

**BOOKING INFORMATION FOR OUTWOOD ACADEMY (NEWBOLD),
CHESTERFIELD.**

Outwood Academy (Newbold) has appointed Facilities for All Limited to develop and manage the community lettings programme at Newbold commencing in August 2013.

The state of the art school facilities will be available to hire at the following times:

Monday – Friday (During Term Time): 6.30pm – 10.30pm
Monday - Friday (School Holidays): 8.00am – 10.30pm
Weekends: 9.00am – 10.00pm

Please find enclosed, all of the information that you will require in order to make a booking at Outwood Academy (Newbold). If you require any further information, please do not hesitate to contact us using the contact details below.

The facilities available to hire at Outwood Academy (Newbold) and pricing information can be found below:

Facility	Cost (£)
Astroturf Pitch (No Floodlights)	One Third - £20.00 per hour Full Astro - £55.00 per hour
Sports Hall	£35.00 per hour
Gymnasium	£15.00 per hour
Grass Football Pitches (Inc Changing Rooms)	Junior - £35.00 per match Senior - £50.00 per match
Drama / Dance Studio	£15.00 per hour
Classroom	£15.00 per hour
Music Practice Room (Single to group)	From £10.00 per hour
Main School Hall	From £20.00 per hour

Any group or organisation wishing to use the facilities **must** agree to the terms and conditions of hire set out overleaf and show written evidence of the following documentation before their booking is confirmed:

- Appropriate Public Liability Insurance (or signed insurance disclaimer)
- Appropriate qualifications for the activity being delivered
- Enhanced Check from the Disclosure and Barring Service (DBS) if working with children and vulnerable groups as identified in the Safeguarding and Vulnerable Groups Act 2006 *(including disqualification through association declaration if working with under 8's)*

BOOKING FORM - OUTWOOD ACADEMY (NEWBOLD)

Please complete the booking form below and return a signed copy to the address below or a Facilities for All member of staff, you will receive written confirmation upon receipt of your completed booking form and associated documentation listed previously.

GENERAL INFORMATION:			
Name of Club / Organisation:			
Contact Name:			
Contact Address:			
E-mail Address			
Home Telephone Number:			
Mobile Number:			
FINANCE:			
Name of person responsible for payment / finance <i>(if different from above)</i>			
Contact Name:			
Contact Address:			
Email Address:			
Home Telephone Number:			
Mobile Number:			
How do you wish to receive your invoice(s)?	E-mail	Post	
FACILITIES REQUIRED:			
Facility Required:			
Day / Date:			
Time:			
Nature of Booking:			
Age Range:	Adult	Under 16	
Does this booking involve working with Under 8's?	Yes	No	
Approx Number of Participants:			
Start Date:			
End Date:			
Recurring Booking?	Yes	No	
Equipment Required:			

Facilities for All (UK) Limited

c/o Shirebrook Academy, Common Lane, Shirebrook, Mansfield, NG20 8QF

Tel: 01623 741 660

E-mail: info@facilitiesforall.co.uk

Web: www.facilitiesforall.co.uk

ADDITIONAL INFORMATION:		
I have enclosed a copy of our clubs / organisations Public Liability Insurance	Yes	No
I have enclosed copies of the appropriate qualifications for the activity being delivered	Yes	No
I have enclosed evidence of the relevant Enhanced Checks from the Disclosure and Barring Service (DBS) for coaches who work with children and vulnerable groups as described in the Safeguarding and Vulnerable Groups Act 2006	Yes	No
I have enclosed evidence of the relevant 'Disqualification through Association' declaration for coaches / volunteers working with Under 8's	Yes	No
Please indicate if your club / organisation would like to be kept informed of funding, training and development opportunities	Yes	No

DECLARATION:

I have examined the Terms and Conditions of Hire relating to the use of the facilities at Outwood Academy (Newbold) and agree that I, or the club I represent, shall be bound by and comply with the said Terms and Conditions of Hire.

I understand and agree that if I am applying for facilities on behalf of an unincorporated member's club or society then I and not the club or society am entering into a contract with Facilities for All (UK) Limited and will be personally liable for the charges.

