

Anglia Community Leisure
Summary of Standard Conditions for the Use and Hire of Leisure Facilities

1. Admission

- a) The Management may refuse the admission of any person to the facilities and similarly may require any person to leave the facilities at any time. Any person having use of facilities withdrawn may contact the Anglia Community Leisure to arrange for a hearing to discuss the matter. Please contact the Leisure Facilities Manager on 01638 782535.
- b) The right to use the facilities or leisure equipment is not transferable and any of the facilities hired shall not be used for any purpose other than that specified by the Management at the time of booking. Sub-letting is not permitted.
- c) The hirer is responsible for the administration, organisation and control of the particular hiring in accordance with the Management's requirements.

2. Liabilities

- a) Use of the facilities and all leisure equipment and amenities thereof is permitted entirely at the user's own risk and users must satisfy themselves that they have taken all reasonable precautions. The Management will not be liable for any losses suffered or personal injury occasioned to any user, except where such losses or injury are directly attributable to the negligence of the Management or its servants or agents and in any event the Management will not be liable for any consequential loss however caused.
- b) The Management does not accept any responsibility or liability for any damage to or loss of any property or articles left or placed in or on the facilities or any part of the facilities by a user.
- c) The hirer shall provide a copy of any relevant public liability and indemnity insurance if so required by the Management.

3. Conduct

- a) A user shall fully comply with the rules and regulations as displayed at the facilities, and all instructions and requirements of the Management whether they be verbal or in writing.
The sum in respect of the cost of remedying the said damage shall be such sum as is certified by the Management whose decision in such matters shall be final;
- b) All visitors to the facility must register the use of their personal photographic equipment (including video-recording equipment and mobile phones) with the management. Commercial photographers must seek prior permission from the management before using their equipment on site.

A user shall not:-

- f) Anglia Community Leisure operates a no smoking policy at all of its leisure facilities.

6. Health and Safety

- a) The hirer agrees to comply with the requirements of the Electrical Equipment (Safety) Regulations 1994. If a hirer is operating any portable electrical appliance, appliance not provided by the management this equipment must have a valid portable appliance test label or certificate. If the valid label or certificate is not available then this equipment will not be able to be used within the facility. The hirer is responsible for the provision of suitable automatic cut out circuit breakers for any occasions where the use of electrical musical equipment is in use..
- b) Hirers who make use of the Swimming Pool facilities are required to abide by the Health and Safety Policy of Anglia Community Leisure

7. Food Safety

- a) The Management reserves the right at all times, to restrict the consumption or preparation of any food or drink that has not been purchased within its facilities.
- b) The hirer is required to ensure compliance with the Food Safety Act 1990 and any subsequent related regulations.
- c) The hirer will be required to remove all reasonable waste from the environment of the facility and where necessary make special arrangements for its removal with a licensed contractor before final vacation of the premises.

8. Performance of Sound Recording / PRS / PPL

- a) The hirer agrees to obtain all necessary copyright licences for the public performance of any music in connection with this hiring agreement and to indemnify the management against all claims, demands, actions and proceedings arising out of any breach of copyright or resulting from the hirer's public performance of music in connection with this agreement.

9. Advertising

- a) The hirer or the user must not advertise or publicly announce any event to take place at the facilities without prior permission of the Management;

10. Charges

- a) The charges for the use and hire of the facilities shall be as advertised or as agreed at the time of booking. Charges are subject to review and may be altered by the Management from time to time, entirely at the Management's discretion.
- b) In the event of charges not being paid in accordance with these conditions, all further bookings may be cancelled, without notice, by the Management.

11. Bookings & Hire

- a) Casual bookings of the Leisure Centres can be booked by individuals, clubs and organisations up to 7 days in advance, at reception, subject to availability.
- b) Applications for hiring of all other facilities, including those more than 7 days in advance, period bookings, block bookings or series of lets, must be made in writing, on the prescribed application form. Application forms must be signed by the individual or an authorised official of a club or organisation. The hirer will receive written confirmation signifying whether or not the booking has been accepted.

12. Cancellations

- a) The Management reserves the right to cancel and/or relocate bookings, courses and classes at any time before the proposed event. The Management reserves the right to close, prohibit or limit the use of any facilities entirely at its discretion at any time. The Management will not be liable for any loss or expenditure incurred by or on behalf of the hirer or on behalf of any other person arising from the exercise of this discretion, or from the cancellation of any booking by the Management for any reason.
- b) In the event of a cancellation by the hirer or failure to take up any booking within 14 days of the booking, the hirer is liable to pay the Management the full hire charge. If cancellation by the hirer is received within 14 days of the booking then the hirer will be entitled to a full refund less an administration fee of no more than 25% of the hire charge.

13. Contraventions

Any person contravening any part of these Standard Conditions may be required to forfeit their booking or hire and, if so required, shall immediately leave the facilities and may be refused future access or use.

14. Criminal Records Bureau

It is Anglia Community Leisure policy that all staff working in front line Leisure Services receive a Criminal Records Bureau (CRB) check. It is strongly recommended that all "hirers" use only approved coaches or volunteer help where appropriate. For advice and guidance please contact Forest Heath District Council Sports Development Officer on 01638 719763.

15. Licensed Activities

Where the use of a facility by a hirer involves the undertaking of any activity subject to the requirements of licensing under the Licensing Act 2003, it is the responsibility of the hirer to ensure that the appropriate licence is in force and valid. The Management holds a licence under this Act and may provide the benefit of this licence to a hirer if this is agreed in advance.

A Full copy of the Standard Condition for hire at Anglia Community Leisure's Leisure Facilities is available on request from Reception at each of our Leisure Centres and Swimming Pools

Chief Executive

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