

THE LEISURE BOX | FACILITY HIRE

TERMS AND CONDITIONS

Any individual or group wishing to hire sports facilities at the Leisure Box, must agree to abide by these terms and conditions of booking, prior to their booking being confirmed.

Grassroots Clubs and Community Groups are required to return a signed copy of these terms and conditions prior to booking being confirmed. Failure to return a signed copy of this document will result in your booking request being declined.

For private bookings your agreement to these terms and conditions is implied by your booking.

- 1) Single and block bookings attract different hourly rates. These are published on the Leisure Box website.
- 2) A block booking is any booking of 10 weeks or more, made at the same time.
- 3) Block bookings are only available to community and grassroots clubs.
 - a. A grassroots club is defined as a sports organisation that is registered with the relevant Governing Body and exists for the purposes of facilitating activity and development for non-professional players.
 - b. A community organisation is defined as an organisation which exists for the benefit of the community. It should be formally constituted, have its own bank account and governance policies, and be registered with the appropriate authorities e.g. The Charities Commission or Companies House.
- 4) Payment for a single booking and private block bookings is required at the time of booking either via the online system, credit or debit card on the phone, bank transfer or by cash in person.
- 5) Payment for Grassroots and Community Group block bookings is in accordance with any formal arrangements made and agreed with the Leisure Box. These arrangements need to be followed in order to maintain your booking.
- 6) A cancelled booking will only be eligible for a refund if a minimum of 72 hours' notice is given via email or phone. Voicemail or text messages will not be accepted as a cancellation.
- 7) A cancelled booking will not be eligible for a refund if less than 72 hours' notice is given. Where possible this booking will be eligible to be re-arranged. This is subject to availability, and at the discretion of the Leisure Box.
- 8) Should the need arise for the Leisure Box to cancel/rearrange a booking, as much notice as possible will be given, and alternative dates/times offered. Should it not prove possible to re-arrange the booking to a mutually suitable time, a full refund will be offered.
- 9) Any usage preferences required must be specified at the time of booking.

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- 10) Should equipment need to be set up and taken down the hirer should:
 - a. Book an appropriate amount of time before they wish the session to begin, and after they wish it to end to allow set up and take down e.g. 15minutes.
Or,
 - b. Allow for a period of setting up time at the start and end of their booked session.
- 11) Users will only be permitted access to the facility at the times booked.
- 12) Please arrive in good time for the start of your booking. Your booking commencing late through your fault, will not be accepted as a reason for your booking overrunning at the end of the booked period.
- 13) No liability for loss or damage to the hirer's own equipment or valuables will be accepted by the Leisure Box.
- 14) The hirer must adhere to the Leisure Box Health and Safety and Safeguarding Policies. These policies are available on request.
- 15) The hirer is responsible for the safety and behaviour of all persons attending (or accompanying attendees e.g. parents/carers) the booked session.
- 16) The hirer should make a member of staff aware of any accidents, injuries or illnesses that occur during the booking.
- 17) The hirer is responsible for ensuring that participants wear correct footwear and appropriate safety equipment at all times. The Leisure Box reserves the right to terminate a booked session should either of these requirements not be adhered to.
- 18) Correct footwear is:
 - Football Pitches - moulded football boots
 - Sports Hall and Cricket Lanes - non-marking trainers
- 19) The Leisure Box will ensure that the facility is opened, clean, and ready for hirers at agreed and booked times. Please note that for bookings involving cricket nets and mats, hiring groups may need to assist with the set up and take down of this equipment.
- 20) The hirer is responsible for ensuring that the facility is left in a clean and tidy condition, and any litter is removed following booking. The Leisure Box reserve the right to charge the hirer for any additional cleaning required as a result of irresponsible use of the facilities.
- 21) Individuals and Groups who have previously been refused booking at any other facility operated by Burnley FC in the Community or any of its trading subsidiaries will not be eligible to make use of the facilities at the Leisure Box.
- 22) The Leisure Box reserve the right to terminate any booking with no notice where the hirer or any participant or spectator has breached one or more of the conditions above, with no refund offered.

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CODE OF CONDUCT

The Leisure Box expects all Leisure Box staff and centre users, are required to abide by this Code of Conduct:

- Set a positive example to others, particularly young players and supporters
- Refrain from swearing
- Accept success and failure, victory and defeat, equally
- Treat everyone with due respect at all times, and have consideration for other users
- Accept decisions of match officials without protest
- Wear correct footwear
- Remove any litter
- Leave the facility responsibly and quietly

I / We have read and understand the conditions of the hire and agree to abide by these and the Code of Conduct.

I / We understand that should I / we fail to abide by the code of conduct that I / we may be asked to leave the Leisure Box. No refund for the session will be offered, and future bookings may be cancelled.

Please sign and return one copy to the address below and keep one copy for your records.

Signature of Hirer:..... **Date:**

.....

Name: (please print):.....

Organisation:.....

Please return to:

The Leisure Box
Glen Way
Brierfield
BB9 5NH