

sencio

COMMUNITY LEISURE

ACTIVITY BOOKING FORM



EDENBRIDGE LEISURE CENTRE

S Stangrove Park, Edenbridge, Kent TN8 5LU
01732 865665 | elc@sencio.org.uk

SEVENOAKS LEISURE CENTRE

S Buckhurst Lane, Sevenoaks, Kent TN13 1LW
01732 470700 | slc@sencio.org.uk

WHITE OAK LEISURE CENTRE

S Hilda May Avenue, Swanley, Kent BR8 7BT
01322 662188 | wolc@sencio.org.uk



sencio.org.uk

SENCIO COMMUNITY LEISURE BOOKING CONDITIONS

These booking conditions are designed to explain the terms on which you agree to hire a Sencio Community Leisure (SCL) facility, what is required of you or your organisation, and our responsibilities in ensuring your booking(s) is/are managed successfully. We request that you confirm all details relating to your booking with the relevant centre prior to the hire date. If, nearer the date you have any specific additional needs or queries, please do not hesitate to contact the centre.

1 - Definitions:

"The hirer" is the person/club/organisation hiring any part of the facilities and is restricted to persons aged over 18. "The Manager" is the authorised member of staff. "Booked period" is the time (day, date and hours) which have been booked and includes the time to set-up and set down.

"User" is any person using the Centre or any of its facilities whether or not any charge has been paid and includes spectators connected directly or indirectly with the hirer.

2 - Admissions:

The Manager reserves the right to refuse admission of any person and to ask any person behaving inappropriately to leave the premises.

3 - Application for hire:

Applications for the hire of facilities must be made by completing the booking form. The hirer shall not sub-let or assign any interest he may have in any agreement for using any part of the Centre without previous consent in writing from the Manager

4 - Booking and payment of fees:

a) One-off bookings must be paid for in full, a minimum of one month in advance of the period of hire.

b) One-off bookings for events are subject to a non-refundable deposit of a minimum of 10% of the total, payable at the time of booking.

c) Organisations claiming exemption from VAT for a series of bookings are subject to specific booking and payment conditions which will be outlined separately once the bookings are confirmed.

5 - Cancellation by the hirer:

a) In the event of the hirer cancelling within 7 days or failing to take up any booked period the full charge shall remain due.

b) We reserve the right to charge an administration fee for all cancellations or alterations to bookings.

c) If an event is cancelled between 7 - 30 days before the event is scheduled to take place a maximum of 50% refund will be given excluding the non-refundable deposit.

d) Organisations claiming exemption from VAT for a series of bookings are subject to separate cancellations conditions which will be outlined when the bookings are confirmed.

6 - Cancellation by SCL:

The Manager reserves the right to refuse any booking or to cancel or terminate any booking for any reason whatsoever, without being bound to give any reason for doing so and SCL will not, as a result of the exercise of this right, incur any liability for the breach of contract or otherwise, or be held liable for any expenses incurred by the hirer, either directly or indirectly from such refusal, cancellation or breach, any charge, or an apportioned part thereof will be refunded.

7 - Access:

The Manager, or an appointed representative, in the course of duty, shall at all times have free access to all parts of the building and is empowered to enforce such regulations for the control of persons using the building as shall be in force at the time.

8 - Licensing and safety:

The hirer must at all times adhere to all insurance and licensing regulations relevant to their booking and all Health and Safety regulations including all safety instructions issued by SCL staff. The hirer shall arrange to conform to all the statutory regulations and conditions that may apply to his use of the Centre and shall take all the necessary precautions to protect the safety and well-being of their users and other users of the Centre.

9 - Insurance:

The Manager may require the hirer to take out and confirm insurance cover against such risks as may affect the conditions of hire and shall indemnify SCL against all claims, costs or proceedings that may arise as a result of hire. A copy of the insurance certificate must be provided.

10 - Damage or loss of property:

SCL accepts no responsibility or liability for damage to, or loss of any property or articles or things whatsoever placed or left in or on the Centre, or any part thereof by the hirer or user.

11 - Injury:

Use of the Centre and all equipment, facilities and amenities is permitted entirely at the users' own risk and SCL shall not be liable for any personal injury to any user or consequential loss. The user is responsible for supervising the activity unless Centre staff supervision has been agreed by the Manager. It is the responsibility of the hirer to ensure anyone directly involved with instructing and/or supervising their activities is suitably qualified/trained. A copy of the qualification may be requested.

12 - Advertising and photography:

a) The hirer must receive written confirmation or approval from the Manager for any advertisement or publicity he/she may wish to display.

b) The hirer must request permission from the Manager for the use of any photographic, filming or recording equipment.

13 - Damage caused:

The hirer shall ensure that appropriate footwear (and non-marking soles) is worn by all users and that they are appropriate for the activity being undertaken. All equipment must be left in a safe, tidy condition and the hirer shall be liable for any damage (except that of wear and tear) caused by any participating user.

14 - Alterations:

The hirer shall not cause or permit any alteration, modification, or fixing to the Centre or bring into the Centre any equipment, furniture, appliances, fittings, without prior approval of the Manager.

15 - Temporary installations:

Any temporary installation must conform to the relevant Health and Safety regulations and be agreed in advance in writing by the Manager.

16 - Disputes:

In the event of any disputes the Chief Executive's decision shall be final and binding.

YOUR CONTACT DETAILS

Title: _____ Full name: _____

Address: _____

_____ Postcode: _____

Tick if this is the invoice address

Email: _____

Telephone: _____ Mobile: _____

Data Protection

In compliance with the General Data Protection Regulation (GDPR), all information collected will be treated confidentially and will not be shared with any other organisation without your explicit consent. Information collected will be added to our customer database and may be used for administrative purposes in providing our services to you and for communicating with you. For further information on how we hold and use your personal data, please read our Privacy Policy at www.sencio.org.uk

Please tick the box if:

I agree to allow Sencio Community Leisure to share my information with third parties acting on its behalf for the sole purpose of providing the services I receive from Sencio Community Leisure. I understand that I may withdraw my consent to this at any time.

Name of club/organisation: _____

Address: _____

_____ Postcode: _____

Tick if this is the invoice address

Email: _____

Telephone: _____ Mobile: _____

Association/Society to which club/organisation is affiliated:

Affiliation no. _____

Address for invoice, if different from either of the above:

Address: _____

_____ Postcode: _____

BOOKING INFORMATION

CENTRE: Edenbridge Sevenoaks White Oak

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start - finish time Inclusive of set up and clear down							
Frequency							
One off booking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fortnightly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start date							
End date							
Exclusion dates eg Bank Hols							

*Please specify: _____

Facilities required: _____

Approx nos. attending: _____

Equipment/staff required for this booking: _____

Any additional information ie catering requirements/room layout: _____

I have read the terms and conditions of booking and agree to abide by them:

Signed: _____

Date: _____

Office use only:

Date/Initial: _____

Ref no. _____

Insurance: _____