWP) & Multi-Use Games Area (MUGA). Suitable footwear must be used on both the AWP & MUGA, studs & blades should not be used.
17. In the event of bad weather, for example snow or ice, the Duty Manager of the Arena Sports Centre will make a decision on the safety of the AWP & MUGA. If the Arena Sports Centre deem the AWP & MUGA surfaces to be unsafe then no bookings can occur, no matter what the circumstance, until the surface is deemed safe. In the event of a booking being cancelled a full refund will be given.
18. The Arena reserves the right to cancel the letting if the premises are closed or required for official or electoral purposes. The Arena reserves the right to refuse, alter or cancel lettings at the manager's discretion.
19. The Centre's First Aid box can be found in the First Aid Room located on the ground floor near Reception.
20. In the event of a fire, please make sure your group leaves by the nearest fire exit pressing the emergency button on the wall. Fire assembly point is in the main car park at the front of the Arena.
21. The hirer is responsible for ensuring that their users are aware of the fire procedures including being aware of the fire exits, assembly points & user of fire equipment.
- 22. If any session within a block booking is cancelled (and the facility is not relet) the hirer is liable to pay in full. **All other bookings require notice (in writing) of at least eight days to avoid full payment.****
23. Seating and table accommodation in the rooms booked may be used by the hirer, but the hirer must make their own arrangements for additional chairs, tables, etc., required for letting, and for removing them before the Arena re-opens the following day.
24. Grass pitches. The Arena will supply the pitch including markings & posts (excluding mini soccer). The hirer is responsible for supplying the nets & corner posts. The hirer is also responsible for putting the nets up.
25. The hirer of the grass pitches are responsible to ensure that the neighbours to the playing fields are not unnecessarily disturbed, this includes excessive shouting, bad language, touching fences, etc.
26. State of the pitches. The ground staff of Bognor Regis Community College will take a decision on Friday on whether the pitches are in a fit state in which to be used. This will take into account the state of the pitch on the Friday & the predicted weather in the following days. This decision will be final. The hirer will be informed if the pitches or certain pitches may not be suitable for use. If on the day of play the hirer deems the pitch unusable the Arena Duty Manager must be informed (in writing) on the day.
27. Bad language or inappropriate behaviour in the Arena or within the Bognor Regis Community College will not be accepted, this may lead to a cancellation of the booking. It is the responsibility of the hirers to ensure their members or guests abide by these rules.