

For Completion by GLL Better

CHARGES AND FEES

Base Charge per session..... Total No. of sessions.....

Staffing / coaches per session Other charges (e.g. equipment).....

Special requirements

TOTAL for session/all sessions:

NET VAT **TOTAL**

VAT will be applied where applicable

DECLARATIONS

1. I agree that the pupils, staff and representatives of the School will abide by the Centre Rules as displayed in the centre/facility
2. I have received, read, understood and agree to the Terms and Conditions of Hire as provided and I confirm I shall be legally bound by this booking contract. I confirm that the details provided in this booking contract are correct.
3. [delete if not applicable] I have received, read and understood the rules and regulations of hire and the GLL Better facility's Emergency Action Plan (EAP)

For Pool hire only:

4. I have read and understood and agree to follow at all times the "Standard Operating Procedure for Schools Swimming Lessons".

Hirer Print Name: Capacity

Hirer Signature..... Date
(on behalf of the School)

GLL Better staff signature..... Date

Job Title

Please return signed contract to your GLL Better facility

TERMS AND CONDITIONS FOR THE HIRE OF BETTER FACILITIES

for use by Educational Establishments only

Part 1 GENERAL CONDITIONS

Part 2 BOOKINGS CONDITIONS

- A.** One-off or infrequent bookings
- B.** Contract & regular bookings

Part 1 General Conditions

BOOKING APPLICATION AND BOOKING FORM

1. Application for the hire of any GLL Better facility must be made on the BOOKING FORM which must be signed by a valid representative of the Hirer who will be responsible for payment of all sums due under this contract and who is authorised to bind the Hirer to the terms and obligations in this contract and accept the conditions of this contract.
2. No part of the premises or facility is to be used for any purpose other than the event type set out on the booking form, nor is it to be used for any unlawful purpose or in any unlawful way.
3. Set up and set down time should be included within your required booking time slot on your booking form.
4. The signing of the booking form indicates and confirms that the Hirer has read, understood, agreed to and will ensure all participants and supervisory staff will abide by the terms and conditions of hire set out in this document and any other relevant terms as advised by GLL Better.
5. An invoice will be sent shortly after receipt of the completed and signed Booking Form and will indicate acceptance of the booking subject to due payment(s) being received. You **must** quote your invoice number on any payment made to ensure your account is credited with the funds.

PAYMENTS

6. **In order to confirm the booking** payment must be made at least 14 days prior to the date of the booking (for one off or single bookings) or for block bookings at least 30 days prior to the first date of the booking period. GLL Better reserves the right to cancel a block booking if the full payment is not received on time; however the full payment for the block booking will still be due in lieu of at one full term's notice.
7. The Hirer may pay by cheque – please make cheques payable to Greenwich Leisure Limited and write the invoice number on the reverse side of the cheque – which should then be taken or sent to either the address of the GLL Better facility being booked, or to The Finance Department, Greenwich Leisure Limited, The Royal Arsenal, London SE18 6SX. (Please note that we do not issue receipts for payments sent to this address unless a stamped addressed envelope is supplied). Please do not send cash through the post – cash payment will be accepted at the location of the booking only. If you wish to pay by bank transfer please make payment to The Co-operative Bank, sort code 08-90-36 a/c number 70302000 and use your invoice number as the reference. It is critical that the invoice number is used otherwise the payment will not be credited to your account and your booking may be jeopardised.
8. Hirers who fall into arrears may be denied access to the booked facility and existing future bookings may be cancelled. No new bookings will be offered until the debt is cleared. Debts will be pursued via normal legal channels. Repeated debtors will be denied all future bookings unless paid for in full at the time of booking.

LICENCES

9. Where applicable, the Hirer is responsible for the compliance with the terms and conditions of any licence issued by the local Council or any other body. Any PRS or PPL or other licence payments are the full responsibility of the Hirer and must be made direct to the collecting body.

