



## BOOKING FORM – Peak-Time Regular Pitch Hire

Please complete booking details below and sign the attached terms and conditions

Name: Team name: Address:  Postcode: Email: Telephone:	
Invoice Address: (if different) Postcode:	
Booking details: <i>Please note bookings must start and finish on the hour</i>	Day:                      Weekly booking starting: Start time:                      End time:
Additional notes about hire:	

*Please note this form is for peak-time regular pitch hire only. Peak times are 5-9pm on weekdays and any time on weekends. Otherwise single or ad-hoc bookings during peak times can be made at the higher rate and can be booked and paid for directly through the Skedda bookings calendar, via our website, as can single and regular off-peak bookings.*

## TERMS AND CONDITIONS OF HIRE

### HIRE TIMES

Hirer must comply with hiring times stated in the booking form which is to include time either side for the set up and clean down of your booking. Any extra time and additional services used on the day will be invoiced after the event.

### FOOTWEAR

Moulded stud boots should be worn. Flat footwear risks damaging the 3G surface.

### ALCOHOL, ILLEGAL DRUGS AND SMOKING

People are not to enter any part of the Farm under the influence of illegal drugs or to consume them on site. Alcohol may be consumed in designated areas on the premises with the express permission of Windmill Hill City Farm, which must be obtained at the time of booking. It is not acceptable to drink to excess on site and those doing so will be asked to leave. The Farm staff on duty has final discretion in such cases.

The Farm is a smoke-free environment, should visitors wish to smoke we ask them to go off site. Smoking is not permitted inside any of the buildings.

### ANIMALS

People are **not** permitted to bring animals on site, with the exception of guide dogs.



## **CANCELLATION OF BOOKINGS**

In the case of the Hirer cancelling a booking a cancellation charge will be applied:

Cancellation 28 days or more before booking date:	No charge
Less than 28 days cancellation	Full hire charge

Windmill Hill City Farm reserves the right to cancel any hiring without notice where circumstances demand it. In the event of any hiring being cancelled the hire fee will be fully refunded, but Windmill Hill City Farm shall not be held liable or be required to pay compensation for any loss sustained as a result of the cancellation of the hiring. Wherever possible if a hired room becomes unavailable the Farm will endeavor first to find alternative accommodation onsite before cancelling a booking.

## **CHILDREN ON SITE**

The hirer is responsible for ensuring that there are no unaccompanied children on site during the entire duration of the booking. Children under 8 years must always be accompanied by an adult for the duration of the activity unless the activities are designed such that the Farm takes responsibility for those children. In such cases, places must be booked in advance of the session and full contact details of parents and information about the child must be recorded.

## **CLEANING, SECURITY AND NOISE**

The Hirer must leave the premises in the condition in which it was hired. Litter must be cleared away and furniture and equipment replaced. The Hirer must remove any property brought onto the premises. Noise levels must be kept to a minimum to avoid disturbing other users of the building. At the end of the hire period, the responsible person must notify the appropriate member of staff that they are leaving the premises. There will be a charge if extra cleaning is needed.

## **DAMAGE**

In the event of damage to the premises or equipment, Windmill Hill City Farm will make good the damage and the costs will be charged to the Hirer. Items should not be attached to the walls or floors without the consent of Windmill Hill City Farm. Please do not use 'blue tack' or other adhesives that damage the decorative finish of the space.

## **EQUAL OPPORTUNITIES**

The Hirer must ensure that the nature of the hiring does not contravene Windmill Hill City Farm's Equal Opportunities policy. The Hirer is expected to abide by that policy unless they can show they have their own Equal Opportunity Policy, the terms of which must not contradict the terms in WHCF's policy. A copy of WHCF's policy is available on request.

## **HEALTH AND SAFETY REQUIREMENTS**

The Hirer will not do anything that may endanger the users of the building or its contents. The responsible person will be made aware of the procedure in the event of a fire and the location of the fire exits, which should remain clear at all times. If any first aid is required, the hirer should liaise with the site operations person on duty. Electrical equipment brought onto the premises by the Hirer must comply with the Electricity at Work Regulations 1989, and any subsequent regulations. The Hirer must comply with the stated maximum capacity per room, which must not be exceeded.



## **INSURANCE**

Windmill Hill City Farm's interests in respect of the premises are covered by Public Liability Insurance. The Hirer shall be responsible for arranging its own insurance to cover all those persons attending the event, their possessions, equipment and any equipment hired from Windmill Hill City Farm.

## **LICENSES**

No copyright dramatic or musical work shall be played without the license of the owner of the copyright. The Hirer shall indemnify Windmill Hill City Farm against any infringement of copyright that may occur during the hiring.

## **PURPOSE OF HIRE**

The Hirer shall not use the premises for any unlawful purpose or in any unlawful way. The Hirer shall not do anything, or bring anything onto the premises that may endanger the premises, their users, or invalidate any insurance policies relating thereto. Windmill Hill City Farm reserves the right to refuse a booking. Please note that we are unable to provide storage for belongings or equipment. The premises will only be used by the organisation named on the official booking form. The Hirer is not permitted to sub-let the premises to another organisation. Windmill Hill City Farm does not allow the booking of its facilities by any extremist political or religious organisations and reserve the right to refuse a booking on these grounds.

