

CULTURE**EVENTS****The Link**

Community: The heart of what we do

SPORTS**COMMUNITY**

The Link, Nailsea School, Mizzymead Road, Nailsea, North Somerset, BS48 2HN

Booking form –

This is for contacting and invoicing purposes. Please provide additional contact details as needed, and/or if separate contact for invoicing.

Name:		Name of organisation (if applicable):	
		Registered Charity Number:	
Address:			
Telephone: (daytime/ home):		(work/ mobile):	
Email:			
Method of payment:	Cheque <input type="checkbox"/>	BACS <input type="checkbox"/>	Office use Booking reference:
I authorise The Link to keep my personal information on file (as provided above) in accordance with the new General Data Protection Regulations :		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Facilities required: Please include any equipment/ resources that you wish to use that belongs to Nailsea School/ The Link	Reason for hire:	Date/ s required:	Time: Start – finish (including your set up/ set down time)
		Term time only [] All year round []	

Please note The Link lettings regulations:

- All hirers of the facilities must have Public Liability Insurance cover with a minimum indemnity of £5 million;* [A copy of the relevant Insurance Policy must be provided for our records].
- All hirers will be invoiced monthly by The Link, with payment due within 30 days from date of invoice.
- All hirers must vacate the facility promptly so as to not inconvenience subsequent users and leave the facility as found.

* Public Liability Indemnity cover of £5 million can be arranged for you or your organisation by The Link on payment of an extra 10% of the total cost of the letting. Please indicate below if you need to take advantage of The Links scheme.
[This cover charge will be added automatically unless an up to date copy of your Insurance Policy is submitted]

- Yes, I/ my organisation would like to take advantage of Public Liability Cover provided by The Link and agree to pay the additional 10% charge on top of my original booking fee.
- No thank you, I am/my organisation is covered by our own Public Liability Cover. Please find enclosed a copy of our insurance document stating that this covers the minimum indemnity of £5 million as requested.

I personally agree to be responsible for the fees charged in respect of this letting and I will observe the regulations and terms and conditions (overleaf) which I have read and understood:

Print name:	Signed:	Date:

Terms and conditions

General Procedures

- The hirer must be 18 years old or over, but where the hirer is under 18 a guarantor will be required.
- All completed information (date, time, purpose & facilities required) must be on the booking form provided to The Link.
- Booking forms will only be accepted if signed by the hirer or by the guarantor if the hirer is under 18 years old.
- Electronic signatures are accepted.
- The hirer takes responsibility for the care of the premises for the duration of the booking, and must not assign or sub-let the premises or grounds to a third party. If the hirer invites other organisations to visit, such as a sports club, the hirer is responsible for such visitors.
- The Link reserves the right to change/ cancel a letting at any time. Any fee paid will be refunded or an alternative date offered, except in cases of misconduct whereby the terms of the agreement have been abused.
- No letting shall be considered approved or any change confirmed until done so in writing or by email from The Link.
- No person or persons shall use the premises or grounds without a current approved booking form. Any person who knowingly acts in contravention of this regulation will be charged at an appropriate rate.
- The Link reserves the right to impose special conditions in respect of any letting, series of lettings or class of lettings in order to protect its employees or property.
- The Link reserves the right to impose restrictions as to fire precautions, security of persons or premises, the employment of security or other staff, the exclusion or admission of any person, persons or class of person or of any animal, animals or equipment, the giving of bonds or the effecting of insurance.
- It is the hirer's responsibility to set up and take down the equipment they require within the time indicated on their booking form. This includes but is not limited to, moving tables, football goals, netball posts and rearranging layouts.
- The Link shall not accept rude or foul behaviour/ language to any staff members or members of the public. If this occurs the individual or hirer's group may be asked to leave the premises. An official warning will be issued to the appropriate club/ individual or hirer.
- No animals may be brought onto school site including evenings and weekends, without prior agreement.
- Nailsea School is a non-smoking environment. Anyone caught smoking will be asked to leave the school premises.
- Terms and conditions will be determined by The Link and reviewed annually for the 1st of September each year.

