



**Gloucestershire FA Meeting and
Conference Facility**
Terms & Conditions of Hire

Agreement

Please read this information carefully.

Facility hirers and all users must abide by the requirements included in this documentation.

Definitions and Interpretation

- Gloucestershire Football Association Limited is hereinafter referred to as 'the Company.'
- The Gloucestershire FA Football Centre facilities include the 3G artificial pitch, floodlights, changing rooms, toilets, conference room/s, outdoor spectator facilities, Meeting Rooms and car parks to be hired and/or used by the Customer. Hereinafter referred to as 'the Facilities' unless otherwise specified.
- The organisation, club or individual hiring the Company's facilities and services is hereinafter referred to as 'the Customer'.
- 'Premises' means all areas within the boundary of Gloucestershire FA's Headquarters at Oaklands Park, Gloucester Road, Almondsbury, Bristol. BS32 4AG

Terms of Payment

- The fees for use of the facilities and services will be provided to the Customer at the time of booking confirmation.
- The fees may be altered thereafter by the company to take account of any change in the cost of providing the facilities and services between time of booking and the use of the facilities and services.
- Fees will be invoiced and must be paid in advance of using the facilities.
- VAT at the appropriate rate will be added to all fees where required by HM Revenue & Customs.
- The Customer remains liable for payment of any fee for use of the Facilities if, for any reason beyond the control of the Company, the Customer does not make use the Facilities.
- In the case of a Customer that is an unincorporated association (e.g. a club), the individual requesting the hire agrees to remain personally and severally liable for unpaid fees arising from the period of hire, notwithstanding that he/she may be acting as agent for the unincorporated association.

Cancellation of Booking

- Once a period of hire has been accepted and confirmed, the Company reserves the right to charge the full fee for the booking unless at least 30 days written notice of cancellation is provided to the Company.

Right of Hire & Liability Insurance

- The Company reserves the right to decline any application for the hire of the Facilities.
- Repeat periods of hire cannot be guaranteed beyond the initial period of hire.

- The Customer must provide evidence that they possess satisfactory Legal Liability Insurance policies that cover the period of hire.

Care of the Premises

- Smoking is not permitted on any part of the Premises.
- All breakages or damages howsoever caused must be reported to the Company on the day that it occurs, by email, telephone or in person. Failure to report any damage may result in future periods of hire being withdrawn or refused by the Company.
- The alteration, addition of fittings, signs, apparatus or decoration to any part of the Premises is not permitted without prior written consent of the Company.
- Pets (excluding Guide Dogs) must not be brought on to or kept on the Premises without the prior consent of the Company.

Conditions of the Premises

- Whilst the Company gives no guarantee as to the fitness, suitability or condition of the Facilities at the commencement of any period of hire, every reasonable effort will be made to ensure the Facilities are fit for purpose.

Time keeping

- The exact period of hire will be stated in the Facility hire confirmation. This period includes time to set-up, remove or relocate any Customer or facility equipment used during the period of hire.
- The Customer must vacate the Room of Hire as soon as their period of hire period has ended.

Damage or Loss

- The hirer agrees to indemnify, and to keep the Company indemnified, against liabilities, loss, damage, expense, costs and claims by any person in respect of injury or loss or damage to property howsoever caused during the use of the Facilities by the hirer.
- The Company accepts no liability for the safety or security of any clothing, money, valuables or other property belonging to a Customer, nor any liability for damage or loss to such property.

Sale of Goods

- Customers are not permitted to exhibit any advertisement or permit the sale or exchange of goods whilst on the Premises.

Food, Drink and Litter

- No alcohol may be brought onto and consumed on the Premises.
- It is the Customer's responsibility to ensure all litter, is removed from the Facility at the end of the period of hire and disposed of the litter in the bins provided.

Sub-letting

- The Customer shall not sub-let any part of the Premises to a third party.

Site Equipment

- It is the Customer's responsibility to ensure that all equipment utilised during the period of hire are returned to their designated place at the end of the period of hire.

Parking & Access

- Vehicles brought onto the Premises are left entirely at the owner's risk. The Company does not accept responsibility for any damage or theft that may occur whilst on the Premises.
- Customers must only park in the designated car parking spaces provided. Drivers of vehicles parked on yellow lines or in any hatched areas within the Premises may be asked to leave the Premises and refused entry in future.
- Customers do not have access to the Company's office building at any time unless the period of hire includes use of the conference room.
- Cyclists must dismount on entering the Premises.

