

SEFTON ACADEMY OF TAEKWONDO

Booking form for regular users



Name of Organisation/Hirer
Address of Organisation/Hirer Inc
Postcode

Phone Number/Mobile
Email
Purpose of hire e.g., fitness class, yoga etc

Day Hall Required	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday
Tick Box							
Times Required							

Frequency	Weekly	Monthly	If Monthly, Please State Dates Below

Commencement Date	
Term time/continuous	
I agree to the terms and conditions of hire:	Signed:

Cost of Hire (per session)
£



SEFTON ACADEMY OF TAEKWONDO

TERMS AND CONDITIONS FOR REGULAR HIRERS

- All regular hirers of Sefton Academy of Taekwondo must read, understand and accept these terms and conditions. They form part of an agreement between the Hirer (the individual or person acting on behalf of an organisation whose name appears on the booking form) and Sefton Academy of Taekwondo and their Management Committee.
- These Terms and Conditions of Hire should be read in conjunction with Sefton Academy of Taekwondo's Hire Rates, Policies, and Hirer Information Pack. Copies of these documents can be found on our [website](#), inside the Hall or upon request.
- New hirers will be asked to agree with these terms when accepting their hire. Existing hirers will have been consulted with when these revised terms and conditions were introduced.

1. Booking, Hire rates and Payments.

- 1.1. **Booking arrangement:** Hall hire is offered on a contract basis, that is that you reserve specific days/times on a regular basis and are liable to pay for those times booked (holiday periods can be booked in line with 1.3).
- 1.2. The Hall must be booked for the entire amount of time it will be used, including setting up and clearing away (i.e. book from when you will need to enter (to set up) until when you will leave).
- 1.3. **Holidays/Breaks:** Hirers should inform the Booking Secretary (preferably in writing) at least three weeks in advance if they plan not to use one of their regular hire slots (for instance for holidays) - this allows for the Hall to be let to others to prevent loss of possible income. Failure to provide notice may result in the hire slot being charged. An annual or quarterly holiday schedule from you would be helpful.
- 1.4. **Invoicing:** We operate end-of month-invoicing for regular hirers (after their first session), this can be amended to a quarterly agreement, provided that payment is made in advance. Payment options include BACS bank transfer (preferred) or cash payment.
- 1.5. **Invoices are sent at the end** of each month or quarter (if agreed) with 7-day payment terms (i.e. payment is due by the 7th day of the next month (for instance an invoice covering March will be sent at the end of March and be due by the 7th April)). We'd encourage standing orders to be setup to ensure continuity.
- 1.6. **Late payments:** A great deal of additional administration goes into chasing up late payments, checking bank payments. In line with late payment legislation, payments falling over 30 days late will have a £10 administration charge added to the amount outstanding for that month. We also reserve the right to add 8% plus the Bank of England base rate to a revised invoice in line with late payment legislation.
- 1.7. Any hirer who consistently does not meet our payment terms (two late payments running or more) may risk termination of their contract with us.
- 1.8. **Deposit:** The Committee will require and hold a £50 damages deposit from hirers until such time as the contract is terminated by either party (existing hirers will have paid this already). This deposit is refundable with the exception of circumstances outlined in 1.9 below.
- 1.9. Deposits will be forfeited, wholly or partially, in the following circumstances:
 - 1.9.1. If the Hall is not left in a clean or satisfactory condition (the cost of an external contractor will be deducted from the damages deposit)
 - 1.9.2. If tables, chairs, fittings, fixtures, surrounds, outbuildings, boundaries have been damaged or removed from the Hall during the Hire period.
 - 1.9.3. That a fire extinguisher is improperly used during your Hire period.
- 1.10. **Our rights to review fees:** All regular hirers will be given at least one months' notice of any hire rate change.
- 1.11. The Committee reserve the right to add a surcharge to the regular hire fee for activities they consider might use energy excessively. This will be discussed at the time of booking or, in the case of existing hirers, with 30 day's notice.

- 1.12. **Other:** The Hall should only be used for the purpose described by the hirer in the Booking Form.
- 1.13. Hirers should be over 18 years of age.

2. Key-holder policy

- 2.1. Regular hirers benefit from easy entrance and exit to the Hall and as such hirers may on agreement with Sefton Academy of Taekwondo maintain their own keyset. This benefit may be withdrawn at any time for reasons relating to insurance, crime, misuse, or other necessary decision agreed by the Committee.
- 2.2. The Hirer must cover the cost of any replacement keys and security fobs if theirs are lost or damaged (as an indication this is around £12)
- 2.3. You should not label your key set in a way that identifies the Academy. If found these could be used by someone else.
- 2.4. In the case of loss these should be reported as early as possible to the Bookings Secretary to ensure the ongoing security of the Academy.
- 2.5. Our CCTV system allows us to identify who has entered the halls and at what times and may be used to identify when certain activities/incidences occurred.
- 2.6. The Hirer should never enter the Academy outside of their own booking times including early setup or to show potential users around. This prevents other users being disrupted and prevents slippages - for instance if the Academy has just been cleaned and the floor is still wet.

