

1. The Individual/Club/Organisation in whose name the booking is made shall be deemed to be "The Hirer" for the purpose of these conditions.
2. The hire of a specific facility shall not entitle the Hirer to use or enter any other grounds or buildings of Truro School or to use the facility outside the specific times of hire.
3. The Hirer is responsible for ensuring that good order is kept and that full and adequate supervision maintained over all activities including the orderly and safe entry and departure of participants.
4. Truro School Enterprise (TSE) reserves the right to enter the facility at any reasonable time, for the purposes of inspection or to carry out necessary repair or maintenance but undertake to advise the Hirer of such a need as it arises, prior to entering the facility whenever possible.

FACILITY BOOKING

5. A 'one off booking' can be made a maximum of 7 days in advance and includes single bookings of squash, badminton, basketball, 5 a side, netball, table tennis and swim sessions.
5. All one-off bookings must be made via the online booking system or at the sports centre reception.
6. A booking is personal to the Hirer and cannot be assigned to another Club/Organisation.
7. The hours of hire are the total of those for which the hired premises may be used by the Hirer and includes any set-up/clear-up time. The hired premises may not be used or occupied prior to the stated time of hire. TSE reserves the right to make a further charge as a result of exceeding the allotted time or the need for additional resources.
8. TSE reserves the right at any time to refuse or cancel the hiring of any hired premises. TSE shall not be liable for any payment whatsoever, either to the Hirer or to any other person in respect of a claim of compensation or damage arising in any manner from the cancellation of any hired premises.
9. TSE does not give any guarantee as to the standard of any facility nor to the maintenance or improvements of this standard during the duration of the hire period. The Hirer should be aware of the standard of any facility upon submitting his/her booking form and such applications will be deemed to be for the particular facility as seen.
10. Payment confirms a one off booking this payment will be accepted as agreement to the terms and conditions of hire set out by TSE.

FACILITY USE

11. The Hirer shall be liable and responsible for any loss or damage to the facilities during the period of hire and to any part of its fixtures, fittings or equipment and must undertake not to act in such a way that might constitute a breach affecting the school's insurance of the premises.
12. No decorations are to be placed upon or additions made to the hired premises and no unauthorised posters are to be displayed outside the school advertising an event without the consent of the Bursar.

13. No pets or other animals (other than guide dogs) are allowed in or on Truro School facilities without express permission of TSE.

FACILITY UNAVAILABILITY

14. Truro School Enterprises (TSE) may deem whether any facility is unfit for use. The decision may be taken by either the Bursar or their nominated representative or Duty Manager and any such decision shall be final. In the event of severe red weather warning making any facility unusable no charge will be levied.

CHARGES & PAYMENTS

15. Charges for the facilities are outlined on the facility hire pricing list and are not negotiable. A full list of charges is available on request.
16. The hire charges, unless specially stated to the contrary, are for the use of the hired premises and includes the ordinary preparation and reinstatement of the hired premises and accessories; the ordinary use of the Enterprises staff, the ordinary use of heating and lighting; together with such apparatus and appliances as are agreed in writing by TSE. Any additional equipment or appliances or other furniture required by the Hirer must be provided at the Hirers own cost and must be agreed with TSE at the time of booking in writing.
17. All bookings must be paid for at the time of booking.

PAYMENT METHODS

18. Online payments are made via the TSE website <https://www.sirbenainsliesportscentre.com/> using Gladstone Pay.
19. If not paid online, payments can be made upfront to reception at the Sir Ben Ainslie Sports Centre by cash or card.

CANCELLATIONS

20. **TSE does not offer refunds for one off bookings.**
21. If 24-hour notice is given via email to info@sbasportscentre.com or over the phone to 01872246050 a date transfer can be made up to 7 days in advance if available.
22. TSE reserves the right to cancel bookings of facilities in light of a school event that may need use of the facility. Truro School events hold precedent over all external hiring's. Truro School will endeavour to give as much notice as possible prior to cancellation. Refunds will be given in this instance if a transfer is not accepted.

DAMAGES

23. The Hirer takes full responsibility for the facility during the period of hire and must take all reasonable and proper care of its decoration, flooring, furniture, pictures, ornaments, fittings and effects, whether in or on the facility, and leave them in the same clean and tidy condition at the end of the hire period. Any damage or breakages caused must be paid for, after

consultation with the Bursar or Events Manager as to the extent of damage or items broken. Items broken will be charged at the replacement cost but any damage to the fabric of the facility or its furnishings will be quoted for by an independent source.

- 24.** TSE does not accept responsibility for any loss, damage or injury suffered by the Hirer or any other person as a result of any failure, breakdown, leakage or accident whatsoever, necessitating the cancellation or interruption of the hiring and the Hirer shall indemnify TSE against any costs, claims or demands arising out of such failure, breakdown, leakage or accident.

CHILD PROTECTION

- 25.** Where children are going to be involved in any activity that you carry out, the Hirer is responsible for their supervision – TSE may check that the Hirer has suitable provisions in place to safeguard their health, safety and welfare. The Hirer will normally need to provide a copy of their Child Protection Policy. The only exceptions are where the hirer is a private individual hiring the premises for personal use – for example; a member of the public hiring a facility for a child's birthday party.

PARKING

- 26.** Parking for all users of Truro School and Truro School Prep facilities is strictly limited to the main car parking areas. These are the main SBA car park and also the top field carpark. We recommend Astro hirers use the top field carpark.
- 27.** Vehicles are parked at the owner's risk and Truro School, Truro School Prep and Truro School (Enterprises) Ltd accept no liability for any loss or damage to vehicles or property.

HEALTH & SAFETY

- 28.** The Hirer will also be responsible for any costs incurred as a result of damage caused through the misuse of the changing facilities, ground and/or posts, including damage to maintenance equipment.
- 29.** Hirers / clubs must report any hazard or defect relating to the pitches or buildings to the Sir Ben Ainslie sports centre reception.
- 30.** Injuries and near misses must be reported to the Duty Manager so first aid can be offered, and the incident logged in the SBA accident or near miss book.