**A purple heart logo with text

Description automatically generated**

**North Herts Council Multi Use Games Area.**

**Terms and Conditions of Hire**

**The facilities are available to use free of charge to ad hoc users during daylight hours. Should individuals, Clubs, Societies or Organisations wish to pre-book the facility the following will apply:**

**Hire charge:** £18 per session per court or £29.00 for two courts (a session is morning 08.00 until midday, afternoon until 17.00 and evening from 17.00 onwards).

1. By booking and paying for a hire, Hirers are confirming that they have read and agreed to the terms and conditions of hire.

2. Hirers must be fully insured to cover all risks and must indemnify the Council against any claims or demands arising. The Hirer will be responsible for any claim for injury or damage to persons, property or loss of property which may result from the hire or use of the facilities. The Hirer will also be responsible for any costs incurred as a result of damage caused through the misuse of the facility, including damage to maintenance equipment.

The Hirer is responsible to ensure that appropriate risk assessments are in place for any activity undertaken on Council land. This includes the appointment of a first aider.

3. On receipt of a booking, North Herts Council (NHC) will

a. Confirm that the request is capable of being fulfilled, and meets the terms defined herein

b. All new requests shall be subject to the approval of NHDC.

**Terms and Conditions of hire**

All such hires shall be subject to the following terms and conditions:

**Responsibility of Hirer**

1. It is the Hirer’s responsibility to leave the games area in a satisfactory state and to remove their own rubbish. The Hirer is responsible for any damages.
2. All clubs/organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
3. Smoking is not permitted anywhere on the facility, no alcohol is permitted on the facility at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
4. Only service animals are admitted to the facility.
5. Where Hirers provide their own equipment NHC will not be held responsible for the loss or damage to equipment.
6. Any dispute relating to the hire of the facility will be referred to the Service Manager – Green Space
7. Guests and other visitors should be made aware of these conditions and regulations.
8. The person making the booking will be responsible for payment, behaviour of their group and any damage caused by group members.
9. To respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

**Disclosure / Qualification**

1. Those admitted to the facility must observe the conditions and regulations. No young person, under the age of 16 years will be allowed to use the facility without adult supervision.
2. All adults either coaching or helping with **junior teams** must hold a current, satisfactory disclosure check and appropriate level of qualification. By making the booking, you are confirming that all adults coaching or helping have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.**.

**Payment**

1. All bookings must be paid at least three days in advance. The session fee relating to each booking must be paid in full prior to the bookings start time – **NO PAY – NO PLAY**. Payments made are non-refundable within one day of the booking.

**Usage Policy**

1. Bookings will be granted on a first come first served basis and can be booked on specific dates (match days etc)

**Cancellations**

1. If payment is not received as described above, the booking will automatically be cancelled andthe user will be liable to meet the full booking cost. No notice will be given. Should NHDC deem that any booker is continually abusing the booking system in anyway then NHDC will retain the right to cancel that block booking with a minimum of 7 days noticein writing.
2. NHDC reserve the right to refuse admission, or to evict, any person from the facility.
3. Should NHDC require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, NHDC will inform any Hirer affected with a minimum of 7 days notice in writing.
4. Repeated failure to pay or appear for the booking will result in termination of future bookings
5. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start.
6. Booking customers cancelling in line with this cancellation policy will receive a credit which can be redeemed against future sessions.
7. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question.
8. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to Service Manager – Green Space.

**Booking Time**

1. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
2. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

**Photographs**

1. It is the hirer’s responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child’s parent / guardian.

**Liability**

1. NHDC will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the NHC facilities. Anyone entering or using the facility does so at his or her own risk and NHC accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer’s responsibility to undertake a risk assessment of their activities, any accidents that do occur should be reported to NHDC

**Supervision**

1. If you organise a child’s team (Under 16) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.