3. Facilities

- 3.1. Hire includes the Academy main hall, tables and chairs and toilet facilities. Please ensure all tables and chairs are returned to their storage places following hire.
- 3.2. **Rubbish:** We accommodate small amounts of rubbish by regular hirers but nothing beyond one black bin bag's worth. Excess rubbish should be taken away with you.
- 3.3. **Storage:** Some storage opportunities may be available within the hall, this may be at an additional charge.
- 3.4. Items that pose a fire or safety risk must not be stored unless they have been risk assessed and the Hirer has made provisions for these risks to be made safe. Under no circumstance can fuels, chemicals (or other sources of ignition or hazardous substances) be kept in the Academy.
- 3.5. All items left stored at the Hall are at the Hirers risk. The Committee shall not be liable for any loss or damage of any items stored at the Hall.

4. Responsibilities of the hirer

- 4.1. The Hirer or a representative of their organisation, must be present during the period of Hire.
- 4.2. The Hirer or their representative is responsible for the supervision and care of the building, grounds and contents, as well as the behavior and safety of all persons (your guests) using the premises during the hire period.
- 4.3. The Hall is not to be sub-let during the booking period.
- 4.4. The Hirer is responsible for the safe keeping of their keyset.
- 4.5. In addition to any points noted in other sections, the Hirer is responsible for ensuring:
- 4.5.1. That maximum numbers are not exceeded.
- 4.5.2. That the Hall, toilets, reception area and grounds are left in a clean and tidy state ready for the next hirer.
- This includes ensuring toilets, sinks, tables and chairs are clean.
 - All regular touchpoints and surfaces to be sanitized including door handles and light switches.
 - Tables and chairs should be returned to where they were found.
 - Lights and taps should be turned off.
- 4.5.3. Regular hirers who repeatedly leave the Hall in an untidy condition may be asked to pay additional cleaning charges going forward.
- 4.5.4. That all doors and windows are closed and secure upon leaving the building.
- 4.5.5. That nothing is fixed to the wall including blu-tack, white-tack or cellotape without prior arrangement.
- 4.5.6. That fire escapes, routes and doors are not obstructed during the hire period.
- 4.5.7. They have familiarised themselves with any policies or guidance referenced in the Hire Information Pack.
- 4.5.8. That no Fireworks are brought into or lit in the Academy or outside.
- 4.5.9. That any damage made during their hire period is reported to the Booking Secretary or by email to warrenvice@hotmail.co.uk as soon as practicable.
- 4.5.10. That any loss or damage to the premises, fixtures, fittings or contents beyond the deposit amount are made good or paid for.

- 4.5.11. That they and their users, as relevant, are aware of relevant hall policies including fire procedures. Copies are displayed in the Hall, in the Hirer Information Pack, or found on our website.

5. Alcohol, Smoking, Betting and Entertainment

- 5.1. The Hall is not licensed for entertainment and does not hold a premises license.
- 5.2. Alcohol **may not** be consumed on the premises and should not be sold by the Hirer or others in their party. A personal license holder is required to sell alcohol.
- 5.3. Smoking or vaping is not allowed in the building.
- 5.4. No collections, game of chance, sweepstakes, lotteries, or betting of any nature may be conducted on the premises without prior consent.

6. Insurances

- 6.1. Sefton Academy of Taekwondo hold Public Liability Insurance.
- 6.2. The Hirer must ensure they have insurance to cover equipment that they bring into the Academy that may carry a risk to users during their hire period and other relevant insurances or qualifications relevant to the activity they are undertaking. We may need to see proof of these insurances.

7. General Notes

- 7.1. All bookings are at the discretion of the Committee.
- 7.2. The Committee reserves the right to cancel a regular booking in the event that the Hall is required as a Polling Station by the local authority, that the Committee feel these terms and conditions may be breached by the Hirer, that the premises become unfit for safe use for the purposes required by the Hirer, that the premises are required for emergency use. Sefton Academy of Taekwondo shall not be liable for any indirect loss or damages to the hirer whatsoever.
- 7.3. The Committee has the right to amend these Terms and Conditions at any time as they find necessary (where possible giving one months' notice).
- 7.4. The Committee reserve the right for either themselves or an authorised officer to enter the Hall at any time during the hire period to ensure that the Hall is being used in the manner intended or if they believe that these Terms and Conditions are being breached.

Keyset:

Signature

Name

Date

Keyset number

Acceptance of terms and conditions:

Signature

Name

Date

By email?