Charges

- The hire charge shall be in accordance with the scale of charges set by The Link, details of which are available on request. A 5% block booking discount will be applied if more than 10 sessions are booked at one time. All charges must be paid in compliance with the requirements of the invoice. Cheques should be made payable to 'The Nailsea Link' and addressed to: The Link, Nailsea School, Mizzymead Road, Nailsea, North Somerset, BS48 2HN
- If the hirer cancels their booking within seven days of the proposed date then they will incur a 50% cancellation fee. Bookings cancelled on the same day will require full payment. In the unforeseen event that we may have to cancel, the hirer will not be charged for that day. However, we cannot be held responsible for cancellations that are the result of natural causes and in such cases a discretionary rate may be agreed by The Link following discussion.
- Charges will be made at rates which will be determined by The Link and reviewed annually for the 1st of September each year.
- New hirers are required to pay a 50% deposit for their first month's hire this is then deducted off their first invoice.
- Invoicing is completed one month in arrears on the first weekend of each month. Invoices are issued by email, if an alternative way is required please contact us directly. Payment term is 30 days from the date of invoice.
- If a payment is not received within the 30 day terms, an admin fee of £10 will be incurred each time an invoice/ reminder is sent. Failure to pay within 60 days of invoice date could lead to a cancellation of all future bookings and additional penalties.

Care of Premises

- The hirer is required to pay The Link the cost of making good any damage to property, including grounds, which may happen as a result of the letting.
- The hirer will be responsible for reimbursing The Link for any additional costs incurred in cleaning the premises or clearing the grounds after a letting. Please use the bins situated both inside the School building and around the grounds.
- The hirer shall ensure that there is a responsible adult present and able to supervise at all times during the letting.
- The hirer is required to clear away any rubbish and leave the premises and/or grounds in the condition in which they were found. This includes all facilities both inside the school building and on its grounds. If a facility is found in an unsuitable state please find/ contact the staff member on duty.
- No desks, fixed furniture or equipment that may be in the hired accommodation shall be used or moved without the prior agreement of The Link. Standing on seats, furniture, windowsills etc. is not permitted. If furniture is moved, it should be returned to its original position.
- Fittings, fixtures or decorations of any kind shall not be permitted, other than purely temporary arrangements which require no permanent fixings which would damage or disfigure any part of the premises. Sticky tape is not permitted. Blue tac and white tac may be used on glass and wood panels, not painted walls.
- Chalk, resin or polish may not be used on the floors.
- The electrical and mechanical installations of the premises are not to be supplemented or altered, nor are any specialist equipment such as Public Address systems to be installed by the hirer, except with approval from The Link.

Equipment and Accommodation

- Specialist rooms and equipment (including gymnastic equipment, public address systems, stage, lighting and pianos) are not included on the letting arrangements, unless specifically requested in the application form and approved by The Link. Such applications must specify the name and qualifications of the person taking responsibility for their proper use. Electrical equipment not supplied by The Link must have a valid PAT certificate which can be obtained by prior arrangement for a small fee. Use of equipment may incur an additional charge, agreed prior to the letting.
- Chairs installed in the premises may be used by special arrangement with The Link, but The Link does not undertake to provide suitable chairs or seats for use by the hirer. Any furniture provided by the hirer must be removed immediately after the hire has finished during the hirers allocated booking time.
- The Link will provide first-aid medical facilities for hirers, and guarantees access to the public telephone system for calling assistance during lettings. However The Link does not provide a qualified first aid staff or equipment, and hirers should make their own special arrangements in this respect. If you wish to use a staff member on site as your qualified first aider this must be agreed prior to your letting, and may incur an additional charge.
- Users of the facilities must take due care regarding health and safety. The Link accepts no responsibility for accidental damage to persons or property whilst using the facilities.

Playing Fields and All Weather Pitch (AWP)

- The Link reserves the right to cancel a letting should the condition of the facilities be such that there may be a health and safety issue.
- The Link accepts responsibility for maintaining all pitches and playing surfaces to a high standard. The hirer accepts a responsibility to report any damage to these facilities.
- No drink or food items are allowed on to the AWP.
- Please ensure the AWP is vacated by 8pm Monday – Friday, 6pm on Saturday and 1:30pm on Sunday.
- All bookings on the AWP are for 55 minutes. This allows each hirer a 1 hour slot, which includes 5 minutes to return the equipment back to its correct position and vacate the pitch.
- Only players, managers and referees are allowed past the fenced area on the AWP. All spectators, parents and other persons associated with the hirer must wait outside the fenced area in accordance with the Nailsea School health and safety risk assessment.