SAFETY AND SECURITY

The Hirer remains responsible for the safety, security and wellbeing of its pupils throughout the booking period. The Hirer will be supplied at the time of the booking with copies of the facility's Emergency Action Plan. When signing the booking form the Hirer is confirming that he/she has read and understood the obligations for the Hirer that are contained therein.

The Hirer is responsible for ensuring the following safety rules are adhered to. The hirer **MUST**

10. Not obstruct or allow to be obstructed any Fire Exits
11. Not bring any flammable materials or explosives onto the premises nor use candles or other naked flames
12. Not use any equipment not expressly included (with or without charge) on the booking form unless the Manager gives his/her express permission so to do.
13. Provide sufficient supervision according to ratios set out in legislation, regulations or guidelines in force at the relevant time
14. Provide sufficient helpers appropriate to the levels of disability or other special needs of any pupils
15. Ensure the safety and the good conduct of the pupils throughout the visit
16. Sign in and out at Reception in the signing in book for Schools
17. Be in possession of and familiar with relevant emergency procedures, and know the location of the fire exits and muster points
18. Supervise all pupils at all times - no child is to be left unaccompanied anywhere in the centre
19. Better shall not in any circumstances accept responsibility or liability in respect of any damage or loss of any property or any items left upon the premises by the Hirer or any other person connected with the hire. GLL Better staff are not authorised to accept responsibility for the safe keeping of any money, goods or equipment. The Hirer must communicate this to all participants and adults accompanying the children. The GLL Better staff may at their discretion temporarily store equipment at a facility at the request of the Hirer but GLL Better shall accept no responsibility for loss, damage or theft of such equipment.

DAMAGE TO THE BOOKED FACILITY, PREMISES OR PROPERTY

20. The Hirer agrees to defray the cost of making good any loss or damage caused to the building, goods, chattels, apparatus or appliances either to GLL Better or of any other persons during the period of, or arising in connection with or as a consequence of this booking. The Hirer is hereby accordingly advised to consider acquiring insurance protection in this respect and if required by GLL Better shall present evidence of suitable insurance.
21. After completion of the booking, the condition of the GLL Better facility and equipment will be inspected and any costs of repairs or replacements will be reclaimed by the issue of an invoice to the Hirer which the Hirer agrees to pay within 30 days.

LEISURE CENTRES ONLY - HIRE OF POOL (ALL ACTIVITIES)

22. In emergencies, assistance will be given by the duty staff using the laid down procedures. The following are the specific responsibilities of the Hirer's representatives (e.g. School Teachers) who are present during the booking in an emergency situation:
 - (a) to ensure that pupils vacate the pool and move clear to the poolside and to remain with the pupils for the duration of the incident
 - (b) to ensure the safe evacuation of your pupils to the muster point when necessary in a calm and efficient manner
 - (c) to ensure the register of all pupils is taken once at the muster point and to inform centre staff of anyone unaccounted for

GENERAL CONDITIONS / BEHAVIOUR

23. For the benefit of all customers and staff, visitors to the facility, the participants of the booked activity must cooperate with and follow any instructions of the GLL Better staff.
 24. Allow plenty of time for arrival, signing in and for children to change (and /or shower) for their activities to ensure they are ready to start the booking on time.
 25. Out of courtesy to other users, please keep all people associated with your booking clear of the facility until your booking is due to start.
 26. Please ensure you vacate the facility on time at the end of your booked activity
 27. The Hirer must obtain GLL Better's express written permission in advance of taking any photographs or video recordings on or inside the GLL Better facility
 28. No smoking is permitted in the GLL Better facility and the Hirer will ensure all guests or visitors associated with this booking are aware of and will comply with this rule.
 29. The facility / room shall be clean and returned to its original condition at the end of the booking time.
 30. No animals (other than trained assistance dogs) shall be permitted into the GLL Better facility
 31. GLL Better shall not be liable to any party for any losses damage or expenses arising out of any circumstance beyond its control which may cause the GLL Better facility to be temporarily closed, or the booking to be interrupted delayed or cancelled. No refund in whole or in part shall be due in such an event.
 32. GLL Better reserves the right to temporarily or permanently exclude or refuse admission to the Hirer or anyone connected with the hire from the GLL Better facility or premises immediately and in the future, to cancel any existing future regular bookings, without refund, to refuse any further bookings from the Hirer where in GLL Better's opinion the Hirer or someone connected with the hire behaves in an unacceptable or anti social manner, fails to follow reasonable instructions, abuses or misuses GLL Better's facility or equipment, or uses abusive gestures or language to GLL Better's staff.
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Part 2 Booking Conditions

