

Terms & Conditions of Hire

You and attendees to your sessions must adhere to all Edge Hill University and Edge Hill Sport (EHS) rules and policies at all times, following any conditions on the notices and signs on display within facilities. Details of all the below mentioned relevant Policies and Procedures can be found on our website. These Terms and Conditions supersede any previous versions and will also be available on our website.

1.0 Booking application

- 1.1 Applications are to be submitted by completing a Booking Application Form which is available by contacting edgehillsportadmin@edgehill.ac.uk.
- 1.2 Applications should be submitted at least 7 days before the date of hire for a short-term booking and at least 1 month before an event in order to be considered.
- 1.3 For any standard (non event) bookings that are required within 7 days, the online system can be used to book and pay for certain facilities on a casual basis. Please note that these bookings will be at the casual rate of pay.
- 1.4 An application should not be deemed to have been accepted, and our venue should not be publicised for sessions, until written confirmation to the hirer has been received from Edge Hill Sport (EHS).
- 1.5 The booking policy of EHS allows reservations to be taken on a 'first come first served' basis. Both casual and block bookings are accepted.
- 1.6 It is not possible to hold bookings open for customers and as such EHS cannot guarantee that it will be possible to re-book the same slot at the end of a block booking period.
- 1.7 Equipment requested at the point of booking cannot be guaranteed but we will endeavour to do our best to accommodate your request. Items will be subject to availability.

2.0 Supporting documentation required

- 2.1 Any organisations hiring EHS Facilities will need to hold relevant Public Liability Insurance which should be readily available to EHS.
- 2.2 All club/event hirers must ensure they have copies of current qualifications of all teaching/coaching staff attending sessions as well as Employee and Public Liability insurance documentation upon request.
- 2.3 If photography is required to take place then the hirer must fill in a Photography Consent Form and return this to the Duty Manager. The EHS Photography policy and Photography Consent Forms are available on our website <https://www.edgehill.ac.uk/departments/support/edgehillsport/documents-and-forms/>.
- 2.4 For events a schedule of sessions is required detailing activities and including scheduled times of activities 2 weeks prior to your session.
- 2.5 If deemed appropriate by EHS management, a meeting will be requested for an event prior to it taking place. This must be attended by the organiser and the meeting will clarify further details about the event and confirm any costings.

3.0 Usage

- 3.1 The hirer should not use the facility for any other purpose than that specified in this agreement and must not sub-let the booking to any other organisation.
- 3.2 All bookings are based on the time in the facility area. Groups must be clear of the facilities hired by the end of their allotted booking time.
- 3.3 The hire of all courts / facilities includes changeover time where necessary of 15 mins either side of the booking (i.e. setting up and dismantling equipment). Please note activities with a large set up such as, but not exclusive to Trampolining, Cricket nets and Gymnastics need to include a 30 min

changeover either side of the booking. A charge for this will be added to the booking for this set up/take down time and discussed at confirmation stage.

- 3.4 In the event of any breach of the rules, regulations and conditions relating to this hire, EHS reserves the right to cancel any further booking sessions and deny all future booking requests. No refund of any hiring fees will be made.
- 3.5 The right of entry to the premises is reserved to the EHS Management, any authorised agent of EHS or Edge Hill University, and any Police Officer at any time during the hiring.
- 3.6 Upon arrival the Main Organiser is to report to Reception to inform EHS that your group has arrived and check on all requested equipment.
- 3.7 On completion of sessions the hirer or designated person in charge should ensure the facility is clear of all group members and ensure all those in attendance leave the facility ensuring all facility rules are adhered to.
- 3.8 Please see EHS Activity Chart on our website for detailed information regarding what activities can take place in which facility <https://www.edgehill.ac.uk/departments/support/edgehillsport/facilities-and-hire/>

4.0 Changing rooms

- 4.1 Non-grass or non-event bookings will not be issued changing rooms for bookings.
- 4.2 Open access to toilet / changing areas can be made available for events upon request to avoid conflict with other facility users not associated with your event.
- 4.3 Changing rooms, facilities, pitches and surrounds are to be left in a tidy condition using bins provided. Should hirers find the area in an unsuitable condition prior to their session they should report this to the Duty Manager immediately, before their session commences.
- 4.4 It is the responsibility of the hirer to return all changing room keys relating to their booking immediately after the booking is finished. If the keys are not returned at this point, then a £40.00 charge will be incurred per unreturned changing room key.

