

HERNE FARM LIMITED

The Leisure Centre, Crundles, Herne Farm, Petersfield, Hants, GU31 4PJ

Telephone: 01730 266874

Email: manager@hernefarmlimited.co.uk

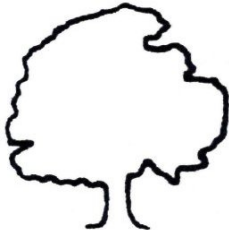
Website: www.hernefarmlimited.co.uk

Directors: All work voluntarily, receive no remuneration or benefits in kind.

Conditions Of Squash Hire.

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1. All applications for the hire of the squash courts must be in writing on the enclosed form and forwarded on completion to the Centre Manager. The person by whom this application form is signed shall be considered the 'hirer'. Where an organisation is named, that organisation shall also be considered the 'hirer' and shall be jointly and severally liable with the person who signs this form. If the 'hirer' is not present at the time of hire then they should nominate a responsible person(s) for the hire.
2. All 'Multiple Hires' charges must be paid in full within 14 days after the date of the first hire session to avoid a 10% late payment charge or cancellation. Once the invoice has been received '**no hire**' will be considered 'booked' until payment has been made. All charges will be reviewed annually on the 1st January and the hiring hereunder shall be subject to such review.
3. For the avoidance of doubt "**Squash Hire**" means the foyer, W.C.s opening off the foyer, squash courts and limited access to mezzanine floor, (**check Notice Board**). This agreement specifically excludes from the "squash hire" the main hall, swimming pool and currently the changing rooms (*which is under review*). The hirer shall not cause or permit any person or persons whether resorting to the "squash hire" or not to enter any part of the company's premises excluded by this agreement.
4. The "squash hire" does not entitle the hirer to use or to enter the premises at any other time than the specific time for which the squash court was hired.
5. The hirer shall not sub-let the squash courts and must be present during the hire period, unless they have nominated a responsible person(s) for that hire period.
6. The appropriate 'non-marking soled footwear' **must** be worn when on the squash courts to avoid damaging the floor surface and leaving any unsightly marks.
7. The hirer is responsible for all damage at the "squash hire" and for all damage to any other part of the Company's premises which are specifically excluded from this agreement occurring during the period of hire or while persons are entering or leaving the premises pursuant to the hire however and by Whomsoever used.
8. The Company shall not be responsible for any loss or damage to any property arising out of the hire nor for any loss, damage or injury which maybe incurred by or be done or happen to any person or persons resorting to the "squash hire" during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, or act of God which may cause the "squash hire" to be temporarily closed or the hiring to be interrupted or cancelled. The Hirer shall indemnify the Company against any claim which may arise out of the hiring or which may be made by any person resorting to the "squash hire" during the hiring in respect of any such loss, damage, or injury.
9. The right of entry to the squash courts is reserved to the Centre Manager and any other agent of the Company and any Police Officer at any time during the hiring.



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10. The hirer shall be responsible that good order is kept at the hired premises during the hiring and the Company may if they think fit charge the hirer for any extra expense they may incur for engaging any persons to preserve good order prior to, during or after the "squash hire".

11. The Company reserves the right to put a stop to any "squash hire" not properly conducted.

12. No bolts, nails, tacks, screws, bits, pins or other like objects shall be driven into any part of the Company's premises nor shall any placards or other articles be fixed thereto. (*This includes outside spaces, walls, garden and the Herne Farm car park*).

13. The hirer shall at the expiration of the period of the hire leave the squash court in a clean and orderly state, leave the Company's premises in an orderly manner and ensure that the premises are left in a secure state.

14. Property of the hirer must be removed by the end of the period of each hire. The Company accepts no responsibility for any property left on the premises after the hiring.

15. No flags, emblems or other decorations shall be displayed outside any part of the hired premises without the previous written consent of the Centre Manager.

16. No '**organised tournaments**' are permitted for Health & Safety reasons.

17. The hirer **shall not advertise any engagement(s)** at the hired premises without having written consent from the Centre Manager on behalf of Herne Farm Limited.

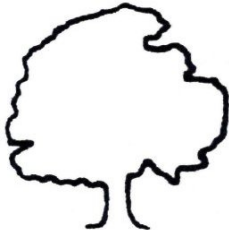
18. No '**exits**' may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with. The foyer must also be kept clear at all times.

19. No additional lights, heating or extension from the existing electric light fittings shall be used without the previous consent of the Centre Manager.

20. If the hirer shall cancel the hiring of the "squash hire" for either one or more engagements then the Company shall be entitled to retain the whole of the fee paid in respect of such cancelled engagement or engagements PROVIDED ALWAYS that if notice of the cancellations is received in writing at least 72 hours prior to the date on which such engagements would otherwise have taken place then the Company may at their discretion repay to the hirer an amount not exceeding 50% of the total fee paid in respect of such cancelled engagement.

