



The Sylvestrian Leisure Centre Terms & Conditions

This document has been compiled for the guidance of clubs, organisations, and individuals using the facilities and services of The Sylvestrian Leisure Centre which shall be referred to throughout this document as Sylvestrian Leisure Centre.

Bookings, Payments, and Cancellation

1. All applications for the hire of Sylvestrian Leisure Centre facilities or participation in Sylvestrian Leisure Centre activities shall be made using the appropriate booking form. The person by whom the booking form is signed must be over 18 years of age and shall be considered the Hirer. Where the booking is made on behalf of an organisation or a club, that organisation or club must be named on the booking form and shall be considered the Hirer and shall be jointly and severally liable along with the person who signs the booking form.
2. Proof of organisations/clubs safeguarding policy child protection policy along with name of the designated safeguarding officer and risk assessment.
3. Sylvestrian Leisure Centre will require assurance and proof of the club/organisation has completed appropriate DBS checks, including the Children Barred List checks, relevant for all staffing roles within.
4. The hours of hire must include preparation and clear-out time.
5. **Bookings** can be made by email, website or telephone where applicable. All payments must be made upfront at the time of the booking for one-off coaching or single bookings. Payment can be made online or by telephoning the centre, using a debit or credit card, or in person for all coaching activities and to Sylvestrian Leisure Centre for hall/lane hire.
6. **Cancellations.** Cancellations can be made by email or telephone. The majority of our hires are forward bookings; cancelled spaces are very difficult to fill at short notice as clubs/schools will have found an alternative facility, therefore a cancellation fee applies. Bookings can be transferred to another hirer who can fill your slot, which may be preferable to paying the cancellation fee. No refunds are given for missed appointments or dates.
7. **Public Liability.** Clubs, Schools, Universities, Corporations & Associations etc. must produce a valid copy of their Public Liability Insurance document prior to the start date of hire. Failure to do so may prevent use of Sylvestrian Leisure Centre facilities.
 - **Individual Hire:**
 - **Payment:** New customers, payment is required at the time of booking. Customers who have completed a Sylvestrian Leisure Centre Registration Form, at the time of booking or on the day (cancellation fees apply).
 - **Cancellation:** NO REFUND within 24 hours notice. 24-48 hours notice.

- **Extended Hire:** A booking of 2 or more lane hours. (A lane hour is one hour x 1 lane)
 - **Payment:** Payment must be made within 28 days of receiving our invoice.
 - **Deposit** £100
 - **Cancellation:** There is no refund for a booking cancelled with 7 or fewer days notice. 90% refund for cancellation with more than 7 days notice from the start date.
- 8. The charges for hire will be those in force on the date of hire. If the charges are increased between the date of the application and the actual date of hire, then a supplementary charge will be made. Once Sylvestrian Leisure Centre 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 notice of the change, and any deposit shall be refunded.
- 9. Sylvestrian Leisure Centre reserves the right to refuse an application for the use of the facilities or to refuse any application without being required to give any reason for such refusal.

Temporary Closure

1. The Indoor Cricket Centre may need to be temporarily closed at short notice under exceptional circumstances or maintenance reasons. All bookings will be contacted and moved to a new date. Refunds will not be given in this situation.
2. The bowling machine may be taken out of use at any time for essential reasons such as maintenance. Only the cost of the hire of the bowling machine will be refunded.

Use and Care of the Premises

1. The Hirer shall not use the hall for any purpose other than that specified on the booking form and shall neither enter the hall before nor leave the hall after the times stated on the application form.
2. Reasonable care must be taken to protect any surface or equipment that is likely to suffer damage as a result of hire.
3. It is the responsibility of the Hirer to ensure the maintenance of order and, in particular, the clearing of the premises at the end of a function. Any misconduct by any person attending the function may result in the Hirer and his/her organisation being refused further bookings.
4. It is the responsibility of the Hirer to ensure that all minors (under the age of 18) are wearing and using the appropriate protective equipment.
5. Sylvestrian Leisure Centre accepts no responsibility for accidents or injuries which occur under parental, club, or other hire or usage of the nets and hall.
6. The Hirer shall be responsible for the administration, organisation, and running of their event/lane and shall be liable for any claims resulting from any failure thereof.
7. If the premises are not fully vacated by the time given for the function to end, a surcharge may/will be made for the extra time.
8. CCTV is in use for law enforcement and Health and Safety.

9. Clean shoes are to be worn when using the Indoor Cricket Suite at all times.
10. Only indoor rubber soled cricket shoes or trainers to be worn when using the Indoor Cricket Suite.
11. If the Indoor Cricket Suite flooring has been left dirty, or damaged, then the Hirer will incur a further cost of the flooring that is to be cleaned or repaired.
12. Full payment in advance is needed to secure the booking. We reserve the right to invoice any extra time (and not paid for in advance) in the lane or use of the Bola machine.
13. The Hirer shall agree to repay to Sylvestrian Leisure Centre all expenses which may be incurred by them in cleaning, repairing, making good or replacing any part of Sylvestrian Leisure Centre buildings or the contents thereof which may be lost, damaged, or destroyed in consequence of the Hirer's use of Sylvestrian Leisure Centre. Sylvestrian Leisure Centre reserves the right to distress the goods which are the property of the Hirer and may be left on the property for any non-payment or damage occasioned by the use of the facility by the Hirer.
14. No responsibility can be accepted by Sylvestrian Leisure Centre for the loss of, or damage to, any property which may be brought onto the premises as a result of hiring.
15. The Hirer shall indemnify Sylvestrian Leisure Centre from and against all costs, claims, expenses, or damage incurred or suffered by Sylvestrian Leisure Centre arising either directly or indirectly out of the use of the Hirer of the hired facility and equipment of Sylvestrian Leisure Centre.
16. The Hirer shall not carry out any alteration to the buildings or fittings, nor shall he/she fix or make fixings for any apparatus, equipment, or decoration without prior written consent from Sylvestrian Leisure Centre.
17. The Hirer must produce

Health Conditions

- 1 Anyone playing must not have any medical condition that might be made worse by playing cricket. This includes, but is not limited to neck, back, shoulder, hip and knee injuries, broken bones, as well as pregnancy.
- 2 We recommend that children wear long trousers and sleeves to minimise the risk of astro burns and remove jewellery, watches and sharp objects.

Signature:

Print Name:

Date: