



Please read and adhere to the following conditions of booking / hire for all facilities at the West London Academy, Community Sports Centre. Failure to do so may lead to a suspension or cancellation of booking.
This form needs to be signed, dated and returned with your Application for Hire of Facilities form.

1. Payment for use of the facility must be made in full prior to the commencement of the booking / hire period. Block bookings must be paid for in full at least 1 week before your booking / hire period.
2. In the event of cancellation payment will be forfeited. Only in the event of the facility being re-let will a refund (less administration) be considered. Should a cancellation result from special circumstances discretion will be offered by the management of the West London Academy.
3. The booking / hire agreement will be subject to a 5 minute set-up time depending on facility requirements. The facility must be vacated completely at the end of the hire period; failure to do so may result in your usage being revoked.
4. The hiring organisation, group, individual is responsible to pay any costs resulting from damage to property and equipment or any losses that may be sustained.
5. Equipment required such as footballs, hockey sticks, netballs and basketballs are not provided by the Community Sports Centre, it is the responsibility of the hiring organisation that make the booking to make sure such equipment is available.
6. Under NO circumstances should alcoholic beverages be consumed anywhere on the premises, grounds or site.
7. West London Academy Community Sports Centre operates a NO SMOKING policy. Smoking is strictly prohibited anywhere on the premises, grounds or site.
8. Any individual that is observed being abusive to staff or other users, either verbally or physically will be asked to leave the premises immediately and may be restricted from further use of the facility.
9. Any decision made by the management of the West London Academy Community Sports Centre on the day is final.
10. No individual, group or organisation may grant broadcast, television or filming rights without prior consent from the management of the Community Sports Centre. In addition no media that can be used to record activities shall be used unless prior permission has been sought from the management of the Community Sports Centre.
11. Hirers are liable for the behaviour of persons attending their activities. All breakages or damage to the fabric of the building or to the Centre including the Synthetic pitch surface, will be charged for and any necessary legal proceedings undertaken by our solicitors to recover costs.
12. The Community Sports Centre does not cater for events that are deemed "unsuitable". Special bookings will be accepted only under the express permission from the Community Sports Centre manager.
13. The hirer shall use the venue entirely at his own risk and the hirer shall be liable for and indemnify the West London Academy against claims, actions, demands, proceedings or costs whatsoever arising out of or by reason of or in connection with the hire of the venue.
14. Booking and Hire charges are liable to fluctuate and the West London Academy reserves the right to increase or decrease these charges during any long-term agreement. Revised charges will be imposed after the expiration of 4 weeks from the date of issue.
15. All application for Hire of Facilities must be made in writing using the WLA's official application document. No booking shall be considered confirmed until the hirer has received notification from the Community Sports Centre.
16. All groups must report any injuries to the Centre staff, which should then be recorded into the facilities accident report book. A copy will be made available upon request.
17. Individuals, groups or organisations looking to hire the facility in order to instruct sessions, must return a copy of their application form, qualifications and relevant liability insurance to the Community Sports Centre before that booking or hire period can commence.
18. Car Parking is provided to the side of the Sports Hall and to the rear of the building for users of the Community Sports Centre. At no time should other areas of the School infrastructure be used for parking.
19. The area booked for hire must be left in a clean and tidy condition upon completion of the activity. Facility Rules & Regulations must be observed and adhered to at all times.
20. Should the hiring organisation wish to book the facility for coaching purposes; a copy of the hiring organisations Public Liability insurance must be submitted with the Community Sports Centre application form, and that coaching intent stated on the application form.
21. The hiring organisation, where applicable, are responsible for specific coaching qualifications and CRB checks to be in place, and valid for the duration of the booking.
22. The Community Sports Centre and West London Academy reserve the right to change the programme or alter pre-paid bookings at any time.
23. The Community Sports Centre will be closed during Public Holidays. Notification will be advertised and/or posted in advance of closure dates.

I have read, understood and will adhere to all the terms and conditions of hire as outlined above.

Signed:

Print:

Date: