



TERMS AND CONDITIONS OF HIRE

1. VENUE

- a) In all correspondence, leaflets, posters etc the venue must be referred to as 'Courtside' and the address on all correspondence should be as at the top of this page.
- b) All advertising used for the promotion of all events held at Courtside **MUST** receive prior approval of the manager, who reserves the right to refuse to exhibit such posters.

2. APPLICATIONS

- a) All applications for hire must be made in writing on the official application form. The person making the application will be deemed as the responsible hirer and therefore liable to terms and conditions. The application only becomes a booking when it is confirmed in writing.
- b) For Special events 50% of the balance should be paid 3 months prior to the event with the remaining balance paid 1-month prior. In the event of late applications (less than 1 month prior to the event) full payment will be requested at the time of booking.
- c) We reserve the right to refuse any booking at our discretion.

3. CANCELLATIONS

By the hirer:

- a) The following charges will apply:

| | |
|--------------------------|-----------------------|
| Less than 2 weeks notice | 100% of costs payable |
| 2 – 4 weeks notice | 50% of costs payable |
- b) Cancellations must be made in writing and charges will be enforced unless stated otherwise by the manager.

By the centre:

- a) We reserve the right to close or prohibit the use of any facility at our discretion, and therefore will not be liable for loss of expenditure incurred on behalf of the hirer.
- b) If the event is cancelled due to matters out of the councils control then any charges already paid will be refunded.

4. CHARGES

- a) *Special events* - All charges must be paid within 7 days of the invoice or at least 14 days prior to the commencement of hiring. Bookings may be cancelled without notice if no payment is received within this period.
- b) *Contract bookings* – All charges must be paid within 7 days of receipt of the invoice. Invoices will be sent out in accordance with booking agreement and prior to hire.
- c) *Set up and clear-away* – All bookings include a set up and clear-away time slot.
- d) *Removal of hirers equipment* – Any equipment brought to an event or booking by the hirer must be removed from site within 1 hour of the event ceasing (unless prior arrangement has been made with the manager), failure to adhere to this may result in extra fees being incurred.
- e) *Payment* – all cheques must be made payable to 'Ashford Borough Council'. Charges will include VAT where applicable.

5. EQUIPMENT / ADMITTANCE

- a) An up to date PAT certificate must cover all electrical equipment brought on site by the hirer. Copies of all certificates must be provided to the centre at least 14 days prior to the event. Failure to provide such information may result in the event being cancelled.
- b) No equipment shall be fixed or fastened to any part of the furniture or furnishings at the centre. Any damage to the centres property must be reported to the manager and, the hirer will incur costs for repair.
- c) Any specific hire of equipment must be discussed with the administration officer and any relevant charges will be added to the invoice.
- d) Dogs and other animals are not permitted in the centre (except guide dogs), unless authorised by the manager.
- e) The maximum number of persons admitted to each part of the centre must not exceed the number stated on the booking form.
- f) We reserve the right to refuse admission or evict any person from the centre at any time.
- g) The manager or relevant centre staff and emergency services will have full access to and from the centre throughout the duration of the event.

6. SUPERVISION AND FIRST AID

- a) No event may start until the hirer or designated supervisor is in attendance at the centre.
- b) The hirer is responsible for:
 - The administration, organisation and running of the event.
 - Leaving the premises clean and tidy to the satisfaction of the manager (this includes outside areas and changing facilities)
 - Having sufficient stewards and officials to control the persons attending the events.

7. OTHER BOOKING CONDITIONS

- a) The right to use the facilities and equipment hired is not transferable and must be used for the purpose stated on the application form only.
- b) No collections, sales of programmes or raffles may be conducted without prior consent from the manager.
- c) Any catering requests must be discussed with the administrations officer.
- d) Posters, advertising, banners and decorations shall be displayed inside and outside the centre only with prior consent from the manager.
- e) Sufficient litterbins are provided within the centre and must be used by all customers and hirers.