5.0 Payments

- 5.1 Value Added Tax is included in all prices.
- 5.2 Block Bookings that are booked in advance for a period of 10 or more consecutive weeks for the same facility and activity may be eligible for a discount. This is at the discretion of EHS. Any bookings that fall outside of your block booking contract will be charged at full price and should be booked and paid for as a casual booking.
- 5.3 If you have received a discount for your block booking and wish to add additional session dates, there must be gap of no longer than 14 days from the last session date. The additional booking must be in the same facility and it must be the same activity in order to receive the discount on these additional dates.
- 5.4 All outstanding debt on hirers accounts must be settled before additional applications can be accepted.
- 5.5 All invoices are required to be settled in full within 30 days of the date of the invoice.
- 5.6 All non-invoice session payments are required to be settled by the last day of the month that those sessions occurred in, otherwise accounts will be automatically suspended and further sessions will not be able to take place.
- 5.7 If a hirer fails to provide relevant requested paperwork by deadlines set, or to keep up to date with payments this will result in suspension of sessions and termination of their contract.
- 5.8 All outstanding debt if not received will be referred to a debt collection agency to pursue the debt.

6.0 Additional charges

- 6.1 Additional charges may be incurred following the areas are not left in a clean and tidy state with litter removed from site.

- 6.2 If your booking is classed as an event booking you will be subject to an advanced non-refundable administration payment of £50.00 to secure your booking. Once received, if appropriate, a Duty Manager will be assigned to you and contact will be arranged.
- 6.3 Customers and organisations who hire facilities for commercial or event purposes will be charged a enhanced booking rate which is an additional 10% of the standard price. These details must be disclosed prior to booking the facilities otherwise you risk your booking being terminated. Details of prices can be found on our website
<https://www.edgehill.ac.uk/departments/support/edgehillsport/memberships/facilities-hire-pricelist/>
- 6.4 If deemed appropriate by EHS management, an additional member of EHS staff may be charged to aid in the facilitation of your booking (to include 30 minutes prior to your booking and 30 minutes following the event) to assist in the coordination of your booking at EHS.
- 6.5 If your group requires the hurdles as part of your booking, then you may be charged for 2 members of EHS staff at our discretion.

7.0 Cancellations and amendments

- 7.1 Cancellations and amendments for non-event hire by the hirer must be made no less than 7 days prior to the booking date otherwise payment in full is to be made. Cancellations and amendments must be made in writing to the Administration Team on edgehillsport@edgehill.ac.uk whereby a cancellation number will be issued as receipt.
- 7.2 Any amendments you wish to make to your event bookings must be received by email to edgehillsportadmin@edgehill.ac.uk within 2 weeks of the date of your confirmation correspondence otherwise they will not be considered.
- 7.3 EHS will endeavour to provide at least 14 day's notice to the hirer, to take into account a special one-off booking. EHS reserve the right to provide you with what we deem a suitable alternative venue when possible or necessary.
- 7.4 EHS will prioritise Edge Hill University's bookings and large-scale events that may impact the sports facilities as a whole and on occasion may need to amend/cancel your booking sessions to accommodate these. These bookings will be limited and where possible placed as exclusion dates in advance to your booking being confirmed.
- 7.5 Only the hirer and or the named other contact stated on the booking form will be able to make alterations / cancellations regarding that contract.

8.0 Health and Safety

- 8.1 EHS reserves the right to cancel a session for Health and Safety reasons due to unforeseen circumstances.
- 8.2 Hirers are to assume responsibility for all those attending site in relation to their booking and be made aware of and adhere to our Terms and Conditions of Hire, Emergency Evacuation Procedures, policies and procedures. More information can be found by speaking to a Duty Manager or on our website.
- 8.3 The Hirer, their staff, participants and attendees must treat all University staff, facility staff and other users with respect at all times. Abusive, threatening, aggressive or inappropriate behaviour (including verbal abuse) will not be tolerated. Any warnings issued regarding the conduct or behaviour of the Hirer or their attendees must be adhered to immediately. Failure to comply, or repeated warnings relating to behaviour, may result in suspension or immediate termination of the booking without refund and may jeopardise current and future hire agreements.
- 8.4 Any first aid accidents or near miss incidents MUST be reported to the Duty Manager at EHS immediately. 1st aid assistance can be sought from EHS who will make necessary arrangements for contacting emergency services to ensure a managed response. For large scale events, event organisers would need to arrange further first aid provision. This will be highlighted in the Events meeting with our Management Team.

