

# Terms and Conditions

## **Bookings**

Any booking/event can only be deemed to be booked when all relevant information and required documentation is in place. All new bookings must submit a Booking Form fully completed before we can accept your booking. All clubs must submit one per calendar year or when significant changes occur. Magnus Community Sports Centre therefore holds the right to re-book the area until this time. For booking forms please contact our Booking Administrator or download a copy from this web page.

## **Cancellations – Magnus**

Magnus Community Sports Centre holds the right to cancel or decline any booking for what ever reason. In the highly unlikely event of this occurring we shall endeavour to give both advance notice and reasons to the hirer and to work with the hirer to minimise disruption. In these circumstances we cannot be held for any liable for any costs by the hirer already incurred or loss of expected income.

## **Cancellations – Hirer**

Magnus Community Sports Centre requires a minimum notice of 7 calendar days to accept the cancellation of any short-term booking\*, or 14 days in the case of long-term bookings\*. If no notice is received, we hold the right to seek payment for untaken bookings.

\*Shot term up to and including 4 bookings, long term over 4 bookings.

## **Missed Bookings**

If three consecutive bookings have been missed without contacting the lettings team, we hold the right to cancel the remaining booked appointments and to seek reimbursement for any booking fees that would otherwise have fallen due to the Magnus Church of England Academy.

## **Booking Overrunning**

Magnus Community Sports Centre holds the right to seek reimbursement for any costs that may arise due to bookings overrunning. E.g. Additional wage costs.

## **Payment**

Our normal terms are full payment on the day of the booking/event. If payment is required prior to the event taking place, any un-cleared payment prior to the start of the event may mean the cancellation of the letting. We may accept credit accounts by submitted invoice on a monthly basis, payable with-in 14 days from date of invoice.

## **Important - Health and Safety**

Magnus C of E Academy takes the health and safety of all its staff, students and visitors extremely seriously, therefore all events and activities must be covered by a Risk Assessment; it may be that we have such RA's in place, please enquire at the time of booking. If no RA is in place to cover your type of event a specific RA drawn up by yourselves will be required. This will also need to cover outside caterers, service providers and contractors. All RA's must be received prior to the event commencing.

## **First Aid**

It shall be the responsibility of the hirer to ensure that any First Aid requirements over and above that which the centre provides are met as may have been assessed and identified under your Risk Assessment. Regrettably Magnus Community Sports Centre cannot accept any responsibility for any first aid requirements over and above that which would be normally expected for one staff First Aider to meet.

**Behaviour**

We would hope that while attending/using our sports centre everybody conducts themselves in a courteous manner, not only to other patrons of the centre but also to our near neighbours. We deem it to be the responsibility of the named person to ensure the good behaviour of all attending participants and their guests whilst on our premises. Failure to adhere to this may mean all future bookings being withdrawn.

**Damages**

If any damage over and above normal wear and tear occurs, loss of equipment or costs resulting from vandalism during the course of the booking is noticed, then Magnus Community Sports Centre holds the right to seek reimbursement of any such costs incurred or loss of income resulting from same. Food and drink cannot be taken into or consumed within the Gym – Studio – Main Sports Hall unless prior agreement is sought and given, this may give rise to incurred costs for cleaning