21. If the "squash hire" is for coaching of under 16's (*i.e. juniors or children*), then adequate adult supervision must be provided for any juniors or children both on and off court during the hire period, and a 'Valid DBS' may be required by them.

22. All Coaches must be registered as a coach with Herne Farm Limited, before they are allowed to coach, and must have provided proof of qualifications to the Centre Manager, including a 'Valid DBS' for coaching children/juniors under the age of 16.



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23. The Hirer is required to provide a current '**Risk Assessment**' to the Company.

24. Please can you make sure that all involved in the "squash hire" are made aware of the fire exits at the Centre before your function.

(See appendix 'A' below for 'Fire Precautions' at Herne Farm Leisure Centre).

25. The Company reserves the right to cancel any engagement upon giving notice in writing to the hirer.

26. You are not permitted to bring or consume any Alcohol onto the premises.

27. The Leisure Centre car park is owned by Herne Farm Limited and the Board accepts NO liability or responsibility for any damaged caused to vehicles whilst parked in the car park. Those attending a "squash hire" at the Company's premises and use the car park are asked to use the parking bays provided.

28. The **CCTV** camera system now covers all areas (including the front car park and garden). The system records 24/7 and is monitored and checked on a regular basis. *(Any security issues or incidents will be dealt with and may jeopardize your hire).*

29. Failure to abide by these Conditions, or any abuse or damage of the Company's premises will be dealt with, and any future hires will be refused.

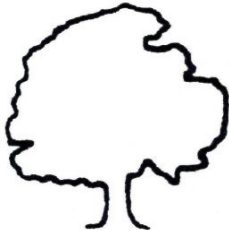
30. The Hirer is responsible for the behaviour and safety of all those involved with the "squash hire" and must ensure that all are aware of these Conditions.

31. Smoking or Vaping is not permitted in any part of the Leisure Centre Building. Evidence of this at a "squash hire" session could jeopardise any future hires.

32. If in the event that any 'restrictions' outside of the control of the Company are imposed on the Herne Farm Leisure Centre, and the Company is forced to cancel any or all Hires of the squash courts, you will be notify as soon as possible on your supplied contact phone number or email address.

33. Security. *(Any breaches of security will be reported and dealt with).*

- Your '**Key Fob**' must be user every time you enter or access the Herne Farm Leisure Centre, and it is your responsibility to keep it safe and secure.
- The '**Key Fob**' must not be lent to, or used by anyone other than the 'Named Hirer', Resident (including family members 16 and over) or Non-Resident registered squash player.
- Access to the Leisure Centre is via the Main Door leading to the Foyer, and this door **must** be kept secure at all times.
- This door **must not** be 'propped or wedged' open for any reason, and it must be closed shut once you have entered or after leaving the Leisure Centre.
- You **must not** allow anyone access into the Leisure Centre without identifying who they are, why they are there and who they have come to see. If for any reason you are unsure then access should be denied, and you ask them to contact the Centre Manager on **01730 266874** or on **07753 846569**.
- **CCTV** record 24/7 and is monitored and checked on a regular basis.



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Appendix A. FIRE PRECAUTIONS. (For Herne Farm Leisure Centre).

- The Hirer must be aware of fire precautions as displayed and the location of the fire equipment and exits. At the start of each hire it is the Hirer's responsibility to inform their group of the Fire Exits and the routes to them.
- Smoke detectors are sited throughout the building.
- All normal precautions against outbreaks of fire must be observed and no gas cylinders or goods or materials creating an excessive fire risk may be brought into the premises.
- Please note that **smoke machines**, as used at discos, are **not** permitted.
- **In no circumstances must any emergency exits be blocked by tables, equipment or personal belongings.**
- Herne Farm Limited holds the person signing the Hire Agreement personally responsible for ensuring that all visitors are made aware of these precautions.
- **IN THE EVENT OF FIRE.**
 1. Persons discovering a fire should sound the nearest 'Fire Alarm'.
 2. The first duty of all staff, and/or individual hirers is to evacuate all people from the Centre by the nearest Fire Exit. All persons must evacuate the building, and where possible and without any personal risk, leave all windows and doors closed.
 3. The assembly point for the building is the front car park.
 4. No one should leave the assembly point without notifying the responsible Hirer.
 5. The **Fire Brigade** should be called immediately by **dialling 999**. When phoning please give clear details of the Herne Farm location.
 6. When the Fire Brigade arrives the Hirer must advise whether all persons are accounted for, and have vacated the building.
- If the Fire Alarm sounds and there is no obvious sign of fire, a responsible Officer from Herne Farm Limited **MUST** be telephoned.

The FIRE ALARM will continue to sound until the 'Responsible Officer' resets the alarm.

Appendix B. Contact Details.

- **Centre Manager:** Telephone No **01730 266874** or **07753 846569**
- **Email:** manager@hernefarmlimited.co.uk
- **Office Hours:** Monday to Friday **09:00 till 13:00**

Please visit the Herne Farm Leisure Centre website www.hernefarmlimited.co.uk.