



St Margaret's Pastures Sports Centre - Hire Agreement

Please fill out this form. Please print, sign and scan the form and send it to bookings@stmargaretpastures.co.uk

NAME:	
ADDRESS: Enter your address here	ORGANISATION: Team/Company name here
	TELEPHONE: Home/Landline number here
	MOBILE: Mobile number here
	EMAIL: Main contact email address here

FACILITY	DATE	TIME		NUMBER OF WEEKS	PURPOSE OF SESSION AND SPECIAL REQUIREMENTS
		FROM	TO		
What facility/facilities do you require?	Date				
Add additional facilities/booking requests here	Date				Please use this section to let us know of any access, safeguarding, or other booking requirements
Add additional facilities/booking requests here	Date				
Add additional facilities/booking requests here.	Date				

Any additional requests will be subject to approval from the Sports Centre Manager

I, the undersigned, hereby apply to hire facilities as indicated above on the date and times given and agree to provide payment for the first session at least **7 days** before the commencement of the hire period. I understand that failure to provide this payment may result in the termination of the booking(s) outlined above.

I agree to provide subsequent session payments at any time **before** the commencement of the hire period. I understand that continued failure to provide payments will result in the termination of booking(s) outlined above.

If children, young people under 18, and/or vulnerable adults will be present at my booking, I agree to provide a risk assessment and safeguarding policy at the time of booking. I understand that failure to do so may result in the termination of my booking.

I agree to the terms and conditions of hire (attached) and understand that signed confirmation of this application shall form a contract between me (the Hirer) and Leicester Hockey Club C.I.C.

Signed:

Date: Date Signed

X

Signed:

Date: Date Signed

X

On Behalf of LHC

If the Hirer fails to pay the balance on the due date then Leicester Hockey Club C.I.C. shall be at liberty to forthwith determine this agreement and reserve the right to retain the whole of the amount of monies paid without prejudice to its right to recover from the Hirer any loss incurred by cancellation of the hiring.

St Margarets Pastures Sports Centre

Full Terms and Conditions of Hire

The Hirer hereby agrees and undertakes with Leicester Hockey Club C.I.C. (St. Margaret's Pastures Sports Centre) as follows:-

1. Comply with all site, health and safety, and relevant sport regulations, guidelines and risk assessments.
2. The Hirer should make their own provision for first aid and ensure any accidents/injuries are reported to premises staff on site immediately for the purpose of completing an accident report form.
3. Not to use or permit any person to use the premises or any part thereof for any purpose other than that specified on the booking form. Subletting of the pitch is prohibited and will result in the termination of the booking.
4. Not to permit any form of conduct or activity which in the opinion of Leicester Hockey Club C.I.C. is harmful or objectionable or which is likely to afford a nuisance or annoyance and not to interfere with other users of the premises.
5. If children, young people (under 18) or vulnerable adults will be present, the Hirer must provide evidence of an appropriate Safeguarding Policy at the time of booking and be able to demonstrate at any time its effective operation. We reserve the right to suspend any booking until appropriate documentation has been provided to evidence the above.
6. To indemnify and keep indemnified the Leicester Hockey Club C.I.C. from and against all sanctions, costs claims, proceedings and demands in respect of any personal injury sustained by any person arising out of or in connection with or consequence of the use of the premises where such personal injury arises from negligence of the Hirer, its servants, licenses or agents.
7. Not to bring onto the premises any goods articles for sale without the prior written approval of the Facility Manager.
8. Not, without the prior written approval of Leicester Hockey Club C.I.C., to erect or permit to be erected in the premises any fitments or structures of any nature whatsoever.
9. Not to attach/fix to the floors, ceilings or walls and furniture fittings or other property of Leicester Hockey Club C.I.C. any nails, screws, nuts or any other fitments whatsoever.
10. To pay for all damage to the premises and/or to any of the property in the premises occurring during the period of hire other than damage caused by the Council's staff servants or agents or any of the insured risks.
11. To pay for additional facilities (if any) provided by Leicester Hockey Club C.I.C. other than the bare use of the premises in accordance with the scale of charges (copy of which has been supplied to the hirer).
12. Not to bring in the premises any additional seats, stands or other structures without the written approval of Leicester Hockey Club C.I.C.
13. To ensure that no exits are blocked by chairs or other obstructions placed in corridors or fire appliances removed or tampered with.
14. To comply with the Health & Safety at Work etc. and any re-enactment or modification thereof both in relation to the use of the premises for the purpose of the hiring and also in relation to all equipment, fittings, furniture and similar which are provided by the Hirer for the purpose of the hiring.
15. To permit the Facility Manager or any other agent of the Leicester Hockey Club C.I.C. and any Police Officer to enter the premises at any time during the period of hiring.
16. To vacate and remove from the premises all property belonging to the Hirer or his/her Agents at the end of the hire period and to ensure that all refuse is cleared from the premises and its cartilage PROVIDED that if any property or refuse is not removed Leicester Hockey Club C.I.C. reserve the right to remove any such property and/or refuse the cost of such removal shall be a debt payable by the Hirer and recoverable by action.
17. Not to place or permit to be placed in or outside the premises any advertisement, placards or notices and to comply with all requests of the Facility Manager relating to such advertisements and also to comply with all relevant legislation AND to remove any such advertisement or placard if required to do so by Leicester Hockey Club C.I.C. or Agent of Leicester Hockey Club C.I.C..
18. Not to perform or permit to be performed any copyright work without the license of the owner of the copyright and all such licenses shall be produced to Leicester Hockey Club C.I.C. on demand AND hereby indemnifies the Leicester Hockey Club C.I.C. against any actions costs claims, demands or other proceedings against Leicester Hockey Club C.I.C. for infringements of copyright during the period of hiring.
19. To comply with all conditions attached to the Public Entertainment License in respect of the premises (a copy of which standards and conditions may be seen on application).
20. Not to bring or permit to be brought on to the premises any dogs or animals (other than guide dogs).

