

A large, stylized illustration in shades of grey and purple dominates the left side of the page. It depicts a man in profile, wearing glasses and a suit, looking out over a cityscape with buildings and palm trees. The style is graphic and modern.

Lettings

August 2025

Head of Operations and Estates

A decorative graphic consisting of two parallel, wavy dotted lines in a light purple color, positioned at the bottom of the page.

Policy Title	Lettings Policy
Policy Created	August 2025
Policy Version No.	1.0
Author / Owner	Head of Operations and Estates
Approved By	Trust Board
Review Frequency	Every 5 years
Next Review Date	August 2030
Last Updated	12/08/2025
Change Summary	New policy draft by HY Law

CONTENTS

Lettings terms and conditions	3
Introduction	3
Agreed terms.....	3
1. Interpretation	3
2. The contract	4
3. Eligibility	4
4. Requesting BOOKING and confirmation of hire	4
5. Supply of additional requirements	4
7. Charges and payment	6
8. Liability	7
9. Customer’s indemnity.....	8
10. Cancellation.....	8
11. Data protection	9
12. General.....	9
Schedule 1 Rules of Hire	11

LETTINGS TERMS AND CONDITIONS

INTRODUCTION

- A. The Trust recognises the importance of community engagement and the use of school facilities for the benefit of the local community.
- B. As a Catholic multi-academy trust, the Trust is committed to promoting its Catholic ethos and values in all aspects of operations, including lettings.
- C. These Lettings Terms and Conditions, alongside the Booking Form and Schedules, outline the principles and procedures for external organisations' use of the Trust's facilities for events and activities.

AGREED TERMS

1. INTERPRETATION

- 1.1. In this Contract, the following definitions apply:

Additional Requirements: the supply of additional requirements and/or equipment at the Event as specified in the Booking Form.

Booking Form: the document agreed between and signed by both the Trust and the Customer setting out the specific details of the hire.

Business Day: a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

Business Hours: the period from 9.00am to 6.00pm on any Business Day.

Charges: the charges payable by the Customer for the hire of the Venue and the supply of the Additional Requirements, as set out in the Booking Form.

Contract: the contract between the Customer and the Trust for the hire of the Venue and supply of any Additional Requirements.

Deposit: the non-refundable fee to secure the booking, as stated in the Booking Form.

Event: the event, function or activity for which the Customer is hiring the Venue, as specified in the Booking Form.

Fire and Evacuation Procedure: the emergency evacuation procedure that the Customer and anyone engaged in or associated with the Customer or the Event must comply with as a condition of this Contract and which is provided by the school.

Hire Period: the period of time agreed for the hire of the Venue as described in the Booking Form, which includes time to set up and clear the Venue.

Rules of Hire: the rules that the Customer and anyone engaged in or associated with the Customer or the Event must comply with as a condition of this Contract and which is included in this document.

Trust: Romero Catholic Academy Trust

Venue: the property, or area or rooms within the property, to be hired by the Customer, as specified in the Booking Form.

- 1.2. A reference to legislation or a legislative provision is a reference to it as amended, extended or re-enacted from time to time. A reference to legislation or a legislative provision includes all subordinate legislation made from time to time under that legislative or legislative provision.

- 1.3. Any words following the terms including, include, in particular, for example or any similar expression shall be interpreted as illustrative and shall not limit the sense of the words preceding those terms.
- 1.4. A reference to writing or written includes email.

2. THE CONTRACT

- 2.1. The terms and conditions of this Contract comprise all of the following as amended according to this Contract and in the following priority if there are inconsistencies:
 - a) Booking Form;
 - b) These Lettings Terms & Conditions; and
 - c) The Schedules.

3. ELIGIBILITY

- 3.1. If there are numerous booking requests for the same period, priority will be given to Catholic organisations and groups that align with the missions and values of the Trust.
- 3.2. Non-Catholic organisations may request bookings in accordance with these terms provided their activities do not conflict with the Catholic ethos of the Trust.

4. REQUESTING BOOKING AND CONFIRMATION OF HIRE

- 4.1. All lettings requests must be submitted in writing to the school office of the school that the Customer wishes to hire using the Booking Form.
- 4.2. While:
 - a) the Booking Form has not been signed by both parties; and/or
 - b) the Deposit remains outstanding
 - c) the booking is provisional only.
- 4.3. Provisional bookings shall be held for 48 hours following the issue of the Booking Form by the Trust unless otherwise agreed, or if such time is not available before the date of the Event, for a maximum of 24 hours. After this time, the Trust reserves the right to release the provisional booking without notice to the Customer.
- 4.4. The Trust will assess the booking request based on availability, alignment with its ethos, possible disruption to the education of its students, safeguarding, and health and safety considerations. The Trust reserves the right to decline any booking requests as a consequence of the aforementioned considerations.
- 4.5. This Contract shall come into effect on the date that the criteria in clause 4.2 are satisfied.

