

**SAINT FELIX SCHOOL**  
**SPORTS FACILITIES BOOKING FORM**

**FACILITIES REQUESTED**

Sports Hall	
Gym	
Other (please specify)	

**DETAILS OF BOOKING** (subject to approval by the School)

Date(s)	Start Time	Finish Time

Estimated Numbers Per Session:	
Age Group:	
Please outline the nature of the event:	
Please list any special requests (eg equipment):	

**COST OF HIRE AND DEPOSIT**

Cost of hire:	
Per session or block booking?	

Total payable in advance (due immediately if first booking is within 1 month):	
Deposit (25% of total hire fee, unless first booking is within 1 month in which case full hire fee is due):	

**HIRER'S DETAILS**

Organisation:	
Name of person in charge:	
Correspondence Address:	
Home No.	
Mobile No.	
Invoice Address (if different):	
Date of Birth:	

***I have read and fully understand the accompanying conditions of hire and confirm that I and the body on whose behalf I am applying accepts and will comply with them:***

Signature .....

Date .....

**School Contact:**

Mrs Gaye Nash at Saint Felix School, Southwold, Suffolk IP18 6SD. ([gnash@st.felix.co.uk](mailto:gnash@st.felix.co.uk)). Telephone number 01502 72[    ].

**Copy and payment to the School Bursary:**

A copy of this completed form plus payment must be provided *PRIOR TO THE FIRST BOOKING DATE* to Saint Felix School Bursary (FAO Dale Rees), Saint Felix School, Southwold, Suffolk IP18 6SD ([drees@st.felix.co.uk](mailto:drees@st.felix.co.uk)). Telephone number 01502 72[    ].

**Conditions of hire (sporting)**

Please read this section carefully before returning your completed booking form. All bookings are accepted strictly subject to the following terms and conditions with which the hirer agrees to comply:

1. All applications for the hire of School sports facilities must be made in writing on the attached form. In all cases the application form should be returned duly signed and returned to the School Contact (with a copy provided to the School Bursary) at least 14 days prior to the date of hiring. The person in whose name the application is made shall be deemed to be the hirer, for the purpose of these conditions.
2. The School reserves to itself the right at any time to refuse or cancel the hiring of any hired premises. The School shall not be liable for any payment whatsoever either to the hirer or to any other person in respect of a claim for compensation or damage arising in any manner from the refusal or cancellation of any hired premises.
3. All persons use the hired premises and access to them at their own risk. The School shall not be liable for injury, damage or loss, however caused (except as required by law). The School does not accept responsibility for any loss or damage suffered by the hirer or any other person as a result of any breakdowns, leakage, accident or any other matter whatsoever necessitating the cancellation or interruption of the hiring and the hirer shall indemnify the School against any costs, claims or demands arising out of such breakdown, leakage, accident or other matter.
4. The hirer shall pay for all booked hire sessions even if the hirer purports to cancel or fails to attend the hired session for any reason whatsoever and the School shall not be liable to repay any hire fee or deposit.
5. Before commencement and at the end of each hire session the hirer must report to the Fitness Manager upstairs and sign the time sheet (diary).
6. The hirer shall not assign or sublet the permission to use the hired premises without prior written approval of the School (which may be withheld at the absolute discretion of the School).

