

Terms and Conditions of Hire Bookings (Individual Badminton Court Hire)

Bookings:

1. You must be aged 16 or over to hire badminton court at Woburn Sands Sports Hall.
2. Young people under the age of 16 must be always supervised by an adult (18 or over) while on the premises.
3. A booking is for one badminton court for a maximum of four people. Only a maximum of 4 people may enter the hall for each booking. No spectators allowed.
4. The booking is made online, and payment must be made online at the time of booking.
5. A booking is not accepted until a confirmation text and/or email is received.
6. A keycode to access the building will be issued separately by email following payment of your booking. This must be done by office staff therefore it will not happen straight away. If you have not received your access code by the Friday before your booking, please contact bookings@wstc.org.uk or the caretaker on 07772 241214.
7. No refunds are given for online bookings.
8. The Town Council may cancel bookings as required but should give Hirers as much notice as possible. If Woburn Sands Town Council cancel the booking, then the Council will refund the hire fee paid and only the hire fee paid.
9. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
10. At this moment in time, we are not taking block bookings for individual badminton court hire.
11. Access to the building will be allowed 15 minutes before your hire time to allow time for changing if required. Please wait in the lobby area until your hire time begins.
12. When your hire time ends, please vacate the court promptly. Unauthorised extensions to court time will be charged for and may result in any future bookings being declined.

Use of the Facilities:

13. Indoor shoes only with white or non-marking soles must be worn inside the sports hall. Outdoor trainers or Astro turf shoes are not permitted as these may damage the hall floor. It is the Hirer's responsibility to ensure their guests comply with this rule. It is the Hirer who will be held responsible should damage to the hall floor arise because of incorrect footwear being worn.
14. Only those playing sport should enter the main hall.
15. No skateboarding, roller-skating, or scootering is allowed inside the sports hall.
16. The sports hall is an unstaffed building. The caretaker can be contacted in respect of any problems arising with the building. His number is 0777 224 1214.
17. The Hirer shall only use the permitted facilities, including the car park, for the purposes agreed, and shall not sub-let the hire to anyone else.
18. Cars should be parked in the car park for the duration of the booking only and moved as soon as the hire time ends.
19. The Hirer shall not use the facilities for any unlawful purposes, or in any unlawful way. The Hirer will not bring or allow anything into the premises that may endanger the premises or its users.

20. The Town Council retains the right to always access the premises during the hire period.
21. No posters or advertising material of any kind to be displayed in the sports hall without permission from the Town Council. Milton Keynes Council do not permit flyposting of any kind on public land. Flyposting is not permitted under s.224 and s.225 of the Town and Country Planning Act 1990 and section 132(2) of the Highways Act 1980.
22. No smoking or vaping is permitted inside any of our buildings.
23. No food or drink other than bottled water is allowed inside the sports hall.
24. No alcohol allowed on the premises, including the outside areas.
25. Loss or damage to any Council property must be reported by the Hirer and paid for. If the Council have cause to carry out additional cleaning because of your hire (additional cleaning consists of any cleaning beyond what we consider to be reasonable) then the cost of this will be charged to you.
26. Woburn Sands Town Council will not be responsible, or liable for, any damage to or loss of property placed or left in the premises. Lockers are provided and lock with a key upon deposit of a refundable £1 coin. Items are placed in lockers at your own risk.
27. Vehicles are parked at the front of the Sports Hall or in the car park at the driver's own risk. Woburn Sands Town Council take no responsibility for these.
28. Except for trained assistance dogs, no animals are allowed on the premises.

Health and Safety:

For the duration of the booking, the Hirer is responsible for managing and responding to any health and safety issues for the participants of their booking. The Hirer shall therefore ensure that:

29. No activity that might constitute a risk to health and safety, the premises, or its surroundings, shall be carried out.
30. It is the hirer's responsibility to ensure that all participants in the activity are medically fit to take part.
31. There is a first aid kit on the premises, but no first aider on site. The Hirer should ensure they have a mobile phone with them as there is no phone on site.
32. The Hirer must report all accidents involving injury to the Town Clerk at Woburn Sands Town Council as soon as possible. The Hirer must also complete the accident book held on site with the First Aid kit.
33. The Hirer must make themselves aware of the fire safety procedure and is responsible for ensuring that this information is passed to all present during the hire and that all aspects of the procedure are adhered to. The Hirer is responsible for checking that all fire exits are in good working order and routes are free from obstructions; there are no obvious fire hazards or tripping or slipping hazards. In the event of a fire emergency, the Hirer is responsible for alerting the emergency services and evacuating the building.
34. Any failure of or damage to the equipment that belongs to the premises must be reported as soon as possible.
35. Where the activity is a sport, the Hirer must ensure that it is carried out and supervised in accordance with the appropriate rules and safety recommendations of the governing body of the sport concerned.
36. The Hirer shall ensure that there is no interference whatsoever during the hire period with fire extinguishers or any other firefighting equipment, except in the case of emergency.
37. Groups and organisations working with families and children must have effective safeguarding of children and vulnerable adults procedures and policies in place.

Insurance:

38. The Town Council's insurance does not cover the Hirer's property and equipment.
39. The Town Council will not be responsible for public liability during your hire except where injury/damage is born directly out of defects or issues relating to the safety of the premises. Where necessary the Hirer shall therefore obtain Public Liability Insurance relevant to their booking/activities, and in all cases where the booking is made by a business or organisation. A copy of this should be provided to the Bookings Manager. Failure to do this may result in termination of a booking.