

BOOKING TERMS & CONDITIONS

FOR SPORTS, SWIMMING FACILITIES & TOWN HALLS

1. All lets are subject to the Council's Management Rules for Leisure Facilities.
2. Leisure facilities include all sports facilities, swimming facilities and town halls ("the Leisure Facilities").
3. It is the sole responsibility of the hirer to ensure that no criminal or fraudulent activity occurs in or on or at the Leisure Facilities during the period of let. Angus Council has no responsibility for the activities of persons using or visiting the Leisure Facilities during the period of let and therefore hirers should ensure they have taken any steps necessary to ensure propriety and authentication of any use or goods made available. This is particularly relevant for fund raising activities and organisations ie car boot sales, charity auctions etc. For further information and guidance contact Angus Council Trading Standards on 01241 435600.
4. All items of electrical equipment brought into the Leisure Facilities must be declared to the Facilities Manager prior to the date of hire. All appliances must carry a valid and current Portable Appliance Test certificate or validation.
5. The hirer will be responsible for ensuring that any persons operating electrical or mechanical equipment are competent to do so with full regard to health and safety matters. Fire precautions must be observed with regard to equipment used.
6. Maximum permitted numbers indicated on the hiring application form by the issuing office must be strictly adhered to.
7. For town hall bookings all customers must complete and return a Risk Management checklist along with the booking application together with the requested documentation before a booking can be confirmed.
8. When hiring any of the Leisure Facilities for major/one off events the hirer must hold public liability insurance with a minimum indemnity of £5 million and shall forward evidence of such cover to the Council. Exemptions to this would be private hires by individuals e.g. wedding receptions and birthday parties and hires which are community based and do not involve a large number of participants such as Indoor Bowling, Tea Dances, Bridge Clubs etc.
9. All applications for advanced or block bookings for the use of the Leisure Facilities should be made on the standard application form. The completed forms should be returned/submitted electronically to Angus Council Leisure Services giving NOT LESS THAN FOURTEEN DAYS' NOTICE. Confirmation of the booking shall be sent once the booking is approved by Angus Council Leisure Services.
10. One off bookings can be made up to a year in advance by completing the appropriate form.
11. If you hold a Routes to Leisure or bACTIVE card bookings can be made either in person or by telephone, quoting your Routes to Leisure or bACTIVE card number up to seven days in advance.
12. Clubs, etc can apply for an advanced block booking for six months duration. Booking periods are October - March and April - September. Forms to be submitted one month in advance.
13. Use of the Leisure Facilities shall be granted at the discretion of Angus Council Leisure Services. Angus Council Leisure Services reserves the right to cancel, change or cut short any let for any reason, including if an event is improperly managed or where the health and safety of participants, staff or the public are in danger.
14. It is the responsibility of the hirer to check that the Leisure Facilities are suitable for their needs before applying for the let. Special attention should be given where young children are to frequent the premises as part of the let. Particular attention to the condition of heating, electrical appliances and kitchen areas should be noted.
15. At least seven days' written notice of any cancellation must be given to Angus Council Leisure Services, otherwise no refund will be paid and the hirer shall pay the full cost of the booking. Shorter notice will be acceptable for outdoor facilities when cancellation is due to weather conditions. Failure to honour bookings on a regular basis may result in the Council cancelling the remaining bookings for the block.
16. The hirer shall appoint a competent and responsible person who shall be present and in charge during the entire period of use. The hirer will also be responsible for arranging an adequate number of competent persons for supervisory duties, who shall take appropriate action to safeguard the health and safety of all participants. 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.
17. The hirer shall be responsible for securing any permits required for the performances of copyright work. Angus Council will not be liable for any damage and expenses claimed by person or company as the consequence of the performance of copyright work for which the user did not obtain a permit from Performing Rights Society or any appropriate licensing body.
18. The person(s) in charge must acquaint themselves with the fire procedures in respect of the Leisure Facilities and the position and use of fire appliances and fire exits in the area of the let. Persons in charge should know the location of the nearest telephone in case of emergency, the location of the accident report forms and first aid kit.
19. Times requested for your booking must be strictly adhered to, areas must be vacated by the stipulated times.
20. Any equipment required must be included in the "Other Requirements" part of the booking form. Equipment changeovers will take place during the hire period. Please allow 15 minutes either side of the booking for the setting up and dismantling of inflatables and other large pieces of equipment. The Hirer cannot bring equipment into the facility unless prior approval is given.
21. The hirer will be responsible for checking the condition of equipment/mats used during their booking and also for reporting any issues to a sport and leisure employee.

All complaints or enquiries should in the first instance be directed to the facility staff.

A copy of these rules may be obtained from the Council's Head of Law and Administration, Angus House, Forfar DD8 1AN or online at www.angus.gov.uk/leisure/prices