

SEAFORD
TOWN
COUNCIL



CONDITIONS OF HIRE

"Working with our community to secure Seaford's best future"

bookings@seafordtowncouncil.gov.uk

Conditions of Hire

1. Definitions

- 1.1. The 'Hirer' is the person, club, society or organisation hiring any part of the named facility offered by or within it. Only persons aged 18 years or older will be accepted as a hirer.
- 1.2. The "Facility" are the pitches/grounds owned and managed by Seaford Town Council.
- 1.3. The "booked period" is the time(s) and day(s) indicated on this form which have been reserved by the Hirer and booking confirmed by an officer of Seaford Town Council.
- 1.4. "Officer" is the person(s) duly authorised to act on the behalf of Seaford Town Council to manage bookings, booking confirmations, hire and invoices.

2. Booking and Payment of fees

- 2.1. Any number or series of bookings may be made. An invoice will be issued for the complete series of lets as shown on the booking form along with an agreed payment schedule. Full payment must be made as per the agreed schedule.
- 2.2. To qualify for junior rates, all teams/clubs/participants must be under 18.
- 2.3. Late payment of Hire fees will result in suspension of all future bookings until payment is received in full. Seaford Town Council will contact the respective league or association detailing any debt or non-payment
- 2.4. In the event of non-payment of any Hire fees Seaford Town Council will seek to recover all outstanding debt which may include the use of a third-party debt collection agency. We will not permit any further bookings by the Hirer or any associated organisation/partners.
- 2.5. Payment can be made online by card and BACS. (*payments can be made over the phone, however, Online / Card and BACS payment is preferred*)

3. Cancellation by the Hirer

- 3.1. Any bookings that are not cancelled in writing at least 48hrs prior to the booked period must be paid for in full by the Hirer.

4. Cancellation by the Seaford Town Council

- 4.1. Seaford Town Council reserves the right to refuse any booking application or terminate any booking. Only monies paid in respect of a booking terminated will be refunded and Seaford Town Council accepts no liability for any other expenditure incurred or loss sustained directly or indirectly by the Hirer arising from such cancellation.

5. Responsibility of the Hirer

- 5.1. The Hirer shall ensure that all users of the facility by virtue of the hire comply with all regulations of the facility. The Hirer shall be liable to Seaford Town Council for any breach of these regulations.
- 5.2. The Hirer shall be responsible for the cost of repairs arising from negligence or misuse of the facility. Any non-compliance with these terms and conditions will result in termination of the booking without refund.

6. Licensing & Safety

- 6.1. The Hirer must at all times adhere to all licensing regulations relevant to their booking and all relevant Health & Safety regulations and all safety instructions issued by Seaford Town Council.
- 6.2. The Hirer must ensure that they adhere to all by-laws relating to the facility that they have hired. Details of by-laws can be provided at the time of booking.

7. Document Requirements

- 7.1. The Hirer must provide written proof of documentation to satisfy the requirements of booking. This may include Public Liability Insurance, Safeguarding Policy, confirmation of DBS checks undertaken for key coaching leads and proof of affiliation to a recognised sporting body.

8. Advertising

- 8.1. The Hirer must receive written approval/confirmation from Seaford Town Council for any advertising, publicity, promotion, or demonstration which the Hirer may wish to undertake in relation to this booking.

9. Subletting

- 9.1. The Hirer may not sublet the facility booked for any purpose other than that arranged with Seaford Town Council.