- 8.5 Dogs are permitted on campus however they must always remain outdoors and are not permitted within any University Premises (including teaching buildings, administrative buildings, libraries, sports facilities, halls of residence, or other enclosed structures), unless they are authorised Assistance Dogs. They must be always kept under appropriate control and supervision and kept on a short lead while on University grounds. This requirement does not apply where an authorised Assistance Dog is required to be off-lead to perform its trained task. Owners or handlers must immediately clean up and appropriately dispose of any dog fouling while on University grounds.
- 8.6 Risk assessments will be required for any events or non-standard activities as identified on our website: <https://www.edgehill.ac.uk/departments/support/edgehillsport/facilities-and-hire/>
- 8.7 It is the responsibility of the hirer to develop and adhere to their own risk assessments for the activities they are delivering, as well as to supervise participants. They should include information such as are the participants fit enough to take part, are any coaches/instructors competent, how many adults will be present to supervise children being brought in by their booking etc.
- 8.8 It is the hirer's responsibility to be able to make available these activity risk assessments to EHS upon request and ensure that they are read and understood by all attendees of their sessions. Any activities not stated on the risk assessment will not be able to go ahead.
- 8.9 All activities need to be in line and compliant with relevant sport's National Governing Bodies (NGB) H/S codes where relevant.
- 8.10 The hirer has responsibility to promote and safeguard the welfare of all children, young people and vulnerable people within its group, and must take all reasonable steps to prevent any form of harm or abuse taking place. Our full Safeguarding Policy can be found on the EHS website <https://www.edgehill.ac.uk/departments/support/edgehillsport/documents-and-forms/>
- 8.11 All safeguarding incidents MUST be reported to the Duty Manager at EHS immediately.
- 8.12 The hirer is required to provide personnel to police any booked events, to include the supervision of all officials, athletes not taking part in the event as well as spectators. This must include 1 supervisory personnel per activity and a qualified first aider.
- 8.13 Smoking is only permitted on campus in the designated smoking areas and alcohol is not permitted on any of the EHS grounds or facilities.

9.0 Losses or damage

- 9.1 The hirer will be held responsible for any loss or damage caused to equipment / apparatus / facility related to their booking. EHS reserves the right to charge the hirer for any damage including from any spectators or opposing teams.
- 9.2 EHS or Edge Hill University will not be held responsible or liable for any damage to, or loss of, any property brought onto the premises or in the car park belonging to the hirer or any other person.
- 9.3 The hirer agrees to indemnify EHS from and against all liabilities, actions, claims, suits, demands, losses, costs, damages, and expenses which may be brought or made against them by any persons in respect of any injury or damage caused to any person or property, arising out of the use of the centre during the period of the hirer's hiring the centre and arising otherwise than from the negligence of EHS.

10.0 Campus parking

- 10.1 All attendees to sessions must adhere to the University Parking Policy, as published on the University website <https://www.edgehill.ac.uk/sustainability/sustainable-travel/#car-parking>.
- 10.2 Restrictions for parking apply Monday to Friday, 9:00am–3:30pm during University term time, with only Edge Hill University staff and student permit holders permitted to park. Please see our Parking Policy for further details.
- 10.3 Any vehicles found to be parked on site during restricted times without a qualifying permit, or that park vehicles outside designated areas, will face enforcement action, including fines which will be automatically issued through the Automatic Number Plate Recognition System (ANPR).
- 10.4 Coaches and buses are not allowed to park on campus. Prior arrangements can be made with Edge Hill Sport for drop off and pick up only.

- 10.5 Access to parking bays on the service road alongside outdoor pitches is strictly prohibited for hirers and attendees to sessions. Any vehicles found to be parking within these bays may jeopardise any future bookings of your group.