## **RESPONSIBLE PERSON**

The Hirer shall ensure that there is a named responsible person (over 18 years old) present for the duration of the booking. He or she will be responsible for the supervision of the premises and its contents, the behaviour of persons using the premises, car parking, safety arrangements and all other conditions of hire.

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

If the Hirer is bringing children or vulnerable adults onto the premises the Hirer must show they have a Safeguarding policy in place. If the Hirer does not have one, they must sign up to WHCF's policy; a copy of which is available on request.

## **EQUIPMENT HIRE**

A charge will be made if the equipment is returned dirty or marked, if cables are returned cut or with connections removed, or if the equipment is returned faulty.

Technical equipment can be sensitive and delicate. Windmill Hill City Farm will only charge for faults indicative of neglect or abuse. All Windmill Hill City Farm equipment is tested on a regular basis for electrical safety. Please report any faulty equipment so that the item can be taken out of the hire stock and be repaired.

Windmill Hill City Farm reserves the right to request a deposit (the amount and method to be determined when the booking is made). Windmill Hill City Farm may, in respect of hires undertaken, waive the requirement to lodge a deposit.

Unless otherwise stated by the hirer, Windmill Hill City Farm will assume that the individual making the original hire booking is our principal contact in respect of hire, and will be responsible for making all arrangements for payment, insurance and return of hired items.

The hirer is responsible for ensuring that all items hired from Windmill Hill City Farm have appropriate and adequate insurance cover. Any loss of equipment will be charged at replacement cost – no substitute items can be accepted. All boxes and packing materials must be returned. Equipment values can be provided for insurance purposes.



## PAYMENTS

For regular peak-time pitch hire we ask for payment by monthly standing order and offer a reduced rate for this.

This is based on 48 sessions a year and averaged over 12 months with equal payments due at the start of each calendar month regardless of how many sessions have been attended.

We have based it on 48 sessions a year to take into account the Farm's Christmas closure and to allow for 1 or 2 sessions per year that a group may not be able to attend. Although individual sessions cannot be cancelled, we ask for one month's notice of cancellation of the slot as a whole. If you were to start part way through a calendar month, we would also ask for a one-off payment by bank transfer for that portion of the month before the standing order started at the beginning of the next month.

Please note:

- We operate a strict **no smoking policy**.
- The site must be clear and left tidy. Please take away all litter.
- Recorded and acoustic music is allowed, however it must not cause unreasonable disturbance to our animals and neighbours. Amplified music is not permitted at any time.
- Treat the site and facilities with respect.
- Alcohol can only be **moderately** consumed.
- If installed, all decorations must be removed.

Please note that breaching these terms of conditions could result in your event being cancelled and guests being asked to leave the site immediately.

## ADDITIONAL COVID-19 TERMS AND CONDITIONS AND GUIDANCE

The following guidance and terms will remain in effect while the potential transmission of COVID-19 remains a public health threat.

The responsibility for controlling any risks associated with the transmission of Coronavirus is shared between the City Farm and the hirer. The approaches used to mitigate the risk of virus transmission are

- Quarantine of people with the infection
- Reducing mixing of people showing no symptoms, but who may be infected
- Increased personal hygiene for people showing no symptoms, but who may be infected
- Increased cleaning of surfaces that may retain contagious material
- Use of appropriate personal protective equipment



## RESPONSIBILITIES OF THE FARM

- Venue hire will only be available when government guidelines allow it.
- All hirers will be advised of the additional guidelines in place to reduce potential transmission of disease.
- All rooms will be cleaned between room bookings in a manner that reduces potential transmission of disease.
- Frequently touched surfaces on the sports pitch will be cleaned in a manner that reduces potential transmission of disease.
- Basic cleaning materials will be provided in rooms to enable surfaces to be cleaned by hirers during room hire.
- Where more than one room is in use, toilets will be dedicated to single rooms so that they are not shared by groups.

## RESPONSIBILITIES OF THE HIRER

- No-one shall be allowed to use the facilities if they are displaying symptoms of Coronavirus. If a person with such symptoms enters the premises they must be sent home immediately, and the City Farm informed of their presence on site including time and duration of stay and areas in which they were present.
- Group activities must be conducted in a manner that is compliant with current public health advice, including any social distancing measures extant at the time of hire.
- Groups will follow the guidance issued from time-to-time by City Farm staff with regard to measures put in place to minimise risk (e.g. limited access or one-way systems).

We also ask all attendees to adhere to all relevant government guidance in existence at the time the booking takes place (can be found linked from the main page here <https://www.gov.uk/coronavirus> and here <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>).

We will have your contact details if we are asked for details of your group for Track and Trace purposes, but we also have posters with QR codes for those with smartphones and the NHS app to scan in (it can be downloaded here <https://www.covid19.nhs.uk/>)

Please note that breaching these terms of conditions could result in your event being cancelled and guests being asked to leave the site immediately.

**By signing below I agree to the terms and conditions of hire outlined in this document:**

**Signed:**

**Date:**