1.0 Adhoc (single) Bookings

1.1 A booking can be made no more than 6 days in advance (unless stated otherwise by a Sports Centre Manager).
1.2 Full payment must be taken at the time of booking.
1.3 The centre reserves the right to cancel any booking in the event of inclement weather (outdoor facilities only), circumstances beyond the reasonable control or the facility is deemed unsafe. Under these circumstances the centre endeavours to give as much notice of cancellation as possible. Notice will be given by telephone or email. Notice can only be given if contact details have been provided.
1.4 Should the facility not be available due to unforeseen circumstances, e.g. poor weather, the sports centre will provide a credit for that session.
1.5 The centre requires 24hrs notice for any single booking cancellation from the individual who made the booking. A full refund will be given as a result of this.
1.6 A single booking is only to be moved to a different date a maximum of 2 times, and must stay as the same activity.

2.0 VAT Exempt Bookings

To meet HM Revenue & Customs VAT regulations and receive a 20% reduction (nil VAT), your club must fulfil the following criteria (otherwise the standard rate will be charged):

2.1 The series of bookings must consist of at least 10 sessions & cannot exceed 1 year.
2.2 The interval between sessions must be more than one day, but not more than 14 days. No exceptions can be made for bank holidays and notified centre closure dates.
2.3 Each of those sessions is for the same sport/activity.
2.4 Payment must be made in advance.
2.5 Dates when facility hire is not required must be stated at the time of booking. These include Centre closures – Bank Holidays, Easter Holidays, Christmas & New Year.
2.6 Should the facility not be available due to unforeseen circumstances, e.g. poor weather, the sports centre will provide a credit (Sports centre manager/staff make the decision that the facility is unusable).
2.7 Any additional casual bookings made by the hirer for any reason other than the rearrangement of a previously postponed game would not qualify for VAT exemption.
2.8 Cancelling a session would affect HM Revenue & Customs regulations. Cancellation will incur the full charge made (otherwise the completed block booking dates will be subject to VAT).

3.0 Synthetic Turf Pitch General information

3.1 Access to the site must be made through the allocated gateways and pathways. Sports centre staff will open gates once that booking has registered at reception.
3.2 To help protect the surface, only clean training-type footwear with dimples not exceeding 5mm and moulded studs are to be worn. Blades and rigid blade style of boots will not be permitted on the surface.
3.3 Footwear must be worn by all players. Bare feet will not be permitted.
3.4 Floodlighting for the area is controlled at the Sports Centre reception and can be made available on request.
3.5 Users are not allowed to go onto the pitch until their allotted time, so as not to interfere with other users still on the area.
3.6 Users are not permitted to move any large equipment (e.g. goals, nets and posts) around or off the area booked unless properly trained to do so.
Damage/Defects

1. Any damaged/defective equipment needs to be immediately reported to the Duty Officer on shift.
2. Users must not abuse the property of the college. Users will be responsible for the cost of replacing or repairing damaged equipment. Replacement or repair will be at the college’s discretion. Users may not be allowed to use facilities again until any such charges have been paid.

Health & Safety

1. Users will at all times use the facilities in a responsible manner and do so at their own risk. Users must check facilities before use and report any concerns immediately to centre staff.
2. All injuries/accidents must be reported immediately to the Duty Officer (if necessary through any centre staff on duty). Duty Officers are all qualified first aiders.
3. Users will provide supporting information on health and safety issues where required.
4. Users should not hesitate to call emergency services where needed but must then inform the centre staff.
5. The centre reserves the right to refuse access to any facility if it is deemed to be unsafe. This includes where the recommended maximum number of users for a facility has been reached.

Standards of Behaviour

1. The college reserves the right to require any user to leave the centre and any other part of its premises, to refuse access, impose further conditions on access, and suspend or terminate membership/facility usage of the centre if the user behaves in an aggressive, harassing or otherwise unacceptable manner towards the staff or other users of the centre.
2. Users will refrain from any conduct which is offensive, unseemly or unsporting, or which might cause annoyance or danger to others.
3. Users will treat equipment/keys loaned or hired with respect.
4. Users will not use or possess alcoholic drinks or illegal drugs whilst on centre premises.

Exclusion of Liability

1. The college does not accept responsibility for the security of, damage to or loss of the property of any user. The college does not accept liability for incidents leading to personal injury or death unless caused by the negligence of the college.

Acceptance & Responsibility

1. All bookings are made on these conditions. Conditions may only be varied where done so in writing by the centre manager.
2. All users use the centre subject to these conditions. Non-compliance with any part of these conditions may lead to immediate suspension or termination of membership/right to use the facilities.
3. Users in a group shall have joint and several liabilities. This means that any one user in the group can be held liable for the total liability of the group (even where the user may not themselves have been at fault).