7. The hired premises must be vacated by the expiration of the time of hire, so that (for the avoidance of doubt) the hours of hire are the total of those for which the hired premises may be used by the hirer and do not refer to the duration of the programme for which the hirer is hiring the hired premises. In the event of the hirer using the hired premises for longer than the booked period (either by arriving earlier and/or leaving later) then the School reserves the right to charge for such additional time which sum the hirer shall pay within 7 days of demand.
8. No decorations or effects are to be placed upon or additions made to the hired premises without the consent of the School Contact.
9. No intoxicating liquor shall be brought upon the premises and smoking is strictly prohibited on any part of the School premises or grounds.
10. A 25% deposit shall be required at the time of booking for all hire events. The booking will not be confirmed until this amount has been paid and cleared. The remainder of the balance must be paid no less than 1 month prior to the date of the booking; if this balance is unpaid by such due date the School reserves the right to cancel the booking and re-hire the premises without notice. For the avoidance of doubt, if the booking is for more than a single session (ie a block booking) then, unless agreed otherwise in writing in advance by the School, the full hire fee must be payable in respect of each term and paid no less than 1 month in advance of each term; again, if this termly payment is unpaid by such due date the School reserves the right to cancel the booking and re-hire the premises without notice. The School will review its hire charges annually.
11. Any further charge becoming payable as a result of exceeding the allotted time or for any other reason shall be payable within 7 days of receipt of the appropriate invoice.
12. The charges, unless specially stated to the contrary, are for the use of the hired premises, together with such dressing accommodation, apparatus and equipment (if any) as are provided by the School at the hired premises as indicated in the attached booking form. Any other apparatus or equipment required by the hirer must be provided at his own cost.
13. The hirer shall be responsible for:
  - a. The provision of suitably trained, fully qualified staff (to be on duty in adequate numbers) to take responsibility for and supervise safely all activities whatsoever carried out by the hirer at the hired premises.
  - b. Indemnifying The School against damage done to the hired premises, furniture fittings, apparatus, appliances or other property whatsoever, during the period of hire or arising as a result of such hire; notifying the School Contact immediately of any such damage; and paying to the School the cost of making good such damage immediately upon demand.
  - c. Complying with all relevant health and safety and other statutory requirements whatsoever concerning the hire and the hirer's use of or presence at the hired

- premises, including the safety of all portable electrical equipment, and undertaking any relevant risk assessments and emergency procedures and documentation.
- d. All claims, arising from accidents or injury sustained by any persons on the hired premises, or arising from any infringement of statutory requirements or the terms of this agreement, during the period of the hire.
  - e. All claims in respect of damage to or loss of property, articles or any items whatsoever placed in or left upon the hired premises by, or by order of, or for the purpose of the hirer, or any other person using the hired premises.
  - f. Taking out insurance to cover accident or injury to all persons including the public and shall produce the policy at the request of the School Contact or School Bursary.
  - g. Indemnifying the School for any breach of or failure to comply with these conditions.
14. The hirer will ensure considerate use of the hired premises at all times and will comply with the following and all other rules and regulations notified from time to time by the School:
- a. All shoes must be clean, dry, free of grit, non-marking and strictly indoor.
  - b. Clothing and equipment should be clean.
  - c. Any wet items of clothing, umbrellas etc. should be left in the foyer or contained in a fully waterproof bag before being taken into the sports hall.
  - d. Equipment may only be used for the purpose for which it was designed.
  - e. Users may only use that part of the hall for which they have booked.
  - f. All activities must be undertaken within generally accepted or recognised rules or laws of the sport in question. In particular footballs must be kept below shoulder height (i.e. 5 feet 6 inches). In addition, the equipment must be appropriate to indoor sport (e.g. proper indoor footballs etc).
  - g. Equipment must be treated with due respect. It must be removed carefully from the storage area and promptly replaced in the correct place in good order. Please co-operate to keep the storage area tidy and easily accessible for the benefit of other users.
  - h. No food or drink is to be taken into the sports hall.
  - i. Smoking is not permitted in the sports hall, foyer or cloakroom or any other part of the school or school grounds.
  - j. The emergency exit must not be opened except in an emergency. If it is opened accidentally it must be secured at once.
  - k. All persons under the age of 18 must be supervised by a properly qualified adult at all times.

l. Users of the sports all must not allow access to persons not covered by their booking. No inappropriate behaviour will be permitted at any time and anyone acting inappropriately should be asked to leave promptly.

k. The setting up and putting away of equipment must be accomplished during the booked period. No equipment may be left out other than at the direction of the School. The school does not provide balls, racquets etc.