Access

- The Link and any authorised person shall have the right of free and unimpeded entry, at all times and for all purposes, to and from the premises.
- No exits from the facilities may be blocked or restricted or fire appliances removed or in any way tampered with.
- The hire of the facilities does not entitle the hirer to use or enter the facilities at any time other than the specific hours for which the facilities are hired unless prior arrangements have been made with The Link. If using or entering the facility outside of your agreed hire time then an additional charge will be added to your invoice.
- If the hirer requires access to the facilities earlier than 8:30am or after 10pm, an additional charge may be made in order to cover the additional staffing costs.

Vacation of the Accommodation

- The hirer shall ensure the facilities are vacated by all persons attending the function within the time specified on the booking form. All bookings must include setting up and setting down time within the time specified on the booking form, ensuring all facilities are left as found/ required.
- All articles brought to the facilities in connection with the function shall be removed at the termination of the function as specified on the booking form, otherwise a charge will be made to the hirer for each day or part thereof until all such items are removed.
- If the hirer vacates the premises after the agreed time, The Link reserves the right to charge an additional fee to cover the additional staffing costs, and inconvenience to other hirers.

Parking

- The Link shall not accept any responsibility for the loss of or damage to any vehicle, or their contents, which in connection with the function may be brought or left within the boundaries of the premises.
- The hirer must ensure that no vehicle is in any unauthorised position and that instructions given by The Link as to the parking of vehicles are fully observed. This includes unauthorised parking in the disabled bays, in the loading bay and along the double yellow lines.
- The Link cannot guarantee that parking will be available. If there is no parking on site, please use the local public car parks or nearby side roads.
- All vehicles must be removed from site at the end of the hire, vehicles not removed will be locked in and no access will be given until the next working day.

Insurance

- Nailsea School public liability insurance does not extend to hirers of the facilities. It is a requirement of The Link that hirers should have public liability insurance with a minimum indemnity of £5 million throughout the letting. A copy of a current insurance policy must be supplied with the booking form.
- If the hirer has a regular letting and are renewing their insurance, they have 14 days from when the last insurance policy expired to supply The Link with an updated copy. Failure to do so will lead to a 10% charge being added to any booking fees in that period to cover the cost to The Link for additional insurance cover.
- Where the hirer does not have public liability insurance registered to their club/ organisation they may opt in to use The Links insurance at an additional 10% charge which will be added to booking fees for the duration of their letting.

Damage, Loss or Accident

- The Link shall not be liable for loss due to breakdown of machinery, failure of supply of electricity or gas, leakage of water, fire, Government restrictions or acts of God which may cause the accommodation to close or the hire to be interrupted or cancelled.
- The Link shall not accept responsibility for the loss of, or damage to, any possessions or equipment of the hirer in connection with the let that may be brought or left within the premises.

Legal Requirements

- The hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, music, singing and dancing license, theatre license and copyright. The hirer shall be fully responsible for obtaining any license or any other permission required providing that no application shall be made without prior approval of The Link.
- The hirer shall comply with Section 12 of the Children and Young Persons Act 1933: where any play or entertainment is provided at which the majority of the persons attending are children, then if the number exceeds 100, it shall be the duty of the hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted to the building or any part of it than can be safely accommodated there and to control the movement of the children and other persons admitted whilst entering and leaving the building and to take all other reasonable precautions for the safety of the children.
- The hirer will, to the best of their endeavours, ensure that the requirements of the Race Relations Act 1976 (in particular the need to promote good relations between persons of different racial groups) are followed at all times throughout the letting.
- The hirer is specifically forbidden to use, or allow the use of the hired premises or grounds for any illegal or immoral purpose, and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

Compliance with regulations

- Failure by the hirer to comply with any or all of the foregoing regulations where applicable, whether intentionally or not, may be deemed by The Link to be just cause for the immediate cancellation of any letting or series of lettings without refund.
- Warning process:
 - 1st warning: Informal discussion between The Link Manager and the hirer/ involved parties
 - 2nd warning: Formal Investigation and meeting between The Link Manager and the hirer / involved parties and First written warning.
 - 3rd warning: Formal Investigation and meeting between The Link Manager and the hirer / involved parties and Final written warning.

A copy of the facilities for hire and the charges that apply are available on request.