5. SUPPLY OF ADDITIONAL REQUIREMENTS

- 5.1. The Trust may supply Additional Requirements to the Customer during the Hire Period, subject to the terms agreed in writing by the parties before the Event.
- 5.2. The Trust has the sole right to provide Additional Requirements at the Venue or to appoint a contractor to provide Additional Requirements at the Venue. The Customer must not use any third party suppliers without the prior written consent of the Trust.
- 5.3. The Customer may permit its guests to bring and consume food and drink (excluding alcohol) at the Venue. Food and drink may only be consumed in accordance with the Rules of Hire.

- 5.4. The Customer may agree to pay for additional cleaning as part of the booking. In the absence of any such agreement, the responsibility of the cleaning will rest with the Customer.

6. LICENCE AND USE OF THE VENUE

- 6.1. Subject to clause 10, the Trust grants the Customer a right for the Hire Period to enter and use the Venue for the Event in accordance with the terms of this Contract. The Customer acknowledges that:
- a) It shall have the right to enter and use the Venue as a licensee only and no relationship of a landlord and tenant is created between the Trust and Customer by this agreement; and
 - b) the Trust retains control, possession and management of the Venue and the Customer has no right to exclude the Trust from the Venue. The Trust and its employees, workers, officers and third party contractors reserve the right to enter the Venue at all times during the Hire Period.
- 6.2. The Customer agrees and undertakes:
- a) not to use the Venue other than for the Event;
 - b) not to enter any other area of the Trust's premises unless specifically required in order to use the Venue for its proper and intended purpose;
 - c) to comply with the Rules of Hire and Fire and Evacuation Procedure;
 - d) to comply with child protection and safeguarding requirements and if relevant must provide evidence of their own safeguarding policies and procedures;
 - e) to provide evidence of DBS checks for individuals working with children or vulnerable adults if the Customer is a group or organisation;
 - f) to ensure there is adequate supervision for activities involving children or vulnerable adults by responsible adults;
 - g) to ensure that the Venue is suitable for the Event and those engaged in or associated with it. For the avoidance of doubt the Trust does not guarantee that the Venue will be suitable for the Event or those engaged in or associated with it;
 - h) not to do or permit to be done anything on the Venue which is a safeguarding concern or otherwise contrary to Keeping Children Safe in Education guidance in force from time to time;
 - i) not to do or permit to be done anything on the Venue which is illegal or which may be or become a nuisance (whether actionable or not), annoyance, inconvenience or disturbance to the Trust or to any other customers of the Trust, or any owner or occupier of neighbouring property;
 - j) to comply (and ensure that its staff and agents comply) with the terms of this Contract and any instructions or notices from the Trust (whether given in writing or verbally), and use reasonable efforts to ensure that any guests or other persons present at the Event comply;
 - k) to ensure any safeguarding concerns observed during lettings are promptly reported to the designated safeguarding officer;
 - l) not to cause or permit to be caused any damage to the Venue, including any furnishings, equipment or fixtures at the Venue;
 - m) not to smoke or permit smoking (including e-cigarettes) anywhere in or on the Venue or in or on the Trust's premises;
 - n) not to fix any bolts, nails, tacks, screws, adhesives, tape or other such fixing devices to the walls or fabric of the Venue;