A. One-off or infrequent bookings for the hire of a GLL Better facility

The Hirer remains responsible for the safety, security and wellbeing of its pupils throughout the booking period.

CANCELLATIONS

- a) Hire fees are not transferable or refundable other than the provision of credits in relation to the unavailability of the GLL Better facility because of an unforeseen circumstance or an emergency. Credits will be offered when this occurs
- b) Cancellations less than 14 days in advance of the hire date will be payable in full.
- c) Cancellations more than 14 days in advance of the hire date where paid for in full will receive a full refund or credit or transfer of booking at GLL Better's discretion.

B. Contract & regular bookings

SAFETY & WELFARE

HIRE OF POOL FOR SWIMMING LESSONS

- a) The Hirer will be supplied at the time of the booking with copies of the facility's "Standard Operating Procedure for School's Swimming Lessons"). When signing the booking form the Hirer is confirming that he/she has read and understood the obligations for the Hirer that are contained therein. This includes (but is not limited to) the following principle responsibilities of the Hirer's representatives (e.g. School Teachers) who are present during the booking:
 - i. to provide prior to the start of each term a full school swimming register along with notification of parental consent and clearance for any pupil with serious medical conditions to participate in the lessons, and notification of any pupils with communication impairments
 - ii. to ensure they are familiar with the Centre and Pool rules and that the rules are followed at all times
 - iii. to supervise all pupils (swimming or non swimming) at all times - no child to be left unaccompanied anywhere in the centre especially on poolside
 - iv. to identify new pupils to the Instructor and to advise the Instructor and the lifeguard(s) of any pupil's special needs or any relevant medical conditions
 - v. to ensure at least one School Teacher per class remains on poolside at all times to assist the Instructor in any issues such as toilet trips or pupil misbehaviour
 - vi. to ensure that any new pupil who joins the class mid term is made aware of the safety talk points as delivered to the class at the beginning of term
 - vii. to ensure that all pupils wear suitable swimming costumes and swimming hats, and that they have removed all jewellery and retained it for safekeeping

CANCELLATIONS

- b) Bookings cannot be cancelled or altered once a contract has been agreed.
- c) Hire fees are not transferable or refundable other than in the examples given above with regard to credits for unavailability.

CONTRACTED PERIOD

- d) Contracts for the ongoing hire of facilities in Leisure Centres or Libraries by Hirers are generally made for a termly period (referred to hereafter as a Period).
 - e) In special circumstances, the length of hire may be altered by agreement with the management.
 - f) GLL Better may issue a contract at any time pending availability but where possible, the contract renewal will take place in line with the term dates for that year.
 - g) On entering into the contract, the Hirer agrees to pay for the room or facility at the required day/time for all available slots within the designated Period. The contract will state the actual days of the hire and details should be checked carefully.
 - h) If the Hirer meets these contract conditions GLL Better will automatically re-offer the facility and time slots for the next Period. However, GLL Better reserves the right to cancel or suspend any contract by giving at least one Period's notice should the need arise.
 - i) In general, GLL Better will offer contract renewal towards the end of the contracted period (if an annual contract, towards the end of the summer term, if termly, towards the end of the prior term). The Hirer must confirm acceptance of the new contract within TEN DAYS or it will automatically be assumed that the Hirer does not wish to renew.
 - j) GLL Better reserves the right to cancel or alter a contract at short notice due to closure or part closure for emergency or unforeseen circumstances. Credits will be offered when this occurs.
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