

Terms and Conditions

These terms and conditions are between (“the hirer”) and North Warwickshire Borough Council (“the Owner”)

1. Booking Process

- 1.1 All bookings must be made in advance through the designated booking system.
- 1.2 Bookings are subject to availability and suitability.
- 1.3 The hirer must provide accurate information during the booking process.

2. Payment

- 2.1 If there is need for a payment it must be paid within 14 days of the booking date.
- 2.2 Payment to be made in full
- 2.3 Payment methods will be informed in the permission letter.

3. Cancellation and Refunds

- 3.1 Cancellation must be made within 1 weeks of the booking date.
- 3.2 Failure to cancel within the specified notice period may result in forfeiture of the booking fee.

4. Use of facilities

- 4.1 The recreation ground must be used responsibly and in accordance with the purpose of the booking.
- 4.2 The hirer is responsible for the behaviour and conduct of all attendees during the booking period.
- 4.3 Any damage caused to ground or property must be reported immediately and may result in additional charges.
- 4.4 Leave the recreation ground in a clean and tidy condition after use and to remove any rubbish at the end of the booking period.
- 4.5 Access to the recreation ground will be made with the Communities Officer taking care of your booking. A £50 key bond will be required for our keys, this will be returned when the keys are safely returned.

5. Health and Safety

- 5.1 It is the responsibility of the hirer to ensure that all attendees are aware of and comply with safety instructions.
- 5.2 Ensure that all risk assessments are completed.

6. Insurance and Liability

- 6.1 the death of, or injury to the hirer, its employees, customers or invitees to the recreation ground or
- 6.2 damage to any property of the Hirer or that of the Hirer’s employees, customers or other invitees to the Property; or
- 6.3 any loses, claims, demands, actions or proceedings, damages, costs or expenses or other liability incurred by the Hirer or the Hirer’s employees, customers or other invitees to the Property in the exercise or purported exercise of the rights granted by this agreement.
- 6.4 nothing in clause 6.1 shall limit or exclude the Owner’s liability for:
- 6.5 death or personal injury or damage to property caused by negligence on the part of the Owner or its employees or agents; or
- 6.6 any matter in respect of which it would be unlawful for the Owner to exclude or restrict liability.
- 6.7 The hirer is required to have adequate liability insurance covering activities at the recreation ground.

7. Noise and Disturbance

7.1 The hirer must ensure noise levels are kept to minimum, particularly during unsociable hours (before 8am and after 11.30pm)

8. Temporary Events Notice (TENS)

8.1 A TENS notice may be given for carrying out licensable activities on a temporary basis – for example “a one off” or occasional event. Licensable activities are: Retail sales of alcohol, regulated entertainment and provision of late-night refreshment

8.2 Please apply for a TENS 21 days before the event if needed

9. Additional Terms

9.1 Any additional terms and conditions specific to the recreation ground will be communicated to the hirer prior to the booking.

9.2 NWBC reserve the right to amend these terms and conditions at any time.

By making a booking, the hirer agrees to abide by these terms and conditions in their entirety. Failure to comply may result in the cancellation of the booking and forfeiture of any payments made.

Signed _____

Dated _____