- o) not to display any advertisement, signboards, flag, banner, placard, poster, signs or notices at the Venue without the prior written consent of the Trust at its sole discretion;
 - p) not to alter, move or interfere with any lighting, heating, power, cabling or other electrical fittings or appliances at the Venue, or install or use additional heating, power, cabling or other electronic fittings or appliances without the prior written consent of the Trust at its sole discretion;
 - q) not to use any equipment located at the Venue unless specified in the Booking Form;
 - r) to use any equipment provided by the Trust, as may be specified in the Booking Form, for its proper purpose and in accordance with any instructions provided by the Trust (whether given in writing or verbally) regarding its use;
 - s) to leave the Venue as found and in a clean and tidy condition and to remove the Customer's decorations, displays and any other Customer equipment from the Venue at the end of the Hire Period;
 - t) to promptly inform the Trust in the event of an incident and provide details of any relevant insurance claims;
 - u) to ensure that all guests leave the Venue by the end of the Hire Period;
 - v) not to bring or permit to be brought any animal onto the Venue without the prior written consent of the Trust at its sole discretion, with the exception of assistance dogs within the meaning of the Equality Act 2010.
- 6.3. Certain academies of the Trust provide car parking facilities which the Customer and their guests may use during the Hire Period. If there are parking facilities, cars may not be left at the Venue overnight, must be parked within the marked bays and must not obstruct any vehicular or pedestrian entrance or exit.
- 6.4. The Customer shall ensure that its guests behave in a responsible and safe manner at the Event and in accordance with the Rules of Hire. The Trust reserves the right to remove or request that the Customer remove guests that do not do so from the Event and the Venue.
- 6.5. The Customer will complete a health and safety and (where applicable) a safeguarding risk assessment specific to the Event and will provide a copy to the Trust if so requested.
- 6.6. Before the booking is confirmed and if requested to do so by the Trust the Customer must provide to the Trust a copy of its safeguarding and child protection policies and procedures, or any related documents or information referred to in the relevant guidance published by the Department for Education in force from time to time. In its sole determination the Trust will consider whether the policies and procedures or other documents and information are satisfactory. If the Customer does not have any such policies and procedures, documents or information, or if the Trust deems the available policies and procedures to be unsatisfactory, the Customer shall agree to adhere to the Trusts' policies and procedures. If the Customer does not, the booking will not be approved, or, if previously approved, will be cancelled in accordance with clause 10.

7. CHARGES AND PAYMENT

- 7.1. The Customer shall pay the Charges in accordance with this clause 7.
- 7.2. Charges will be determined based on the type of facility, duration and purpose of use.
- 7.3. Catholic organisations may receive discounted rates at the discretion of the Trust.
- 7.4. The Trust shall invoice the Customer for the Deposit, which shall be payable by the Customer in accordance with the terms of the invoice.
- 7.5. The Trust shall issue an invoice for the Charges, which shall be payable by the Customer in accordance with the terms of the invoice.

- 7.6. The Trust may issue an additional invoice after the Event for any further Charges due which were not included in the invoice issued pursuant to clause 7.5. Such Charges may include those payable for any final alterations to the Additional Requirements, or for damage caused to the Venue or the Trust's premises or equipment. Charges invoiced pursuant to this clause 7.6 shall be payable by the Customer in accordance with the terms of the invoice.
- 7.7. All amounts payable by the Customer exclude amounts in respect of value added tax (VAT), which the Customer shall additionally be liable to pay to the Trust at the prevailing rate (if applicable), subject to receipt of a valid VAT invoice.
- 7.8. If the Customer fails to make any payment due to the Trust under the Contract by the due date for payment, then, without limiting the Trust's remedies under clause 10, the Customer shall pay interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause will accrue each day at 4% a year above the Bank of England's base rate from time to time, but at 4% a year for any period when that base rate is below 0%.
- 7.9. All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).

8. LIABILITY

- 8.1. The Trust has obtained insurance cover in respect of its own legal liability for individual claims.
- 8.2. The Customer is required to obtain insurance cover in respect of all risks which may be incurred by the Customer, arising out of the Event, including, but not limited to:
 - a) Public liability insurance; and
 - b) Employers' liability insurance.
- 8.3. The restrictions on liability in this clause 8 apply to every liability arising in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution, deliberate fault or otherwise.
- 8.4. Nothing in the Contract limits any liability which cannot legally be limited, including liability for:
 - a) death or personal injury caused by negligence; and
 - b) fraud or fraudulent misrepresentation
- 8.5. Subject to clause 8.4, the Trust shall not be liable for:
 - a) the death of, or injury to, the Customer or that of the Customer's employees, contractors or any other guests or invitees to the Venue; or
 - b) damage, loss or theft of any property of the Customer or that of the Customer's employees, contractors or other guests of invitees to the Venue;
 - c) any indirect or consequential damage arising from any breach of this Contract by the Trust; or
 - d) any loss due to acts or omissions of third parties or for any loss due to equipment breakdown, failure of the electricity supply, leakage or spillage of water, flooding, terrorism, fire, government restriction, act of God, or any event which is beyond the Trust's control which may cause the Venue to be closed or the hiring interrupted or cancelled.
- 8.6. Subject to clause 8.4 and clause 8.5, the Trust's total liability to the Customer shall not exceed 100% of the Charges.
- 8.7. 8.7 Unless the Customer notifies the Trust that it intends to make a claim in connection with this Contract within the notice period, the Trust shall have no liability for that claim. The notice

period for a claim shall start on the day on which the Customer became, or ought reasonably to have become, aware of the incident giving rise to the claim having occurred and shall expire 4 months from that date. The notice must be in writing and must identify the incident and the grounds for the claim in reasonable detail.

