

Name of Organisation:		Account Number:	
<input type="checkbox"/> Club or Association <input type="checkbox"/> Business <input type="checkbox"/> States of Jersey Department or School <input type="checkbox"/> Private or personal <input type="checkbox"/> Other		Governing/National body you are affiliated to?	
Name of Hirer:		Name of Treasurer:	
Address:		Address:	
Main Contact Number:		Main Contact Number:	
Mobile:		Mobile:	
Email:		Email:	
Name of Facility:		Area:	
Day(s):	Date From: Date To:	Times – to include own set up and clearing away time	From: To:
Please provide details of any equipment, special arrangements or any additional information that may be useful:			
Estimated number of participants Senior:		Estimated number of participants Junior:	

I apply for the use of the facilities detailed above in accordance with the Terms and Conditions of hire and accept the cancellation and charging policy.

Signed	
Date	

Method of payment	1 Pay and Play on day	
	2 Invoiced	
	3 By return on receipt of confirmation	
	Invoice	

**Fair Processing Statement
 Data Protection Law (Jersey) 2005**

The information provided by you on this form is required by the Sport Division for the purpose of sport facility bookings. Information supplied by you will be disclosed to sports centre managers and their staff. Financial details provided by you will be processed by the States of Jersey Treasury and securely disposed of at the end of each booking.

Terms and Conditions of Hire

Interpretation of Terms

"SoJ" means the States of Jersey acting through EDTSC (Economic Development Tourism Sport and Culture Department)

"The premises" means the building and grounds which the hire or use of facilities takes place

"The hirer" means the person and organisation who has submitted an application to hire or use facilities

The following conditions must be complied with by all hirers. Failure to do so may result in the withdrawal of the booking and forfeiture of any charges already paid. Where specific codes of practice exist, e.g. for particular sports or other activities in affiliation with a national or governing body, these should be adhered to.

1. Areas of Use: Activities, including the set up and clear down of the activity, must be confined to the period of hire and areas of the premises which have been approved and all areas used should be left as found. The hirer shall not transfer, assign or sub-let any part of the premises or equipment hired. Alterations to the premises, such as the fixing of apparatus and equipment or decoration are prohibited unless agreed in writing by the SoJ (SD). Repairs required as a result of damage to the premises will be charged to the hirer.

2. Specialist/Sport/Coaching Bookings: Bookings of a coaching/teaching/instructing nature will only be granted where the appropriate coaching qualifications from the recognised sport or coaching body or association are held. SoJ reserves the right to inspect such qualifications.

3. Safeguarding: The hirer is required to adhere to the SoJ Policy for Safeguarding. Copies are available upon request.

4. Health and Safety: The hirer shall appoint a competent and responsible person "person in charge" who shall be present and in charge during the period of use, and an adequate number of competent persons for supervisory duties including fire evacuation, who shall take appropriate action to safeguard the health and safety of all participants and to prevent any form of damage to the premises or any misuse of the facilities granted by the SoJ (SD). Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free egress by the various exits is maintained during the period of use. The person in charge will be responsible for completing and signing any attendance log. **Evacuation** – On hearing the fire alarm all hirers must leave the facility. If applicable, SoJ will direct you to the nearest assembly point and only on their instruction may you return into the building. The duty officer or facility manager can provide a full evacuation procedure.

5. Reporting of Accidents/Incidents and First Aid: The hirer is responsible for any damage to the premises and equipment and for the conduct of the members of the organisation/club during the period of use. **First Aid** - Adequate first aid precautions must be taken as appropriate i.e. clubs must provide their own First Aid Kit at all times. Any injury to a person or damage to property must be reported to a member of staff and a report completed.

6. Uncontrolled Hazards: The SoJ will be responsible for informing the hirer and person in charge of any uncontrolled hazards which may pose a risk to the members of any group using the facilities, and which may not be readily identifiable by the hirer and person in charge (e.g. damaged flooring, blocked access routes or other hazards which may be of a temporary nature due to construction works etc).

