

INVOICE NO:

REF.NO:

BUXTON COMMUNITY SCHOOL – BOOKING FORM

Name of Group/Club requesting booking: Daytime telephone number:

Contact Name: Evening/mobile telephone number:

Contact Address: Post Code: Email Address:

Facility/facilities required:

Times/days facility/facilities required:

Dates required First date Last date No. of Weeks

Is use required during school holidays? YES NO Please note that bank holidays & concessionary holidays are excluded

Price Rate agreed Total Cost Type of payment: INVOICE P.O.D.

I CONFIRM THAT THE INFORMATION GIVEN IS CORRECT AND I AGREE TO ACCEPT THE TERMS OF BOOKING BELOW.

Signature of Applicant Date

Schools Business Officer-Site & Community Date

Terms of Booking

- 1. Application for a booking does not necessarily guarantee acceptance. The SBOSC will advise all applicants of the outcome of the booking request.
2. Once completed, the booking request form should be signed and returned to the SBOSC.
3. Any cancellation of the booking must be made at least 48 hours before it is due to take place. Failure to do so will incur the full booking charge.
4. The school reserves the right to cancel a booking within a minimum of 48 Hours' notice should the school require the use of the premises in full or part, for its own use/safety purposes or other.
5. The hirer is responsible for leaving the facility in a clean and tidy state after use. This includes putting away all equipment used.
6. The hirer is required to keep and take a register of members in attendance for Health & Safety purposes. In the event of an emergency evacuation of the facility, the hirer is responsible for informing the Site Supervisor of any members not evacuated safely.
7. At an agreed time between BCS and the hirer, invoices will be issued.
8. No gambling or any other objectionable conduct shall take place on the premises.
9. Users must obtain permission from the owners of the copyright in musical, dramatic, literary and other work as required by the Copyright Act 1956, and to the indemnity the School & county council in respect of an infringement of such copyright.
10. To secure licence in accordance with the Theatres Act 1968 in respect of the performance of any play.
11. To secure a licence for the sale of intoxicating liquor.
12. To complete and dispatch to the Performing Rights Society Limited, on a form provided a list of musical works, whether published or in manuscript, performed at the premises vocally, instrumentally or mechanically at entertainments for which a charge for admission is made.
13. To agree to abide by other regulations as directed from time to time by the Governors, Local Education Authority, Community Sport Department or School Management Team.

Conditions of Insurance Policy

The insurance provides an indemnity to the hirer in respect of any third party claim arising out of the use of the hired premises. It applies only where legal liability exists and operates where following an accident by a visitor or any person except an employee of the hirer suffers personal injury or damage to or loss of personal property. Claims are payable up to an amount of £2,500,000 for any one incident. Employees of the hirer are covered in respect of damage to or loss of personal property. The insurance also indemnifies the hirer against legal liability for damage to the hired facility up to an amount of £50,000 or up to £2,500,000 in respect of fire damage. The hirer is, however, liable for the first £100 of each and every claim.

NB: As they are able to make their own insurance arrangements, it is the normal practice to exclude from the cover use of premises for professional entertainment promotions and meetings organised by political parties.

FOR OFFICE USE ONLY Method of Payment: LESSEE SPORTS CENTRE SCHOOL NO CHARGE