



The Oldham Academy North LETTING REQUEST FORM

This section is applicable to sport teams or clubs bookings ONLY

NAME OF GROUP OR ORGANISATION: _____

REGISTERED COMMUNITY GROUP: YES / NO

OMBC REGISTRATION NO.: _____

GROUP PERSONAL INJURY / PUBLIC LIABILITY INSURANCE (if applicable)

Company: _____ Policy No.: _____ Renewal Date: _____

Group contains children or adolescents under 18 years of age: YES / NO
Groups with Children & Adolescents - CRB numbers *must* be provided

NAME OF APPLICANT/BOOKING LEAD*: _____

ADDRESS*: _____

POST CODE*: _____

TELEPHONE*: (DAY) _____ (EVENING/MOBILE) _____

EMAIL: _____

Items marked with an * MUST be completed

FACILITY REQUIRED: _____

NATURE OF ACTIVITY: _____

LETTING REQUIRES THE USE OF PERSONAL ELECTRICAL EQUIPMENT: YES / NO

SINGLE LETTINGS:

DATE: _____ TIME: _____

BLOCK BOOKINGS (10 WEEKS):

FIRST DATE: _____ LAST DATE: _____

DAY(S) OF THE WEEK: ___ THURSDAY _____ TIME: _____

Is use required during the short Academy holidays? YES / NO
(Not applicable to subsidised lettings)

NB. All Sports Centre Facilities are CLOSED on Bank Holidays or Statutory Holidays

DECLARATION

I confirm that the information given in this form is correct and I agree to accept the conditions outlined overleaf having received, read and understood the full Terms and Conditions of Hiring Academy Premises.

Signature of Applicant _____ Date _____



DECLARATION

This is to certify that I _____

of (Team/Club/Organisation if applicable) _____

have received a copy of the Regulations governing the hiring of the Premises (insert facility requested) at The Oldham Academy North and I confirm that I have read the Regulations and agree to observe all these Regulations in my capacity as

Hirer / Supervisor-in-Charge / Assistant Supervisor (*delete as appropriate)

I understand that if the Regulations are not fully observed the hiring will be terminated by the Principal or Sports Centre Management. Furthermore I understand that serious breach of the Regulations or Terms and Conditions could lead to legal action.

Date: _____ Signature: _____

Print Name: _____

Please sign below to acknowledge that you are aware of The Oldham Academy North working in partnership with our neighbours to reduce the noise level and to cut out abusive/ foul language.

I will ensure that my organisation adhere to the rules regarding excessive noise and abusive language.

Date: _____ Signature: _____

Print Name: _____



Lettings Charges from 2015 Sports Centre

Venue	Published Hourly Rate (1)	Block Booking Rate (2)*
FULL 3G	£80.00	£72.00
1/2	40.00	£36.00
2/3	54.00	£48.60
1/3	27.00	£24.30
SPORTS HALL	£30.00	£27.00
ACTIVITY HALL	£25.00	£22.50
DANCE STUDIO	£30.00	£27.00
MUGA - NETBALL PITCH	£15.00	£13.50
MUGA – TENNIS COURT	£8.50	£8.50
FULL MUGA	£60	£54.00
Badminton / Table Tennis Court Hire	£8.50	No Discount Available
Above (with equipment hire)	£10.00	
CRICKET MAT HIRE (in addition to room hire)	£5.00 / mat	
5-A-Side Grass Pitch	£25.00 per pitch (juniors ONLY)	

***Various equipment available to purchase from Sports Centre Reception**

Contact:

Rachel Wilson - Community Sports Facilities Manager
 e: sport@theoldhamacademynorth.com
 t: 0161 300 7691

*** The Oldham Academy North Sports Centre operates a block booking policy of 10 consecutive weeks which entitles the user to a 10% discount (excludes badminton, tennis and table tennis court hire).**

PLEASE NOTE

The hourly fee includes the time it takes Sports Centre staff to set up / dismantle any equipment required during a booking in order to reduce the impact / inconvenience on other Sports Centre users. **BOOKINGS THAT OVER-RUN MAY BE CHARGED EXTRA.**

Frequent complaints about sessions over-running may lead to future bookings being cancelled.

