****

AGSC Booking Application

# Applicant Information

Oliver Langton/ Josh Sullivan

Polly Wiseman

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  |  | Point of contact for day of booking |  |
| Organisation | Teddington Swimming Club |  | Telephone Number | 07923205986 |
| Address | 80 Lincoln Av |  | Mobile Number |  |
|  |  |  | Email Address | [joshsullivan@teddingtonsc.co.uk](mailto:joshsullivan@teddingtonsc.co.uk)  oliverlangton@teddingtonsc.co.uk |
|  |  |  |  |  |
|  |  |  | Invoice Address/Email address/Treasurer | |
| Postcode |  |  | treasurer@teddingtonsc.co.uk | |
|  |  |  |  | |

(Invoices will be sent electronically to the address above)

# Event/Sports Booking Information

|  |  |  |  |
| --- | --- | --- | --- |
| Booking Requested | Choose an item. (If Regular Sports Booking go to section 3) | |  |
| Name of event |  | |  |
| Type of Event | Choose an item. | |
|  | | |  |
| Purpose of Event | Choose an item. | |  |
| Organisation Type | Choose an item. | |  |
| Event Category | Choose an item. | |  |
| Ticked Event | Choose an item. | Ticket Value £ |  |
| External Traders | Choose an item. | |  |
| Trader details 1 |  | |  |
| 2 |  | |  |
| 3 |  | |  |
| 4 |  | |  |

## Estimated numbers in attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated Number | Military | Civilian | Total |
| Event Staff |  |  |  |
| Participants |  |  |  |
| Spectators |  |  |  |
| External Traders |  |  |  |
| Persons Under 18 years |  |  |  |
| Total |  |  |  |

## Estimated number of vehicles anticipated

|  |  |
| --- | --- |
| Cars |  |
| Mini Buses |  |
| Coaches |  |

# Requirements

Please provide details of the facilities you require – Attach fixture list if appropriate

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facility/Venue/Changing room | Number of Days | Dates From | Dates To | | Excluding Dates | Times From | | Times To |
| Swimming Pool  X 2 Lanes |  | Sunday, 04 September 2022 | Sunday, 18 December 2022 | | 25th September  23rd October  27th November | 8am | | 10am |
|  |  |  |  | |  |  | |  |
|  |  |  |  | |  |  | |  |
|  |  |  |  |  | | |
|  |  |  |  |  | | |
|  |  |  |  | |  |  | |  |
|  |  |  |  | |  |  | |  |
|  |  |  |  | |  |  | |  |

## Please provide details of any further requirements

|  |  |
| --- | --- |
|  | Describe requirement/details |
| Floodlights |  |
| Equipment |  |
| Changing rooms |  |
| Car Parking |  |
| Services (Electricity/Water) |  |
| Catering |  |
| Waste Removal |  |
| Advertising |  |
| Any further requirements of considerations we should know? |  |

## 4. Terms and Conditions

By making a booking you agree to the following terms and conditions:

References to ‘You’ and’ Your’ will be deemed to be the hirer both jointly and severally, any employees, servants or agents.

References to ‘We’, ‘Us’ and ‘Our’ will be deemed to be the MoD, any employees, servants or agents.

The ‘Premises’ means the facilities You are hiring.

The ‘Hire’ means the temporary use or non-exclusive occupation of a facility.

Applications must be made on the appropriate form, at least 28 days before the date requested. We have the right to refuse any application.

1. General:
2. The Hire in not a tenancy and does not confer on You the right to exclude any person acting for Us.
3. This agreement is personal to You and may not be used by anyone else.
4. We accept no liability for damage of property or articles belonging to You.
5. Set up and take down of equipment will be undertaken during your hire time.
6. We make no warranties as to the suitability or condition of the Premises or if the Premises have the appropriate permissions or approvals for Your event.
7. Your booking is only confirmed when you receive written confirmation from Us
8. Acceptance of Your booking does not guarantee further bookings with Us

2. You will:

1. only use the land for the purpose stated in the booking;
2. maintain public liability insurance for Your use with the minimum cover of £5m;
3. indemnify Us against all losses and claims arising from Your use of the land/facility;
4. obtain suitable licences and approvals as necessary from the relevant authorities before the event;
5. access the land/facility safely; as agreed by Us;
6. not obstruct any access ways, highways, footpaths or verges or encroach onto other parts of the estate;
7. be responsible for any damage caused during Your occupation. You will be responsible for any rectification work as agreed by Us;
8. leave the Premises tidy, removing anything You brought onto the Premises including any rubbish. If We have to tidy up after You, You will pay Our additional costs;
9. make good any alterations to the Premises to a standard which existed before the alterations were made. If We have to make good after You, You will pay Our additional costs;
10. return all equipment in the same condition as it was at the commencement of the hire. You will pay the full cost for any repair or replacement required;
11. not do or allow anything to be done which in Our opinion constitutes a nuisance, danger, annoyance to or in any way interfere with other users, Us, Our servants, agents or the quiet comfort and enjoyment of all other persons rightfully using the Premises or adjoining accommodation;
12. not undermine the published rules for the Premises. We reserve the right to exclude from the Premises anyone breaking rules and/or causing a nuisance;
13. comply with the requirement to make suitable checks on individuals who intend to work with children or vulnerable adults during the hire period, prior to such period;
14. supply sufficient marshals and staff to ensure the safety of visitors and guests;
15. comply with the risk control measures that form part of the risk assessment for the Premises delivered through Your event plan covering various requirements and controls;
16. obtain proof of adequate insurance for Your event from all your sub-contractors to meet the same insurance requirements described in ii. above;
17. not encroach onto other parts of Our land or buildings;
18. overload the building or any utility services.

