

ST JOAN OF ARC CATHOLIC SCHOOL
APPLICATION TO HIRE 3G SYNTHETIC PITCH

APPLICANTS DETAILS:

NAME OF ORGANISATION /CLUB.....
 CONTACT NAME.....
 CONTACT ADDRESS.....
 CONTACT PHONE NO:.....MOBILE NO.....
 CONTACT EMAIL.....

PURPOSE OF HIRE.....

DATE(S) FACILITIES REQUIRED.....

FOR LONG TERM LETTINGS PLEASE MARK DATES PITCH REQUIRED ON ATTACHED CALENDAR

FACILITIES REQUIRED 3G FULL : 1/2 : 1/4	DAY REQ'D	ACCESS/LEAVING TIMES		START/FINISH TIMES	
		FROM	TO	FROM	TO

Terms and Conditions of Hire:

Bookings of 10 sessions or more, where the interval between each session is at least one day but no more than fourteen days, and the application is from a recognised club, school or association representing an affiliated club, are zero rated for VAT only upon receipt of the club's affiliation and constitution documentation. All other bookings are charged at the standard rate of VAT.

Payment:

One off bookings: must be paid in full no later than one week before the date of the hiring

Bookings of a number of sessions: a deposit of 25% is to be paid on booking and the balance of payment is to be made no later than one week before the first date of the hiring alternatively payment by regular monthly instalments can be agreed.

Annual bookings: clubs will be invoiced termly and payment is to be made no later than one week before the first date of that term's hiring alternatively payment by regular monthly instalments can be agreed

By signing below I am agreeing to the Terms and Conditions attached, I confirm that I am over 18 years of age and that Public Liability Insurance is in place.

SIGNEDNAME.....DATE

For Office Use only:

Facility	£ per hour	Duration		No. sessions	Sub-total £	VAT 20%	Total £
						Invoice total:	

Email completed form to: lettings@joa.herts.sch.uk together with Public Liability insurance certificate and club's affiliation and constitution documentation.

Terms and Conditions of Hire

1. Booking

1.1 Acceptance of the letting is conditional upon the agreement to accept all lettings conditions and to take all reasonable steps not to infringe the law.

1.2 The letting arrangements shall automatically be terminated by the breach of any of the conditions contained herein.

1.3 Payment of the full amount set in the application of the charge for the said use of the said facilities and services shall be made to St Joan of Arc Catholic School not later than seven clear days before the date on which the facilities and services are to be used by the Hirer. Alternatively payment by regular monthly instalments can be agreed. Payment must be made by BACS or by bank transfer. The Management reserve the right to refuse any application or to refuse any application or to terminate the agreement at any time for non-payment.

1.4 The scale of fees for lettings shall be determined by the Management, taking into account the cost of providing the letting, including energy costs, the cost of the equipment being used and the purpose for which the facility has been let. The Management reserve the right to increase the charges for use of facilities at any time prior to the hiring (including after signing the application form) after giving one month's notice of its intention to do so. Once the Management has given notice of a proposed increase the Hirer shall be entitled to terminate the hiring by notice in writing within one week of receiving the notice of increase.

1.5 In the event of the said facilities and services not being used by the Hirer on the days specified, no money will be refunded unless seven days prior notice has been given to the Management.

1.6 Representatives of St Joan of Arc Catholic School's Governors shall at all times have free access to the facilities for the purpose of inspection.

2. Conditions of Use

2.1 The maximum number of persons to be admitted to the specific facility will be in accordance with the premises capacity.

2.2 Reasonable care should be taken to adequately protect the surface. The wearing of footwear likely to cause damage to the surface is forbidden (see Appendix 4). Persons found wearing such footwear must not be permitted to enter the facility. The Management emphasises that it is the responsibility of the person hiring the facility to ensure the maintenance of order. Any misconduct by any person using the facility may result in the hirer and their organisation being refused any further bookings.

2.3 Hirers are asked to comply with the request that there is 'No Smoking'. If this condition of use is broken the letting can be terminated immediately by the Management.

2.4 The Hirer shall not use the facility for any other purpose than that mentioned in the application and shall vacate the facility by the end of the time stated on the application form

2.5 Publicity materials may only be displayed by the school staff. The school reserves the right to remove and dispose of any other publicity materials without notice.

3. How to terminate the agreement

3.1 The Management reserve the right to terminate any letting (even after signing the application form) at any time prior to hiring where it is considered that the use of the premises is likely to occasion a very real risk of disorder or damage or injury to persons or property. In the event of the hiring being cancelled, there shall be refunded to the applicant any payment made in respect of the hiring and such refund shall be accepted by the Hirer in full satisfaction of any loss or damage caused by the cancellation and the Management shall have no further liability in that respect.

3.2 The Management reserve the right to terminate or cancel any letting without notice where complaints are received as to the use of the premises by the Hirer.

3.3 A proportionate part of any payment made by the applicant representing the payment for the unexpired period of the letting shall be refunded to the applicant in full satisfaction of any loss or damage caused by the cancellation and the Management shall have no further liability in that respect.

4. Exclusion Clause

4.1 The Hirer shall indemnify the Management from and against all costs, claims, expenses or damage incurred or suffered by the Management arising either directly and indirectly out of the Hirer or the of the hired facility and equipment. The Hirer is required to take out Public Liability insurance.

4.2 It is a condition of the hiring that no responsibility can be accepted by the Management for loss of, or damage to, any private property which may be brought onto the premises as a result of the hiring.