TERMS AND CONDITIONS FOR THE HIRE OF THE ACADEMY PREMISES

1. Application for a letting does not guarantee acceptance. All applications will be confirmed, or otherwise, by the Community Sports Facility Manager / Finance Officer.
2. The Hirer/Organisation **must** have its own Public Liability Insurance in place.
3. Organisations will be required to pay the letting charge if the premises are open for the letting even if the letting does not take place. **48 hours' notice** must be given for cancellation of a single booking with **1 months' notice** of cancellation required for 10 week block bookings or large event days.
4. The Academy reserve the right to cancel or amend the letting in the event of the premises subsequently being required for Academy activities. In this event as much notice as possible will be given, but the Academy will not be under any obligation to offer alternative accommodation.
5. The letting must be correctly supervised by the Hirer who will undertake to pay for any damage caused by their use of the premises.
6. Organisations **accept full responsibility** for ensuring that the area used for their letting is in their opinion regarded as safe and to their satisfaction.
7. Any defect or hazard arising during the letting period **must** be reported to the member of staff on duty **before** leaving the premises.
8. Any accident or injury occurring during the letting period **must** be reported to the member of staff on duty **before** leaving the premises.
9. Multiple Lettings: Where applicable all accounts are payable **within 28 days** from the date of the invoice. The Academy reserves the right to refuse the hirer subsequent admission to the premises if any account remains unpaid after this period.



For multiple lettings that are not invoiced monthly, payments must be made to the academy **before commencement** of the letting.

Single Lettings: Payment for single lettings must be made to the academy **before the commencement** of the letting.

10. If a letting over-runs the time booked, an additional charge may be made.
11. The Academy reserves the right to amend booking charges giving 14 days' notice.
12. The Hirer must make themselves fully conversant with the fire drill for the premises and the position of appliances and emergency exits. They must also keep a register of members for Health and Safety reasons, including parents, observers, visiting coaches or instructors. In the event of an evacuation of the building the Hirer is responsible for informing on-duty staff that all group members, parents, observers, visiting coaches and instructors have been evacuated safely.
13. Once completed, the Academy Letting Request Form should be returned to
The Oldham Academy North, Broadway, Royton, OL2 5BF
14. **For groups involving children PLEASE NOTE** - All responsible persons running such groups **MUST** provide their original CRB form for inspection (not copies) before a confirmation of letting will be issued. **THIS IS COMPULSORY.**
15. The Hirer will be responsible for all persons in their organisation and the Academy will not tolerate any physical or verbal abuse towards any of its staff. Any reported cases of such behaviour may result in the hirer losing their booking.
16. Please be aware of other users of the facilities, respect all and do not disturb other sessions taking place. Hirers are responsible for the actions of all their users until the premises have been vacated.

17. Failure to comply with the Conditions of Use may result in a letting being terminated and may jeopardise any future application.

All terms and conditions set out below must be adhered to. The "Hirer" shall be the person making the application for the letting, and this person will be personally responsible for payment of all fees or other sums due in respect of the letting.

Status of the Hirer

Lettings will not be made to persons under the age of 18, or to any organisation or group known to have an unlawful background. The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the Academy to them or of creating any tenancy between the Academy and the hirer.

Persons may have to undergo, at the discretion of the Governing Body, a criminal record check via the Criminal Records Bureau (CRB). If a particular letting involves contact with the Academy's students, all personnel involved must be checked against List 99 and undergo a CRB check, in accordance with DfE guidance. These checks must be made by prior arrangement with the Principal, with at least half a term's notice in advance to ensure that the checks can be carried out in time.

Any adults working with the Academy's students (for example, at an after school sports club) must be appropriately qualified. Sports coaches must follow the LEA's guidelines for working in schools / academies.

Priority of Use

The Principal will resolve conflicting requests for the use of the premises with priority at all times being given to Academy functions.