LEICESTER HOCKEY CLUB C.I.C, ST MARGARETS PASTURES SPORTS CENTRE, ST MARGARETS WAY, LEICESTER LE1 3EA
REGISTERED ADDRESS: GRANVILLE HALL, GRANVILLE ROAD, LEICESTER, LE1 7RU
COMPANY NO: 110442826 VAT NO: 317412428

21. Not to bring or place any explosives or highly inflammable material or articles producing offensive or noxious odours or steam, gas or other vapours and not to use or permit the premises to be used for barbecues.
22. To keep clear and unobstructed to the satisfaction of the Chief Fire Officer, all the passages and gangways between and behind seats and those providing free access to the doors of the premises.
23. To take all precautions possible to prevent danger of damage by fire or any other occurrence.
24. To leave all fire points and accessories uncovered to the satisfaction of the Chief Fire Officer.
25. Leicester Hockey Club C.I.C. will for all functions provide such number of staff/stewards that in its absolute discretion considers appropriate at the Hirers expense and the said stewards shall have powers to enforce the observance of the conditions and regulations of letting as well as the preservation of peace and good order and the Facility Manager can provide additional staff/stewards at the Hirers expense to be agreed between the Manager and the Hirer.
26. Leicester Hockey Club C.I.C. shall not be responsible for any loss or damages to any property arising out of the hiring nor for any loss or damage howsoever arising or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restriction or act of God which may cause the Premises to be temporarily closed or the hiring to be interrupted or cancelled and the Hirer shall indemnify the Leicester Hockey Club C.I.C. against any claim which may arise out of the hiring or which may be made by any person resorting to the Premises during the hiring in respect of any such loss or damage.
27. To pay Leicester Hockey Club C.I.C. on demand the amount of any reasonable expenses that may be incurred by Leicester Hockey Club C.I.C. in securing the due observance and performance of the said conditions of letting.
28. In the event of any breach of the conditions of letting or in the event of the whole of the payments hereby reserved not being paid in accordance with the Hire agreement hereof or if the Hirer shall become bankrupt or go into liquidation (as the case may be) this Agreement may be terminated forthwith but without prejudice to the rights of Leicester Hockey Club C.I.C. in respect of this agreement.
29. Leicester Hockey Club C.I.C. has the right to cancel or amend bookings for operational or other reasons with reasonable notice and be liable only for the refunding of the hire fee.
30. Leicester Hockey Club C.I.C. shall have the power to alter the current scale of charges so as to increase the total amount which the Hirer is liable to pay for the hiring of the premises provided that the Hirer is given notice in writing of such alteration twenty-eight clear days prior to the date on which the period of hire commences: -
 - a. In the event of Leicester Hockey Club C.I.C. altering the charges the Hirer shall be entitled to cancel the hiring and recover the deposit by giving notice of cancellation of the hiring to the St. Margaret's Pastures at least twenty-one clear days before the commencement of the period of hiring
 - b. Where the Hirer elects to cancel the hiring in accordance with paragraph (a) hereof Leicester Hockey Club C.I.C. shall not be liable to pay any compensation for any loss incurred by the Hirer
 - c. Where the Hirer does not give notice of cancellation under paragraph (a) hereof they shall be obliged to pay the balance to Leicester Hockey Club C.I.C. not less than twenty-one days prior to the commencement of the period of hiring
31. Leicester Hockey Club C.I.C. has the right to monitor the issue/sale of tickets to enable accurate record-keeping of persons using the premises and also enable Leicester Hockey Club C.I.C. to make the appropriate charge to the Hirer.
32. To ensure the effective control of children and the orderly and safe admission & departure of persons to and from the Centre.
33. To ensure those taking part in the booking do not enter the allocated space prior to the time shown on the booking form.
34. To expect up to 5 minutes changeover time during the booking.

Catering

1. Use of the kitchen facilities is not permitted.
2. No glasses shall be used under the agreement other than in the bar/lounge area.
3. Leicester Hockey Club C.I.C. has sole right to sell food and beverages on the aforementioned premises. Third-party caterers may be permitted by arrangement for specific events, subject to appropriate documentation, insurance and costs of energy or own supply within the remit of all standard health and safety requirements.
4. During the period of the hire all visitors or licensees or agents of the Hirer must comply with all regulations of the licenses and any other regulations or conditions imposed by the Licensee or authorized Officer.