9. CUSTOMER'S INDEMNITY

The Customer will indemnify and keep indemnified the Trust and/or its representatives, employees and agents from and against all third party claims and liabilities, demands, proceedings, costs, damages and expenses in respect of injury (including injury resulting in death) or damage to or loss of property, including legal and professional adviser costs, whatsoever which may arise out of or in consequence of the exercise or purported exercise of the hiring by the Customer.

10. CANCELLATION

10.1. The Trust may cancel the Contract with immediate effect by giving the Customer or Customer's authorised representative notice in writing if:

- a) the Trust requires the Venue for business relating to the Trust or any of its academies;
- b) the Customer or any of its staff or guests or anyone else associated with the Customer promotes or attempts to promote activities or ideologies that contradict the Trust's Catholic ethos or the teachings of the Catholic Church;
- c) the Customer fails to have adequate safeguarding and child protection policies and procedures in the Trust's sole discretion and refuses, or otherwise fails, to comply with the Trusts' policies and procedures.
- d) the Customer fails to pay the Deposit in accordance with these Lettings Terms and Conditions and the relevant invoice;
- e) the Customer fails to pay any amount due under the Contract on the due date for payment;
- f) the Customer commits a material breach of any term of the Contract;
- g) the Customer takes or has taken against it any step or action towards its entering bankruptcy, administration, provisional liquidation or any composition or arrangement with its creditors, applying to court for or obtaining a moratorium under Part 1A Insolvency Act 1986, being wound up (whether voluntarily or by order of the court), being struck off the register of companies, having a receiver appointed to any of its assets, or its entering a procedure in any jurisdiction with a similar effect to a procedure listed in this clause 10.1(g);
- h) the Customer suspends or ceases, or threatens to suspend or cease, carrying on business;
- i) the Customer's financial position deteriorates so far as to reasonably justify the opinion that its ability to give effect to the terms of the Contract is in jeopardy;
- j) the Customer is unable to perform its obligations in connection with the Contract pursuant to clause 12.1;
- k) the Trust has reason to believe that the Customer has placed the safety and wellbeing of any children or vulnerable adults at risk having regard to relevant legislation and statutory and non-statutory guidance including but not limited to Keeping Children Safe in Education.

10.2. The Customer may cancel the Contract by notice in writing.

10.3. With the exception of clause 10.1(a) and 10.1(j), if the Contract is cancelled under clause 10.1 or clause 10.2, the Trust need not use reasonable endeavours to re-book the venue and reserves the right to charge a cancellation fee. Any sums already received by the Trust (including any Deposit) under this Contract will be deducted from the cancellation fee. The cancellation fee shall be:

Cancellation before the date of the Event	Cancellation fee
More than 1 week before the date of the event	Deposit only
Less than 1 week before the date of the event.	Deposit and 100% of the Charges

10.4. If the Trust is unable to recover costs incurred in connection with the booking (e.g. adding markings to pitches, hiring equipment), the Customer will be charged at cost. For the avoidance of doubt, this does not place any obligation on the Trust to make attempts to recover such costs.

10.5. On completion or cancellation of the Contract for whatever reason:

- a) any provision of the Contract that expressly or by implication is intended to come into or continue in force on or after completion or cancellation shall remain in full force and effect; and
- b) completion or cancellation of the Contract shall not affect any of the rights, remedies, obligations or liabilities of the parties that have accrued up to the date of completion or cancellation, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of completion or cancellation.

11. DATA PROTECTION

11.1. Each party shall, at its own expense, ensure that it complies with and assists the other party to comply with the requirements of all applicable data protection and privacy legislation in force from time to time in the UK including the Data Protection Act 2018 (and regulations made thereunder), the retained EU law version of General Data Protection Regulation ((EU) 2016/679), the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426) and the guidance and codes of practice issued by the Information Commissioner or other relevant regulatory authority and applicable to a party.

