



## Terms & Conditions of Booking

### 1. Bookings:

- All hirers and users of Merchant Taylors' School are subject to the Terms and Conditions of Hire and Use.
- No activity can commence until official confirmation of the booking is received by the applicant person/group from the Lettings Manager of Merchant Taylors' School.
- Pre-booked pitches may not be transferred by the hirer to any other person/group without prior approval from the Lettings Manager of Merchant Taylors' School.
- The named in the booking will be the person with whom all official communication from the Lettings Manager will take place. If there are any changes in the details of the group organiser/contact person the Lettings Manager of Merchant Taylors' School must be informed immediately.
- The person named in the booking will be the person responsible for the group, including full payment of the facility before playing, behaviour of those attending the booking, and adherence to the terms and conditions of hire and use of the facility.
- All bookings include the time required to prepare, erect, dismantle and remove equipment.
- Bookings for children under 18 years of age must be booked and supervised by a person aged 18 or over.

### 2. Payments

- VAT is not charged on a series of sessions when all of the following conditions are met:
  1. The series consists of 10 or more sessions.
  2. Each session is for the same sport or activity.
  3. Each session is in the same place, although a different pitch, court or lane, or different number of pitches, courts or lanes is acceptable.
  4. The interval between each session is at least 1 day but not more than 14 days. The duration of the sessions may be varied, however there is no exception for intervals greater than 14 days through the closure of the facility for any reason.
  5. The series is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific session is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
  6. The facilities are let out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
  7. The person to whom the facilities are let has exclusive use of them during the sessions.

### 3. **Cancellation Policy:**

- A minimum of 24 hours' notice of a cancellation must be given to the Lettings Manager of Merchant Taylors' School. Failure to do this, or failure to show on the given hire time for the booking, will result in the group being charged for the hire of the facility.
- All bookings that have been paid and are due a refund, will be refunded in full.

### 4. **Weather:**

- Merchant Taylors' School reserves the right to close the pitches/facilities at short notice. If this happens every effort will be made to contact the groups directly.

### 5. **State of Premises:**

- No items should be taken on to the pitch except those needed to play the activity for which the facility was booked. Drinks, tracksuit tops etc. should be left at the side in the interests of user safety.
- Footwear on astro pitches must consist of either, astro trainers or running trainers. Bladed boots are strictly prohibited.
- No glass containers or glass bottles are allowed in or around the astro pitches, sports hall, tennis courts and indoor & outdoor cricket nets.
- Smoking is not permitted in any area of Merchant Taylors' School.
- Chewing gum is not allowed in any area in or around playing facilities.
- All jewellery should be removed before playing in the interests of player safety.
- Alcohol or drugs are not allowed in or around the pitch and no person who is in the opinion of the Management under the influence of alcohol or drugs will be admitted or allowed on or near the facility.
- Money/valuables should be left in a safe area and not in an open area on view at any time.
- Management accepts no responsibility for items lost/stolen on the premises or grounds, or for any loss, damage, or injury occurring in or in the vicinity of the pitch, or for any injuries to persons participating in any activity in or on its facilities.
- Any damage done to facilities, property, or equipment, fair wear and tear excepted, must be made good by the individual, group, club or organisation responsible for the damage.
- Climbing on the nets, swinging from crossbars and any other behaviour likely to lead to damage to the facility or injury is forbidden and will lead to immediate expulsion from the facility.
- Only park in designated parking spaces.

### 6. **Code of Conduct:**

- Persons using the facility must be attired according to their intended activity
- No activity, which could be misconstrued or give offence to other patrons, or to surrounding neighbours, will be permitted
- Special consideration must be given to neighbours living near the facility. No excessive noise, swearing, conduct or general nuisance will be tolerated and offending users will be removed.
- Supervising personnel must be obeyed at all times during the hire. They are responsible for ensuring compliance with the Terms and Conditions of Hire and Use and have the authority to remove users from the facility. Non-acceptance of supervisory personnel's decisions or any aggression or violence towards supervisory personnel will not be tolerated and may result in the removal of those involved from the premises and the cancellation of all future bookings.
- Only players and trainers/coaches are permitted inside the pitch during a booking time. For safety reasons children under the age of 18 are not allowed inside during a booked session

unless they are officially part of the booking and of the activity for which the booking was made.

- No use will be permitted outside the operational hours of the facilities. Anyone breaching this rule will be removed. Management may involve the Police in enforcing this and other rules.
- The Management decisions on admission, allocation, use, operation, or closure of the facilities is final.

**The Management reserve the right to:**

- Introduce, amend or delete such rules as may be required from time to time due to the needs of the service or due to changing circumstances.
- Levy charges and fees as it considers appropriate for the use of facilities or services, and to alter such charges or fees at their sole discretion.
- Refuse admission or the continued use of the facilities to any person or group who in their opinion are in breach of any management rule, or whose behaviour is such that it interferes with the safe, efficient operation of the facility.
- Close the facilities for maintenance repair, holidays, or for any other reason. Where such closure occurs no claim shall lie against Merchant Taylors' School its management, staff or personnel in respect of loss or inconvenience suffered.

Merchant Taylors' School and its management point out that all persons using the facilities do so at their own risk. Users are strongly advised to seek medical advice before undertaking exercise. Users with any known medical condition should consult with their doctor before participating in any form of exercise.

Whenever possible Merchant Taylors' School will provide as much notice as possible of any closures but there may be occasions when closures happen at minimal notice such as snow, power cuts and other unforeseen issues.

In the event of an emergency please call 999 and direct the required service to the following address:

Merchant Taylors' School  
Sandy Lodge Lane  
Northwood  
Middlesex  
HA6 2HT