7. General conditions: Advertising – Permission to display advertising materials on the premises is only permitted following written authorisation from the SoJ (SD). All materials should be removed at the end of the event. (Charges may apply). **Footwear and Clothing** - it is the responsibility of the hirer to ensure that the correct clothing and footwear are worn for specific activities. Indoor non-marking soles and, for outdoor activities, appropriate outdoor studded boots and track shoes are mandatory. Cultural differences and the specific needs of disabled people will be respected. **Photography** - the use of cameras, videos and other equipment with the capacity to photograph is allowable provided the hirer for the let has obtained SoJ permission, i.e. from parents of children or persons being photographed. **Personal Property** - the SoJ will not be liable for any damage, injury or loss of property brought to or left in the premises or the premises' car park by persons using the premises. **Electrical Equipment** - Portable electrical equipment may only be used in the premises if it has been PAT tested to ensure that it has no electrical defects which could constitute a safety hazard. It should be noted that this may be audited at any time during the let period. Information on PAT testing certification can be obtained from the British Standards Institute. **Use of Equipment** - the use of equipment (e.g. pianos, gym equipment, PC equipment, OHP, screens, flip charts etc) may incur additional charges and is subject to approval of the SoJ **Catering Facilities** – the provision of all food and refreshments will be by the SoJ (SD)'s nominated caterer, unless otherwise agreed.

CCTV - The SoJ operate and monitor a system of CCTV cameras in and around their premises for the purposes of security, public safety and good management.

Conduct - behaviour deemed to be inappropriate may result in the cancellation of a booking without refund. The SoJ reserves the right to investigate any incidents deemed to be serious in nature or where complaints have been received. **Car Parking** – where car parking is available, this must be limited to the duration of which you have hired the facility. The cost for parking, where appropriate, is not included in the hire fee.

8. Public Liability Insurance: The hirer shall indemnify the SoJ against all costs, expenses, liabilities, injury, loss or damage howsoever arising due to any act or omission of the hirer, or any of his agents, volunteers or staff in connection with the hire of the premises or the activities carried out during the period of let. Clubs and Associations must obtain and maintain in force a policy of public liability insurance to cover such indemnity. Such insurance shall be for the minimum sum of £5 million in respect of any one incident. The hirer must exhibit to the SoJ if requested, a certified copy of the insurance policy and evidence that all premiums are paid and up to date.

9. Cancellation and Payment: The Central Bookings Officer at Fort Regent must be notified in writing of all cancellations, cancellations by telephone will not be accepted. A total charge will remain payable unless the facility is re-let. It is to the hirer's advantage to notify any cancellation as far in advance as possible, to increase the possibility of re-letting. If the Hirer cancels on a regular basis, the permanent booking will be reviewed for the next session. In the case of the playing surface being unfit for use the match referee will have the final decision on cancelling the booking within two hours of the booking starting though the Management reserves the right to contest the referee's decision if the long term condition of the playing surface is likely to be damaged for the remainder of that season. The SoJ reserves the right to cancel or close any facility at its discretion. Monies paid for a booking will be refunded in full. The SoJ reserves the right, in the interest of the community, to change the advertised programme(s). The SoJ aims to notify organisations and clubs within twenty-one days where practical, of a need to vary the usual programme. In the case of the playing surface being unfit for use the Management has the right to cancel the booking up to two hours before the start time. **Late Arrival** – SoJ reserves the right to offer your timeslot to other hirers if you arrive more than 15 minutes late for the booking without notifying us of your delay. **Payment** - Upon acceptance of a block booking, a confirmation will be issued to the Hirer. An invoice will be sent on monthly basis for the facilities used during the previous month. Payment of invoices should be made by either card, BACS or cheque made payable to 'The Treasurer of the States' and sent to, **Shared Services, Accounts Receivable, Economic Development Sport and Culture, PO Box 353, Cyril le Marquand House, St Helier, JE4 8UL** and attached to the invoice slip. Any invoice disputes must be emailed to sportsbookings@gov.je within 5 working days of receiving your invoice. Once an invoice has been paid in full it cannot be refunded. Customers who fail to take up their booking without any prior notice will be charged the full hiring fee. The SoJ cannot be held responsible for cancellations due to circumstances beyond their control including inclement weather. Decisions in such matters rest with the groundsmen and Central Bookings Office. Payment arrangements will be agreed at the time of booking. If the hirer fails to comply with these payment arrangements, the SoJ may cancel and/or reject any future bookings. Deposits terms differ depending on the type of booking being made. Any amendments to bookings will incur an administration fee of £5.00.

10. No smoking Policy: It is the policy of SoJ that smoking is prohibited in all of our Sports Centres with no exceptions including 3G facilities (e-cigarettes included). This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Restriction on Smoking (Amendment No 2) (Jersey) Law 2006 and the Restriction on Smoking (Workplaces) Regulations 2006.

11. Responsibility; It is the responsibility of the hirer to familiarise themselves with these terms and conditions prior to hiring or using SoJ premises.