

BOOKING AGREEMENT

By proceeding with your booking, you are deemed to have accepted the following terms and conditions for the hire of the site.

(Godmanchester Rovers FC will be abbreviated to GRFC within this document)

TERMS & CONDITIONS OF HIRE

Agreements with Godmanchester Rovers FC for the hire of the site, or any part thereof, are subject to these Terms and Conditions of Hire ("the Hire Conditions").

Undertaking of the Hirer

The Hirer undertakes to ensure that they have an understanding of the Hire Conditions for the time being in force.

Supervision by the Hirer

The Hirer undertakes to be present, or arrange for sufficient adult representatives to be present, throughout the hiring to ensure compliance with the provisions and stipulations contained or referred to in these Hire Conditions and any relevant licenses. **A member of GRFC will be on site for all hires.**

Responsibility of the Hirer

The Hirer shall be responsible during the period of hire for: -

- Being familiar with, and complying with, any guides provided for the use of the site.
- Supervision of the use of the Premises and the care of its fabric and contents
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any other room hired by other persons.
- Ensuring that the Premises are left clean and tidy with rubbish removed from the site at the end of the hire.
- Ensuring that all equipment, chairs, and tables have been returned to their storage positions safely, the Premises are cleared of people, all lights switched off, except for any facilities or room or public area in use by another continuing hire.
- Ensuring that any temporary decorations comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard. Also, only pre-fitted provided fixings (command hooks), are to be used. **NO BLUTACK, SELLOTAPE, PINS ETC ARE TO BE USED.**
- Ensuring that any equipment or electrical appliances brought onto the Premises and used there shall be certified safe and in good working order and used in a safe manner.
- Ensuring that no animals (including birds), except assist dogs are brought into the building, without written permission of GRFC.
- Ensuring that NO animals whatsoever enter the kitchen at any time.
- Ensuring that no Barbeques, LPG appliances or highly flammable substances are brought onto the Premises, without prior written consent.
- Ensuring that they and their attendees recognise the fact that the Premises are situated in a residential neighbourhood and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels outside or when leaving site. Strictly noise to a minimum when leaving after 2300.
- Providing their own public liability insurance where appropriate.

Bookings which may be refused

The GRFC booking co-ordinator, on behalf of GRFC, has the right to refuse any booking for whatever reason, including concern over potential noise levels and other nuisances especially to neighbours.

If a booking in one hall involves children or vulnerable adults such that a safeguarding policy is required booking administration may refuse a booking in the other hall on safeguarding grounds.

Cancellation

1. No charge if cancelled 28 days or more before a booking starts.
2. 50% of booking charge is due if cancellation is between 27 days and 15 days before a booking.
3. 100% of booking charge is due if cancellation is 14 days or less before a booking.

Payment terms

Full payment and damage deposit is due at time of booking.

Damages deposit

A **damages deposit** is required for all events. If the hall is not left in an acceptable state deduction will be made before the deposit is returned.

Fire Regulations

The Hirer shall:

- Ensure that the “Emergency Exit” signs are kept illuminated, under **NO Circumstances** are these to be covered.
- Prior to the start of an event indicate the fire exits and Evacuation Meeting Place to the persons attending the event
- Ensure that all fire exits are kept clear at all times, however, if any equipment, e.g. a table, is positioned close to (NOT in front of) an exit, the user of the equipment is made responsible for moving it rapidly out of the way of the exits in the event of an emergency
- Ensure that the relevant exits are not blocked with items such as buggies, wheelchairs or mobile scooters.

The Evacuation Meeting Place is at the corner of the Car Park furthest from the building nearest the road. No person may re-enter the Hall without the permission of the Fire Brigade/ member of GRFC.

Use of Premises

The Hirer shall not: -

- sub-let or use the Premises for any purpose other than that described on their Booking form.
- use the premises or allow the Premises to be used for any unlawful purpose or in any unlawful way.
- do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof.
- allow the use of drugs on the Premises.
- allow smoking in the Premises, in the patio area or in the vicinity of the entrances.