Signed:.....

Date:.....

Name (Block Capitals):.....

Position in Club / Organisation:.....

For office use only:					
Staff name	Date added to EZ Facility	DBS Checks	Disqualification by Association	Insurance	Date confirmation sent?

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TERMS AND CONDITIONS OF HIRE

1. PAYMENTS

- 1.1. Upon receipt of an official invoice, Hirers shall pay the amount due within **14 DAYS** of the invoice date
- 1.2. For block bookings, Hirers shall be invoiced at the end of each calendar month
- 1.3. For one-off bookings, payment will be due upon receipt of an official invoice at least 7 days prior to the activity taking place
- 1.4. If payment is not made in accordance with 1.1, 1.2 and 1.3, then Facilities for All reserve the right to;
 - 1.4.1. Not make the facilities available to the Hirer without notice, and will not be liable for any costs or other expenses incurred by the Hirer or other persons or bodies associated with the Hirer in relation to the booking
 - 1.4.2. Add an administration charge of £20.00 to the amount owed to Facilities for All , to allow for the additional costs in administering the booking
 - 1.4.3. Pass the outstanding debt onto third party collection agent

2. SCALE OF CHARGES

- 2.1. Charges for the use of the facilities at Outwood Academy (Newbold) are reviewed on an annual basis
- 2.2. Any change in rate will be applicable from 1st September each year
- 2.3. All current users will be notified in writing of any changes in rates
- 2.4. Charges for the use of the facilities are listed above and will be in place until at least 1st April 2015
- 2.5. All prices listed are exclusive of VAT:
 - 2.5.1. VAT is not chargeable on advanced block booking of over 10 weeks
 - 2.5.2. VAT at the rate of 20% will be added to all other invoices
- 2.6. A soiling charge of £20.00 may be added to an invoice if the facilities used by the Hirer are not returned in a satisfactory state of cleanliness

3. REFUSAL AND CANCELLATION

- 3.1. Facilities for All reserve the right to refuse any application for hire without reason or explanation
- 3.2. Facilities for All reserve the right to cancel/postpone any confirmed bookings, if the facilities are required for the purpose of education and/or school business. In this event;
 - 3.2.1. Facilities for All will endeavour to provide the Hirer with an alternative facility and/or time slot
 - 3.2.2. Facilities for All will provide the Hirer with at least 7 days written notice of cancellation/postponement
 - 3.2.3. Facilities for All will refund any monies paid in respect to facility hire in the event of a cancellation due to education and/or school business
 - 3.2.4. Facilities for All will not be responsible for any costs incurred by the Hirer in relation to cancellation/postponement
- 3.3. Facilities for All reserve the right to cancel bookings at short notice due to the following factors:
 - 3.3.1. Inclement Weather
 - 3.3.2. Force Majeure
 - 3.3.3. Acts of God
 - 3.3.4. Emergency repair / maintenance work