12. GENERAL

12.1. **Force majeure.** Neither party shall be in breach of the Contract or otherwise liable for any failure or delay in the performance of its obligations if such delay or failure results from events, circumstances or causes beyond its reasonable control.

12.2. Assignment and other dealings

- a) The Customer shall not assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.

- b) The Trust may at any time assign, transfer, charge, subcontract, declare a trust over or deal in any other manner with any or all of its rights under the Contract.

12.3. Confidentiality

- a) Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, assets, affairs, customers, clients or suppliers of the other party or of any member of the group to which the other party belongs, except as permitted by clause 12.3. For the purposes of this clause 12.3, group means, in relation to a party, that party, any subsidiary or holding company from time to time of that party, and any subsidiary from time to time of a holding company of that party, or any of the Trust's academies.
- b) Each party may disclose the other party's confidential information:
 - i. to its employees, officers, representatives, subcontractors or advisers who need to know such information for the purposes of carrying out the party's obligations under the Contract. Each party shall ensure that its employees, officers, representatives, subcontractors or advisers to whom it discloses the other party's confidential information comply with this clause 12.3; and
 - ii. (as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- c) Neither party shall use the other party's confidential information for any purpose other than to perform its obligations under the Contract.

12.4. Entire agreement

- a) The Contract constitutes the entire agreement between the parties.
- b) Each party acknowledges that in entering into the Contract it does not rely on any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in the Contract.

12.5. **Variation.** No variation of the Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

12.6. Waiver

- a) A waiver of any right or remedy is only effective if given in writing and shall not be deemed a waiver of any subsequent right or remedy.
- b) A delay or failure to exercise, or the single or partial exercise of, any right or remedy shall not waive that or any other right or remedy, nor shall it prevent or restrict the future exercise of that or any other right or remedy.

12.7. **Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause 12.7 shall not affect the validity and enforceability of the rest of the Contract.

12.8. Notices

- a) Any notice given to a party under or in connection with the Contract shall be in writing and shall be:
 - i. delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office; or
 - ii. sent by email to the addresses notified in writing by the party to be served).
- b) Any notice shall be deemed to have been received:
 - i. if delivered by hand, at the time the notice is left at the proper address;

- ii. if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting;
 - iii. if sent by email, at the time of transmission, or, if this time falls outside Business Hours in the place of receipt, when Business Hours resume.
- c) This clause 12.8 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.
- 12.9. **Third party rights.** This Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.
- 12.10. **Governing law.** The Contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, shall be governed by, and construed in accordance with the law of England.
- 12.11. **Jurisdiction.** Each party irrevocably agrees that the courts of England shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

SCHEDULE 1 RULES OF HIRE

During the Hire Period the Customer, its staff and guests, and anyone associated with the Customer or the Event, are required to comply with the rules below. Failure to do so may result in immediate termination of the Contract by the Trust including future bookings.

GENERAL

1. The Customer must respect the Trust's Catholic ethos and values. Activities that contradict Catholic teachings or promote harmful ideologies will not be permitted.
2. The Customer should consider taking out appropriate insurance to protect their own equipment and belongings.
3. No furniture is to be moved or rearranged without the **Trust's** prior consent.
4. Facilities must be returned to their original state and all rubbish must be removed. Items borrowed such as glasses, cups etc. must be returned to the correct location. Charges will apply should this not be adhered to.
5. Under no circumstances may the Customer enter the kitchen or have access to kitchen equipment.
6. Litter must be collected and placed in bags – the **Trust's** site staff must be made aware to clear away at the end of your booking.
7. All electrical equipment must be PAT tested before being used at the Venue.

SAFEGUARDING

1. The Customer must arrange suitable supervision of all persons engaged in or associated with the Event. For activities involving children or vulnerable adults, there must be adequate supervision by responsible adults.
2. The ratio of adults to participants should align with best practice guidelines.

