

Terms & Conditions of Hire



You and attendees to your sessions must adhere to all Edge Hill University and Edge Hill Sport 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 the website.

1. Applications are to be submitted by completing a Booking application form which is available by contacting edgehillsportadmin@edgehill.ac.uk.
2. Organisations hiring EHS Facilities will need to hold relevant Public Liability Insurance.
3. 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.
4. An application should not be deemed to have been accepted until written confirmation to the hirer has been received from Edge Hill Sport (EHS).
5. If your booking is classed as an event booking you will be subject to an advanced non-refundable payment of £50.00 to secure your booking. Once received a Duty Manager will be assigned to you and contact will be arranged.
6. 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.
7. 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. Please see EHS Activity Chart on our website for detailed information regarding what activities can take place in which facility.
8. Customers and organisations who hire facilities for commercial purposes will be charged a commercial booking rate and these details must be disclosed prior to booking the facilities otherwise you risk your booking being terminated.
9. Cancellations and amendments 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.
10. The booking policy of EHS allows reservations to be taken on a "first come first served" basis. Both casual and block bookings are accepted. 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.
11. EHS reserves the right to cancel a session for Health and Safety reasons due to unforeseen circumstances. EHS will endeavour to provide at least 14 days' 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.
12. EHS will prioritise Edge Hill University's booking requests 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.
13. Value Added Tax is included in all prices. 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 10 % discount. This is at the discretion of EHS.
14. For some facilities keys will need to be signed out at EHS Reception. These may be signed out a maximum of 15 minutes before the session is due to start and must be returned a maximum of 15 minutes after the session is due to finish. It is the responsibility of the key holder to clear and secure the facility upon leaving.

15. 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 changing room facilities not being available. Changing rooms will be allocated on a first come first served basis. 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. The hirer will be held responsible for any loss or damage caused to equipment / apparatus / facility. EHS reserves the right to charge the hirer for any damage.
16. 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.
17. 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.
18. 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.
19. Smoking is only permitted on campus in the designated smoking areas and alcohol is not permitted on any of the EHS grounds or facilities.
20. Only the hirer and or the named other contact stated on the booking form will be able to make alterations / cancellations regarding that contract.
21. Please note coaches and buses are not allowed to park on campus. See Edge Hill University Parking Policy which is available on our website. Parking on site is limited in term time, therefore, no parking is available during the hours of 8.30am – 4.30 pm during term time.
22. EHS or Edge Hill University should 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.
23. 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.
24. In the interests of safety and hygiene, animals are not admitted into the Centre or on the University grounds, except for service animals.
25. All outstanding debt on hirers accounts must be settled before additional applications can be accepted. All invoices are required to be settled in full within 30 days of the date of the invoice. 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. All outstanding debt if not received will be referred to a debt collection agency to pursue the debt.
26. 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.
27. 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. Additional charges may be incurred following the areas are not left in a clean and tidy state with litter removed from site.
28. Risk assessments will be required if bookings that fall outside EHS Activity Chart available on our website. Activity Risk assessments must be read and disseminated to all attendees of sessions. Risk Assessments will be reviewed by EHS Operations Manager/ Duty Manager before confirmation of booking. Any activities not stated on risk assessment will not be able to go ahead.
29. In the event of any breach of the rules, regulations and conditions relating to this hire, EHS reserves the right to cancel all or any further bookings. No refund of the hiring fee will be made.
30. 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. All safeguarding incidents **MUST** be reported to the Duty Manager at EHS immediately.

31. Upon arrival the Main Organiser is on site to report to Reception to inform EHS that your group has arrived and check on all requested equipment.

Additional Conditions of Hire – Pool bookings

32. Pool Bookings are based on the time in the facility area. Groups must be clear of the pool hall facilities by the end of their allotted booking time.
33. On completion of the session the hirer or designated person in charge should ensure the pool is clear of all group members and ensure all those in attendance leave the facility ensuring all facility rules are adhered to.
34. EHS's Pool Safety Rules and Pool Supervision Policy 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
35. Outdoor footwear must not be worn on pool side and spectators are not permitted in the pool hall, unless by former arrangement.
36. 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.
37. Persons suffering from Ear / Throat / Stomach illnesses should not be allowed to use the pool. If vomit, excrement or any unfamiliar object(s) are found in the water, the area will be cleared immediately, and a pool closure may follow.
38. Use of equipment on poolside must be by written prior agreement with EHS staff.
39. When booking the swimming pool, the following further information is to be included at the point of booking in order for your booking to be considered:
 - Age range of participants
 - Type of activity (e.g. lane swimming / swim tests)
 - Ability of swimmers (e.g. poor / good)
40. If photography is required to take place then the hirer must fill in a Photography Consent Form and return this to the Duty Manager. Forms are available upon request.

Additional Conditions of Hire – Track bookings

41. Open access to toilet / changing areas can be made available on request to avoid conflict with other facility users not associated with your event
42. A Schedule of Events is required detailing activities and scheduled times of activities 2 weeks prior to your session.
43. Attendance of 100 + people onsite for your booking will result in the hirer being charged for a member of EHS staff (to include 30 minutes prior to your booking and 30 minutes following the event) to assist in the coordination of your event at EHS Facilities.
44. 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.
45. The hirer is required to provide personnel to police their event, 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 first aider.
46. Any amendments you wish to make to your booking 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.

Additional Conditions of Hire – Grass bookings

47. In order to qualify for a seasonal grass pitch, you agree to playing a minimum of 10 fixtures during the season.
48. All amendments to fixtures must be made in writing by Wed 12 noon ahead of the weekend games. Weekly Fixture Request forms can be requested from Reception or via email and submitted to edgehillspportadmin@edgehill.ac.uk. 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.
49. Changing room keys for teams can be signed out 30 minutes prior to KO and are to be returned no later than 30 minutes after full time. It is the responsibility of the key holder to return the key immediately after the booking is finished for both the home and away changing rooms. Failure to do so will result in a £40.00 charge per unreturned changing room key. EHS reserves the right to charge the hirer for any loss or damage caused to equipment / apparatus / facility by both the home and the away teams.
50. Teams must NOT use grass pitches until 15 minutes prior to KO and where possible warm ups / practice should not take place in the goal mouths or be concentrated in one area.
51. 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).
52. 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.
53. 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.
54. 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.
55. Friendly fixtures may be accepted in August based on no more than 1 fixture request per team and will be subject to availability.