Car Parking

Vehicles are parked and left at the owner's risk. The space at the side of the hall is reserved for emergency vehicle use but may be used temporarily for unloading.

Premises Licence and other relevant legislation

The Hirer is responsible for:

- Understanding that NO outside alcohol is bought onto or consumed on the Club's licenced premises. Future bookings will be refused if this occurs.
- Working with GRFC to comply with the terms of the members licence granted to the site. Including, but not limited to, permitted hours for licensable activities (serving alcohol, playing live or recorded music).
- Working with the Club to ensure that alcohol is not served to any person under the age of 18 years.
- Ensuring no excessive noise occurs, particularly late at night or early morning, with a minimum of noise being made by any person on arrival or departure.

The Hirer shall ensure that the users:

- Are aware that they cannot bring or consume outside alcohol onto the Club's licenced premises.
- Do not contravene the law relating to gaming, betting, and lotteries.
- Comply with all conditions and regulations required by the Licensing Act, particularly in connection with events which include public dancing or music, films, or similar entertainment taking place at the premises.

A breach of this condition may lead to prosecution by the local authority.

Music Licences

In general, private hire does not require any additional licence.

The site is responsible for obtaining a PRS (Performing Rights Society) licence, which covers all users.

Compliance with legislation relating to children or vulnerable adults.

For all bookings involving children or vulnerable adults, except private parties where the Hirer is a family member, the Hirer is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate.

The Hirer shall ensure that any activities at the Premises for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the Hirer.**

Indemnity

The Hirer shall indemnify and keep indemnified each of the Trustees of the site and their employees, volunteers, agents and invitees against:

- the cost of repair of any damage done to any part of the Premises including the curtilage thereof or the contents of the Premises
- against all actions, claims, and costs of proceedings arising from any breach of the site Conditions.
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the Premises by the Hirer.

As directed by GRFC, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings, or contents and for loss of contents

Insurance

The Hirer is responsible for ensuring that any third party such as a catering company or operator hired to bring equipment such as bouncy castles or discos, onto the Premises has relevant and appropriate insurance, which shall include public liability insurance.

If the Hirer is operating as a business, they are responsible for ensuring that they have relevant and appropriate insurance, which shall include public liability insurance.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the site as soon as possible and complete the relevant section in the site Accident Book. The hirer shall ensure the appropriate medical assistance is sought, or an ambulance is called.

Any failure of equipment, belonging to the site, must be reported as soon as possible.

Stored equipment

We do not have space to store any equipment.

No alterations

Decorations may be hung from the pre-installed hooks provided on the side walls and pillars of the Halls but not elsewhere. On request, Hirers must be able to show that any decorations used are not a fire hazard. **No Blu-tack, drawing pins, adhesive tape or similar may be used.**

No other alterations or additions may be made to the Premises, and no fixtures may be installed, or placards, or other articles be attached in any way to any part of the Premises without the prior written approval of GRFC.

Any alteration, fixture or fitting, or attachment, so approved, shall, at the discretion of the site, remain in the Premises at the end of the hiring and become the property of GRFC or be removed by the Hirer. The Hirer must make good to the satisfaction of GRFC any damage caused to the Premises by such removal.

Interruption of Regular Bookings

If a Hirer is a regular weekly user, GRFC reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month, and at least six weeks' notice shall be given of such cancellation.

Cancellation by GRFC

GRFC reserves the right to cancel a hiring by written notice to the Hirer in the event of a national emergency, or similar *force majeure* situation that requires the Premises to be closed, or of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the bookings co-ordinator reasonably considers that:

- such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements.
- unlawful or unsuitable activities may take place at the Premises as a result of the hiring.
- the Premises have become unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of the damage deposit hire fees already paid, but GRFC shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Public Health

The Hirer is responsible for conforming to all Public Health legislation and guidance that relates to the control of viral pandemics or diseases such as Covid-19 and to take reasonable precautions to stop the spread of the virus. The Club will follow all current and up to date legislation as required.

Acceptance

These Terms and Conditions will have been made available to the Hirer at the time of making the booking. By proceeding with the booking the Hirer is deemed to have accepted these terms and conditions.

Signed

Print

Date