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- 3.4. Hirers may cancel a booking at any point, by issue of a notice in writing to Facilities for All ;
- 3.4.1. If the notice is received more than 7 days before the booking is due to commence, no charges will be applied
- 3.4.2. If the notice is received less than 7 days before the booking is due to commence, the Hirer will remain liable for the full hire charge
4. **TRANSFER OF HIRE**
- 4.1. The Hirer shall not transfer the benefit or burden of the contract thereof
5. **INDEMNITY**
- 5.1. The Hirer shall repay to Facilities for All on demand to cost of reinstating or replacing any part of the facility or any property in or upon the facility which shall be damaged, destroyed, stolen or removed during the period of hire
- 5.2. The Hirer shall indemnify Facilities for All against all claims, demands, actions or proceedings in respect of death or injury howsoever or by whosoever of or to any person (other than to an employee of Facilities for All) which shall occur while such person is in or upon any part of the facility
6. **LICENCES**
- 6.1. The Hirer must ensure that they have in place all appropriate licences in relation to the following activities;
- 6.1.1. Broadcasting/playing of copyrighted music and videos
- 6.1.2. Advertising
- 6.1.3. Gambling
- 6.1.4. Sale of intoxicating liquor
- 6.1.5. Any other laws, regulations and guidelines to which a school is subjected to
7. **INSURANCES**
- 7.1. Hirers must provide evidence of their own public liability insurance for the activity which they are delivering
- 7.2. If In the opinion of Facilities for All the Hirer is delivering a high risk activity, the Hirer may be asked to provide product liability insurance for a value of not less than £5 million and with an excess of £250.00
8. **CONTROL OF ACCESS**
- 8.1. Hirers must enter the facility via the Community Entrance and inform Facilities for All of arrival
- 8.2. All facilities will remain locked when not in use
- 8.3. Facilities for All will unlock the facilities prior to a booking
- 8.4. Facilities for All will ensure that all users have vacated the facility before securing the facility at the end of a booking
9. **CAR PARKING**
- 9.1. Cars and vehicles should be parked in a marked bay only
- 9.2. Cars and vehicles should be parked in a way not to cause obstruction to entrances, exits and access by emergency services
- 9.3. Cars and vehicles are parked at the owners risk
- 9.4. Facilities for All will not take responsibility for loss or damage as a result of using the car park
10. **LOST PROPERTY**
- 10.1. Facilities for All shall not in any circumstance be responsible to the Hirer or any other person for damage to or the loss, theft or removal of any property brought, or left by any person in any part of the facilities (including changing rooms)

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11. PROTECTION OF CHILDREN AND VULNERABLE ADULTS

- 11.1. When working with children or vulnerable groups as described in the Safeguarding and Vulnerable Groups Act 2006, Hirers must provide evidence of Enhanced Disclosure and Barring Service (DBS) checks for coaches or other evidence of suitability to lead sessions
- 11.2. If working with Under 8's, groups should provide evidence that 'Disqualification by Association' declarations are completed for the relevant coaches / volunteers.
- 11.3. Hires must provide evidence of the appropriate qualifications to deliver the activities being offered
- 11.4. It is the responsibility of the hirer, to inform Facilities for All of any changes in the circumstances of their coaches / volunteers eligibility to coach

12. HOURS OF OPENING

- 12.1. The facilities will be available for hire at the times listed, except for the following dates:
 - 12.1.1. All public and Bank Holidays
 - 12.1.2. A period of 2 weeks around Christmas

13. GENERAL RULES OF USE

- 13.1. For the comfort and satisfaction of all users, Hirers should
 - 13.1.1. Vacate the facilities promptly at the end of the session
 - 13.1.2. Use equipment for its intended purpose only
 - 13.1.3. Not move any equipment (Please ask the member of staff on duty if you require equipment moving)
 - 13.1.4. Wear appropriate clothing/footwear whilst taking part in any activities
 - 13.1.5. Enter and leave the site quietly, without creating undue noise for residents
 - 13.1.6. Adhere to the No Smoking Policy
 - 13.1.7. Not use any foul or abusive language
 - 13.1.8. Leave facilities in the same state of cleanliness in which they were found
 - 13.1.9. Remove dirty footwear before entering the buildings
 - 13.1.10. Only clean outdoor footwear inside the buildings
 - 13.1.11. No glass bottles to be brought into the facility
 - 13.1.12. Return any equipment to a member of staff

14. CUSTOMER SATISFACTION

- 14.1. Hirers should inform Facilities for All in writing if the services provided by Facilities for All are not to the required standard
- 14.2. Facilities for All will reply to all communication within 7 working days upon receipt

15. APPLYING TO USE THE FACILITIES

- 15.1. Hires must complete and return the booking form and sent to the address listed on the booking form
- 15.2. All bookings will be confirmed in writing to the Hirer
- 15.3. Facilities for All will keep and up to bookings system

16. BREACH OF THE TERMS AND CONDITIONS

- 16.1. If the Hirer shall fail to observe or perform in any respect the terms and conditions herein before stated Facilities for All may without notice terminate the Hirer's rights under contract. Such termination shall not release the Hirer from any of his/her obligations under the contract or affect any right or remedy which the school may have under the contract or otherwise.

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