3. You shall not without Our prior written consent do or permit any of the following:

i. Sell or trade on the premises;

ii. bring any electrical equipment onto the Premises;

iii. drive pegs or stakes into the ground;

iv. advertise or permit advertising on the Premises;

v. take any photographs or make video recordings

vi. play or permit to be played any recorded or live music or sounds;

vii. bring any animals on the Premises;

viii. alter the Premises or form any holes or chases;

ix. hold, or permit to be held any sweepstake, raffle or lottery on the Premises;

x. permit or arrange for sale or consumption of alcohol on the Premises. Our nominated supplier must be approached first;

xi. bring catering services onto the Premises without Our nominated supplier being approached first;

xii. bring special effects, fireworks or pyrotechnics on the Premises;

xiii. Sleep on the Premises

4. Booking cancellation and refund for VAT Inclusive Bookings

i. Your block booking cancellations require a minimum 48 hours’ notice to Us. Notification to Us in less than 48 hours will result in You being charged for the full booking.

ii. Your event booking cancellation require a minimum of 14 days’ notice to Us. Notification to Us in less than 14 days will result in You being charged for the full booking

iii. cancellations by Us for Your block booking will be refunded / credited or depending on the circumstance exchanged for another session within the same block booking period

iv. cancellations by Us for Your event booking will be refunded unless the cancellation is a result of You breaching a term or condition

v. full payment is to be made either monthly in advance or in full prior to the use of any facility. Payments can be made by bank transfer to:

Bank Credits: **HSBC Bank plc, PO Box 125, 8 Canada Square, London E14 5XL**

**Sort Code: 40 11 60 Account: 11219561 ACCOUNT NAME – Aspire Defence Services Ltd Aldershot Garrison Sports Centre**

5. Privacy and data protection policy

Personal data about you. ADSL will hold data about you in the Aldershot Garrison Sports Centre Office, in a locked storage location and in restricted electronic format for 7 years in accordance with contract requirements. In some instances, this data may be shared with third parties for processing, for example to allow us to prepare for your event. For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please contact [ADSLDataProtection@aspiredefence.co.uk](mailto:ADSLDataProtection@aspiredefence.co.uk)

6. Governing law

This agreement shall be governed by and construed in accordance with English Law and the

parties hereby agree to submit any disputes to the exclusive jurisdiction of the English Court

7. Sports facility hire VAT exemption rules

The allowance for some sports bookings to be exempt from VAT by the HMRC can save money by not paying VAT if your booking meets all the rules below.

1. If the sport facilities are let for over 24 hours, the hire charge will be exempt from VAT if it is;

* a.Let to the same customer for a consecutive period of over 24 hours; and
* The customer who has let the facilities has exclusive control of them throughout the letting period

Or

1. The booking consists of 10 or more lets
2. Each let is in respect of the same activity
3. Each let is carried on at the same place (the condition is still met where a different court or lane is used so long as it is the same place)
4. The interval between each let is between one day and 14 days (24hrs must elapse between the start of each let) the length of the let may be different on different dates. No exception for gaps greater than 14 days if the facility is closed for any reason, such as Christmas.
5. The let payment is made by reference to the whole series of lets and evidenced by written agreement. This must include evidence that payment is to be made in full whether the right to use the facility is exercised. Provision for a refund given by Us in the event of unforeseen non-availability of the facility will not affect this condition.
6. The customer letting the facilities is a school, a club, an association, or an organisation representing affiliated clubs or constituent associations
7. The customer letting the facilities has exclusive use of the facilities during their let

Consideration must be payable by reference to the whole series and evidenced by written agreement therefore the parties from the outset are to be bound by a contractual agreement for the entire series of lets so you must make sure the dates and times are right for you.

1. cancellation by the Hirer of sessions within an exempt series of lets does not invalidate exemption providing all the conditions are still fulfilled, i.e. there are still ten or more sessions remaining after the cancellation and all the other conditions are still met;
2. in other cases, where cancellation by the Hirer would invalidate an otherwise exempt series of lets, provided the series is still paid for in full with no refund, exemption continues to apply; this is even if the cancelled facility is re-let to other users;
3. cancellation by Us due to unforeseen circumstances, e.g. bad weather, emergency repairs to the facility or the otherwise unexpected unavailability of the facility, does not invalidate exemption even if a refund is given.

# Signature and Acceptance of the Terms and Conditions

### I have read and agree to comply with the Terms and Conditions of Hire/Use

|  |  |  |  |
| --- | --- | --- | --- |
| Signed | Polly Wiseman | Date | 03/07/2022 |
| Name | Polly Wiseman |  |  |

## Official Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Core Time | Yes/No (if Yes, approved by GMT) | | |
| Garrison Authorisation |  | Date | Click or tap to enter a date. |
|  |  |  |  |
| Booking Approved | Yes/No | | |
| Confirmation Sent by |  | Date | Click or tap to enter a date. |