Attendance

The Hirer shall ensure that the number of persons using the premises does not exceed that for which the application was made and approval given.

Public Safety

The Hirer shall be responsible for the prevention of overcrowding (such as would endanger public safety), and for keeping clear all gangways, passages and exits. The Hirer shall be responsible for providing adequate supervision and security to maintain good order and conduct and – where applicable – the Hirer must adhere to the correct adult / young person ratio at all times.

Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

Damage, Loss or Injury

The Hirer warrants to the Governing Body that it has appropriate public liability insurance to cover all its legal liabilities for accidents resulting in injuries to persons (including all participants in the activity for which the premises are being hired), and / or loss of or damage to property, including the hired premises, arising out of the letting.

The Academy, it's Sponsor, and the Local Educational Authority will not be responsible for any injury to persons or damage to property arising out of the letting of the premises.

Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way unless prior authorisation has been agreed. No fittings or decorating of any kind necessitating drilling or the fixing of nails or screws into fixtures, which are part of the Academy fabric, are permitted. In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.

Academy Equipment

Responsible adults must supervise the use of any equipment which is issued and ensure its safe return. The Hirer is liable for any damage, loss or theft of Academy equipment they are using, and for the equipment's safe and appropriate use.

Electrical Equipment

Any electrical equipment brought by the Hirer onto the academy site **MUST** comply with the code of practice for portable electrical appliance equipment. Equipment must either have a certificate of safety from a qualified electrical engineer or be inspected by the Academy. The intention to use any electrical equipment must be notified on the application.

Car Parking Facilities

Subject to availability, car parking facilities may be used by the Hirer and other adults involved in the letting. Vehicles must be parked in the designated car park. Unauthorised parking can seriously hinder emergency access. Please inform users that the area to the side of the Sports Centre (bus turn-around) is not a designated parking area unless otherwise agreed by The Academy. The Academy does not accept responsibility for loss or damage caused to any vehicles or its contents whilst on the premises.

CCTV Coverage

CCTV recording is in operation at all times across The Academy site. CCTV coverage does not include the changing and showering facilities. CCTV footage can be made available for **official Police use only** when applied for directly through the official channels. Providing CCTV footage is at the discretion of The Principal of the Academy.

Toilet Facilities

Access to the Academy's toilet facilities is included as part of the hire arrangements unless otherwise stated.



First Aid

There is no legal requirement for The Academy to provide first aid facilities for the Hirer. It is the Hirer's responsibility to make their own arrangements such as the provision of first aid training for supervision personnel and the provision of a first aid kit particularly in the case of sports lettings.

Fire Regulations

The person responsible for the security of the premises before, during and after the hire will explain the fire procedures to the Hirer. The advice will specifically relate to emergency evacuation procedures, fire alarm points, fire fighting equipment, assembly points and roll call of personnel, location of telephone and how to summon the Fire Brigade and emergency services. A visual copy of fire evacuation procedures is available in all facilities and should be studied. Hirers are responsible for familiarising themselves with emergency exits and must ensure that participants are aware of evacuation procedures.

Adverse Weather Conditions

In cases of adverse weather, Hirers should be prepared for Sports Centre closure or limited operational opening. The Academy reserves the right to cancel any bookings at short notice if The Academy feels that facilities are unsafe to use. This includes access to the car park and use of footpaths and is not restricted to the area being hired. The Academy will contact the lead name hirer, as per the booking form submitted, to inform the Hirer of any closures or limited access. It is the responsibility of The Academy's Sports Centre Management to assess the safety of the grounds and the ultimate decision on operational closures will lie with them.

In the case of block bookings, if the Academy is operational during poor weather but the Hirer decides not to attend the pre-booked slot, there will be no refund for that booking. Cancellations made by the Academy will be owed in lieu.

Food and Drink

No food or drink may be prepared or consumed on the property without prior arrangement and all provision must be in line with current food hygiene regulations. All litter must be placed in the bins provided.

Dance Studio Bookings: ONLY water can be taken in to the Dance Studio and MUST be in a sealable container.