Compliance with Regulations

- Failure by the Customer to comply with any of the terms and conditions of hire, whether intentionally or not may be deemed by the Company to be reasonable cause for the cancellation of any future periods of hire.

Health & Safety

- The hirer will be responsible for the activities that take place. The hirer is responsible for ensuring the facility to be used is suitable for the activity, safe for use by the group, and that all equipment meets the standards in force at the time of the event. The hirer must check the facility and the equipment prior to use – any defective equipment is not to be used and must be reported to the Company.

Accidents

- In the event of an accident occurring on the Premises, it is the Customer's responsibility to report it to the Company at the first opportunity.

Fire

- Fire information and procedure information can be found on the notice board inside the Conference/ Meeting Rooms.
- The Emergency services must be contacted as soon as possible. The address for the Premises is: Gloucestershire FA, Oaklands Park, Gloucester Road, Almondsbury, Bristol. BS32 4AG
- On hearing/seeing the fire alarm/beacon, Customers must exit the facility immediately and proceed to the designated assembly point via the signed escape route as quickly and safely as possible.
- It is the Customer's responsibility to undertake a headcount to ensure that their party is accounted for whilst waiting for the Emergency services to arrive.
- Under no circumstance should any person re-enter the facilities until advised by the Emergency services.

Safeguarding Children

- It is the responsibility of the Customer to ensure that whilst on the Premises any adult who is coaching, managing or working with children and/or vulnerable adults has appropriate and in-date FA Coaching and Safeguarding qualifications and has also obtained a satisfactory Criminal Records Check.
- The Customer shall ensure that there is a responsible adult present and able to supervise children at all times during the period of hire.

Control & Safety

- Customers agree that use the facilities and equipment is at their own risk.
- Customers also agree that both they and their party shall take all reasonable care to ensure the health and safety of themselves and others on the Premises.

DATA PROTECTION STATEMENT

Collection and Use of Your Data

From time to time we may collect and use personal information about you. This includes information that you give to us when you contact us about using or hiring the Facilities.

We may collect the following information about you:

- name, address, phone number, email and (where applicable) FAN number
- payment card or bank account details;
- details of any medical or physical condition or disability;
- other details appropriate to your use or hire of the Facilities

We will use your information to administer your booking to ensure your wellbeing at the Meeting and Conference Facility and to provide you with access to the site in connection with a booking for hire of the Facilities.

We will only use your data in accordance with the permissions granted. We will always comply with the Data Protection Act 1998 with regard to your personal information.

Sensitive Personal Data

You acknowledge that we may collect, store and use certain sensitive information about you including any physical or medical condition or disability. By applying to use the Facilities, you consent to us using that sensitive information to provide you with facilities at the Meeting and Conference Facility and ensure your wellbeing.

We will not share any sensitive personal information with any person other than as required to provide you with access to the Premises; or for medical reasons.

Sharing of Your Data

We may share your personal information with any person or company as necessary in connection with any booking for hire of the Facilities.

Security

We apply appropriate security measures to ensure your personal and sensitive information is not lost, destroyed or damaged.

The Customer is entitled to see the information that the Company hold, and make changes and keep it updated. In accordance with legislation, we charge a fee of £10 to meet the costs of providing the Customer with the personal information on them that the Company holds.

Marketing

We will only use your personal information to contact you for marketing purposes by text or email where you have agreed that we may do so (for example by ticking a box on a form used to collect your information), or where any marketing is in connection with services associated with the Company.

Changes to Your Details

Each Customer is responsible for keeping all marketing preferences and personal details up to date

CCTV

The Premises are covered by a 24-hour CCTV system to help prevent and detect crime and for public safety. It may be appropriate to disclose recorded images to law enforcement agencies where a crime needs to be investigated. The system is controlled by the Company.

Company Point of Contact

For all matters relating to the facilities and services provided by Gloucestershire FA, please contact:

Steve Tanner – Business & Referee Development Manager

01454 615888 or Steve.Tanner@GloucestershireFA.com

I confirm that by signing this document, I have read and fully understand and accept the Company's Terms and Condition of Hire.

Signed:

Print name:

For an on behalf of

Name of Organisation:

Date: