

Terms and Conditions of Hire of Sports Grounds & Pavilions

1. All Hirers will be invoiced following confirmation of the booking. Failure to pay hire charges will result in the booking being cancelled, and the hirer will be liable for full payment of any packages booked.
2. The hirer will indemnify Hertsmere Leisure against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer's use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the facilities by the group/organisation and its or the hirer's invitees and visitors and should be to be a minimum of £2,000,000.00.
3. The keyholder will unlock the building 45 minutes prior to the start of play unless any other arrangement is made prior to hire. The building will remain unlocked until the end of the hire period. The hirer should ensure that someone is present within the facility throughout this period.
4. The hirer shall not sublet or transfer this booking to any other person or organization.
5. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the hirer shall obtain any license or certificate required, prior to booking the premises for such use. Such use should be specified on booking forms and agreed through confirmation of booking.
6. The hirers shall ensure compliance with all the relevant legislation, orders and regulations, in particular, that relating to music, singing and dancing and the sale and supply of liquor. All liquor licenses must be displayed at all times during such an event. Failure to do so will result in the event being cancelled.
7. Fire exits must not be obstructed in any manner at all. The hirer must ensure that all the users present are aware of the fire procedures, which are displayed in the building.
8. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of drive ways etc.
9. With the exception of guide dogs, no animals will be allowed within the Pavilion. All dog owners should be made aware that dog fouling is prohibited on its sports grounds and all owners must ensure that they clear up after their animal/s.
10. Hertsmere Leisure has a policy of no smoking in all their buildings and this must be adhered to at all times.
11. All equipment hired can only be used on the premises and must not be removed. Hirers must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required. The hirer is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which occurs during the hire period. Refund of any deposit is at the discretion of Hertsmere Leisure.
12. Users must not leave their own belongings or equipment on the premises without the written consent of Hertsmere Leisure and any items left in the building with Hertsmere Leisure's approval are left at the owner's risk. Any belongings left in the premises without prior agreement from Hertsmere Leisure will be treated as abandoned and may be disposed of. Users must not use unallocated storage space nor overfill allocated space.
13. Hirers must remove all litter left behind after any booking.
14. Approval for the use of MKC premises by political parties shall be determined by the nature of the occasion, and agreed by Hertsmere Leisure and MKC. Public meetings such as rallies will not be permitted.

15. The premises shall be used for community/leisure purposes only and shall not be used as the hirer's postal address.
16. No alterations or additions shall be made to the premises without the written consent of Hertsmere Leisure and any such work shall be completed at the hirer's cost and to Hertsmere Leisure's satisfaction.
17. No advertising or publicity material will be displayed inside or outside the building without the prior approval of Hertsmere Leisure.
18. Hertsmere Leisure reserves the right to close the premises at any time for emergency or periodic maintenance. Advance warning of such works will be given where possible.
19. Barbecues must not be used on the premises without written consent from Hertsmere Leisure.
20. All pitch bookings require a minimum of three working days notice prior to the date of play.
21. Additional requirements other than the hire of a pitch and changing rooms must be made in writing at least fourteen days before the date of the proposed hire. Any reinstatement works required following an event shall be completed at the hirer's cost and to Hertsmere Leisure's satisfaction.
22. Cancellation of a seasonal booking must be made in writing at least 14 days prior to the start of the season, and no refund will be given after this point.
23. Cancelled games, when the pitch is declared unfit, will be accommodated, where possible, during or at the end of the season through an extension period at specified venues.
24. Cancellation of casual bookings must be made at least three working days before the date of hire or no refund will be given.
25. The Hirer will be notified at the earliest opportunity should the pitch be declared unfit by Hertsmere Leisure, and the contact will be the primary name on the booking form.
26. The Hirer will check the area being hired prior to play, minimizing risks as far as possible. If the pitch is deemed unfit by the Hirer, the Hirer must ensure no play takes place and inform Hertsmere Leisure at the earliest opportunity.
27. Users must not tamper or move any of the fixed apparatus e.g. goal posts
28. If a pitch is declared unfit then play is prohibited.
29. Any team playing on pitches declared unfit or without permission will be liable for the costs of pitch reinstatement and may have any future bookings cancelled at Hertsmere Leisure's discretion.
30. Vehicles must not be parked on the playing fields at any time.
31. Any change to the hirers invoicing address must be notified to Hertsmere Leisure Administration.
32. Hertsmere Leisure reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
33. Hertsmere Leisure reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.