Intoxicating Liquor or Illegal Substances

No intoxicants shall be brought on to or consumed on the premises unless by prior arrangement with the Principal or Governors.

Smoking

The **entire** Academy site (both internal and external) is a non-smoking area and smoking is not permitted at any time. Any hirers, users or spectators caught doing so may lead to your booking being cancelled.

Copyright or Performing Rights

The Hirer shall not, during the occupancy of the premises, infringe any subsisting copyright or performing right and shall indemnify the Academy, Sponsor and / or Local Education Authority against all sums of money which may have to be paid by reason of an infringement of copyright or performing right occurring during the period of hire covered by this agreement.

Sub-letting

The Hirer shall not sub-let the premises to another person or group. In doing so the Hirer will face their booking being terminated and will jeopardise any future applications.

Charges

Hire charges are reviewed annually. The Academy Finance department will invoice the Hirer for payment at the beginning of the Hirer's stated booking period. Please ensure all details are on the booking form are correct e.g. address, name, banking details.



Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by the Governing Body on an annual basis) and that the letting may be cancelled, provided that in each circumstance the correct period of notice is given.

Should the Hirer fail to notify the Academy of a cancellation, the full hire fee will be payable. The Academy may occasionally need to cancel lettings due to Open Evenings, Parents Evenings etc., and as much notice as possible will be given to the Hirer about such cancellations.

Right of Access

The Governing Body reserves the right of access to the premises during any letting. The Principal or member of the Governing Body from the Finance and Asset Management Committee (or suitable alternative) may monitor activities from time to time.

Conclusion of the Letting

The Hirer shall, at the end of the hire period, leave the accommodation in a tidy condition, all equipment being returned to the correct place of storage. If this condition is not adhered to an additional cost may be charged.

Vacation of Premises

The Hirer shall ensure that the premises are vacated promptly at the end of the letting (*for Health and Safety reasons the Sports Centre Management kindly request users not to remain on the premises after their booking has ended*). The Hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult. In the event of an emergency, occupants must leave The Academy by the nearest exit and **assemble on the bus turn-around** located at the side of the Sports Centre. The Hirer must have access to participants' contact details in the event of an emergency.

PLEASE NOTE

The hourly fee includes the time it takes Sports Centre staff to set up / dismantle any equipment required during a booking in order to reduce the impact / inconvenience on other Sports Centre users. **BOOKINGS THAT OVER-RUN MAY BE CHARGED EXTRA.**

Frequent complaints about sessions over-running may lead to future bookings being cancelled.

Promotional Literature/Newsletters

A draft of any information to be distributed to participants or through the Academy must be sanctioned by the Principal a week prior to distribution by the Hirer.

Payment

The Academy will invoice the person named on the booking form. Please ensure all contact details on the booking form are correct at the time of submission for the letting. The Academy will issue subsequent invoices every 10 weeks **ONLY** on completion of a new booking form which can be obtained from the Academy.

Block Bookings consist of a 10 week consecutive booking. Unfortunately if the Hirer decides to cancel the booking at any time during this period, invoices that have been paid are non-refundable. If booking The Oldham Academy North sports facilities in advance, Hirers will be required to pay up front for the full period of the requested booking (both individual and 10 week bookings) to secure the requested booking.

Failure to pay any amount owed for a confirmed letting, that is not cancelled prior to its first session, will lead to legal action instigated by E-ACT Head Office. This will be levied against the lead name of the booking regardless of their affiliation to any sports club, business, community



group etc. Furthermore, any remaining bookings will be cancelled and will jeopardise any future bookings.

**THE OLDHAM
ACADEMY**

The Hirer shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by E-ACT/The Academy in the recovery of any unpaid invoices regardless of the value of the claim.

VAT

Rooms with Catering – Exempt for room and standard rated for catering if charged separately otherwise fully taxable

Letting of sports facilities for booking by individuals from the public – Exempt

Lettings of sports facilities to external clubs – Exempt if the 24 hour let or series of lets condition apply