	<ol style="list-style-type: none"> Any safeguarding concerns should be reported promptly to the Designated Safeguarding Officer.
<p>SPORTING FACILITIES INCLUDING ASTRO TURF AND SPORTS HALL</p>	<ol style="list-style-type: none"> Loose equipment, e.g. Racquets and balls, will NOT be provided by the Trust unless agreed in writing. Clothing and footwear MUST be appropriate for the activity being played. Non-marking soles MUST be worn in the Sports Hall. Football boots with studs or blades must not be worn on the artificial court. An indoor football only should be used in the Sports Hall. Use of the changing rooms cannot be guaranteed but will be included where possible. Changing rooms must be vacated by the end of the Hire Period. The Trust reserves the right to withdraw use of changing facilities but prior notice will be given. You must not climb over any wire fencing. Balls should not be retrieved from neighbouring gardens. In the event of this happening, please inform a member of the Trust's staff. In the interests of our neighbours' privacy, staff will not be able to retrieve the ball, but will return it to the Customer should the ball be returned to the Trust. Nets and posts will be included as part of the contract. In the event that nets and posts need to be set up or moved you must notify a member of the Trust's staff. The Customer moves nets or posts at their own risk. No vehicles or bikes are permitted on the outdoor sports facilities.
<p>HEALTH & SAFETY, ACCIDENTS & FIRST AID</p>	<ol style="list-style-type: none"> The Customer must comply with all relevant health and safety legislation in force from time to time, as well as any rules imposed by the Trust from time to time. The Customer is solely responsible for identifying and addressing any accident or incident involving its staff or guests. The Customer must provide its own equipment and materials for administering first aid. The Customer must administer first aid as required to any persons engaged in or associated with the Event. The Trust takes no responsibility for the provision of first aid or relevant equipment or materials during the Hire Period. Accidents and incidents must be reported to the reception or designated staff on site and an accident report completed. The Customer is responsible for notifying the HSE of any RIDDOR involving him or any member of his group. The Customer is responsible for ensuring adequate first aid cover

	& equipment is in place for the group whilst on site.
BEHAVIOUR	<ol style="list-style-type: none"> 1. Abusive language and disruptive, rude or uncooperative behaviour will not be tolerated. 2. The Customer is responsible for ensuring that all members of their group, or persons associated with their group, behave in an appropriate manner whilst on site and obey the site rules and any requests or instructions from the site staff.
THIRD PARTY EQUIPMENT	<ol style="list-style-type: none"> 1. Any request to bring third party equipment onto site, with the exception of non-electrical sport or musical equipment (e.g. footballs, acoustic guitars), must be made in writing to the Trust prior to the booking. Permission to bring such equipment onto site is at the Trust's sole discretion and the Trust reserves the right to refuse to allow any third party equipment onto site. 2. The Customer must ensure that any third party equipment is safe and suitable for its planned use and remains responsible for any damage caused by such equipment. 3. Electrical equipment must have a valid PAT certificate. 4. No third party equipment may be stored on site without written permission from the Trust. 5. The Trust will not be liable for any loss or damage to third party equipment whilst stored or used on site.
PHOTOGRAPHY	<ol style="list-style-type: none"> 1. You are not permitted to photograph or film in or upon any part of the Venue or the Trust's premises without prior written approval or the Trust at its sole discretion. 2. Where permission is granted, the Customer is responsible for obtaining consent from the individuals to be photographed. 3. The Trust will not be responsible or in any way liable for the Customer's failure to obtain the relevant permissions.
SMOKING	<ol style="list-style-type: none"> 1. Smoking is strictly prohibited at the Venue. This includes all types of smoking implements including but not limited to cigarettes, cigars, pipes, shisha pens/pipes, vaporisers and electronic cigarettes. 2. The Customer is responsible for ensuring that no members of their group, or persons associated with their group, smoke whilst on site. 3. Failure to comply may result in the complete cancellation of future bookings for the entire group.
CHILDREN AND YOUNG ADULTS	<ol style="list-style-type: none"> 1. All clubs which have children (under 16) and/or young adults (16-17) as members must hold insurance for injury and public liability. 2. The Customer must provide a copy of their valid insurance certificate if requested by the Trust.

	<ol style="list-style-type: none">3. The Customer is responsible for notifying its guests, parents and carers of their insurance details.4. The Customer must carry out an enhanced Disclosure and Barring Service (DBS) check on all coaches, assistants and volunteers and any other persons who will be involved in running sessions and or events at the any site. The Trust reserves the right to seek evidence from the Customer that relevant checks have been carried out and to delay or cancel the booking if checks are not satisfactory (in the Trust's sole determination).
ALCOHOL	<ol style="list-style-type: none">1. The consumption of ANY alcoholic beverages is strictly prohibited at the Venue and on the Trust's premises.2. Any alcohol found on the premises will be confiscated and may result in the cancellation of current or future bookings.3. Any damages or cleaning requirements caused by the consumption of alcohol will be charged.