11.0 Additional Conditions of Hire – Pool bookings

- 11.1 If the booking requires exclusive use of the pool changing area, e.g. school galas, then this time must be included within session booking times.
- 11.2 All hirers must have a suitable adult-to-child ratio as agreed in advance by the Duty Manager.
- 11.3 EHS's Pool Safety Rules must be followed at all times for all hirers, and it is the hirer's responsibility to ensure that these are made available to users of their pool sessions. These are available on our website <https://www.edgehill.ac.uk/document/swimming-pool-child-supervision-policy/>
- 11.4 Outdoor footwear must not be worn on pool side and spectators are not permitted in the pool hall.
- 11.5 Lifeguards will be provided by EHS, and external lifeguards cannot be sourced by the hirer.
- 11.6 EHS Lifeguards will enforce the pool rules during the session e.g. No running on pool side or diving / jumping unless under instruction in a supervised session.
- 11.7 Persons suffering from ear / throat / stomach illnesses should not be allowed to use the pool.
- 11.8 If vomit, excrement or any unfamiliar objects are found in the water, the area will be cleared immediately and a pool closure may follow.
- 11.9 Please do not allow your attendees to swim when they have diarrhoea or have had diarrhoea within the past 48hrs.
- 11.10 Please do not allow your attendees to swim for 14 days after being diagnosed with Cryptosporidiosis.
- 11.11 Use of equipment on poolside and in the pool must be by written prior agreement with EHS staff.
- 11.12 Any agreed external equipment being brought into the pool (floats, canoes etc) must be suitably cleaned prior to use.

12.0 Additional Conditions of Hire – Grass bookings

- 12.1 In order to qualify for a seasonal grass pitch, you agree to playing a minimum of 10 fixtures during the season.
- 12.2 All fixture requests and any amendment to fixtures must be made in writing by Wednesday 12 noon ahead of the weekend games.
- 12.3 All fixtures **must be** submitted via our online Grass Pitch Weekly Fixture Request Form: <https://forms.office.com/e/fZqXRVOSLv> .
- 12.4 Fixtures will be taken on a first come first served basis and teams who do not submit fixtures on time ultimately risk having their fixture request denied.
- 12.5 Once fixtures are confirmed after the Wednesday 12 noon deadline then any cancellations for that weekend's games will be charged at the full pitch price regardless.
- 12.6 Changing room facilities can be requested before 12 noon on a Wednesday before the required session by the hirer. Failure to do so by this deadline may lead to the changing room facilities not being available.
- 12.7 Changing rooms will be provided where possible for seasonal grass pitch bookings, but are subject to availability. Requested changing rooms for grass pitch bookings will be allocated on a first come first served basis therefore it is not always guaranteed that a changing room request can be facilitated.
- 12.8 Changing room keys must be signed out by the hirer, or second contact person named on the booking, at reception a maximum of one hour prior to the kick off time, within the Centre opening times.
- 12.9 It is the responsibility of the key holder to return the changing room key immediately after the booking is finished for both the home and away changing rooms, no later than one hour after full time. Failure to do so will result in a £40.00 charge per unreturned changing room key which will be added as a debt to the account holder.

- 12.10 Teams must NOT use grass pitches until 30 minutes prior to KO and where possible warm ups / practice should not take place in the goal mouths or be concentrated in one area.
- 12.11 Team Managers should ensure all those in attendance at the game are kept to a safe distance from the pitch (a minimum of 3 metres from the touch line).
- 12.12 When not in use, all pitches, including the pitch hired, are not to be encroached upon at any time. A half time kick about is not permitted.
- 12.13 You may be required to play back to back with another team in the same league in these instances fixtures will need to be arranged on alternative weeks. Should both teams be drawn to play at home on a date, you may be asked to give up your home advantage on the date in question.
- 12.14 Grass pitch availability runs from September to no later than Easter each year. EHS will contact you towards the end of the season to confirm this date.
- 12.15 Individual pitches cannot be requested and they will be allocated on a rotational basis.
- 12.16 EHS Duty Managers assess the grass pitches on Saturday and Sunday mornings by 9.30am and reserve the right to cancel games on the day if the pitches are deemed unplayable due to bad weather conditions.