

**2026-2027 LETTINGS POLICY &
FACILITY HIRE & COMMUNITY USE
TERMS & CONDITIONS**



**LiFE Multi-Academy Trust
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LETTINGS POLICY

ADOPTION

The Trustees at LiFE Multi-Academy trust have adopted the lettings policy set out below making every reasonable effort to ensure that the following aims are achieved.

- Make sure our schools' premises and facilities can be used, where appropriate, to support community or commercial organisations
- Work with external organisations in expanding the range of opportunities available to our pupils and communities to help them reach their full potential and flourish.
- Hire out facilities in a way that is safe, following government guidelines and the school's risk assessment(s)
- Charge appropriately, as a minimum covering any costs incurred by schools in respect of any lettings of the premises.

However, the overriding aim of the Trustees is to support the school in providing the best possible education for its pupils. Any lettings of the premises to outside organisations will be considered with this in mind and will not be allowed to interfere with our schools' primary purpose of providing a high standard of teaching and learning for all its pupils.

DEFINITION OF A LETTING

A letting may be defined as 'any use of the school premises by either a community group or a commercial organisation', regardless of whether a letting fee is charged. It must not interfere with the primary activity of the school, which is to provide a high standard of education for all its pupils.

Lettings can be single use i.e., on one occasion or regular use i.e., the same day and time each week.

The Terms and Conditions of Lettings attached to this policy apply to all lettings.

The Trustees hiring practices will be kept under regular review to ensure that all school buildings are economically used and by hirers of a reputable character. School premises will not be let to any persons under Eighteen (18) years of age or to any organisations with an unlawful or extremist background.

The school reserves the right to:

- reject booking requests without giving any reason
- have a Trustee representative present at any hire
- terminate any letting not properly conducted

- decline any booking request(s) at its absolute discretion, in particular where the organisation does not uphold the values of the Trust and school, reputational damage may occur, or the activity does not adhere to the latest government safety advice.

The Trustees are committed to following the Equality Act 2010 and therefore may, at its absolute discretion, refuse bookings from any organisations whose aims, objectives and/or practices are not consistent with the Equality Act 2010, including the public sector equality duty. If the Trustees are of such opinion, the Trustees shall inform the Hirer that such opinion has been formed and that therefore the Hirer will not be permitted to hire:

The Hirer may, within seven days after receiving notification of the decision to refuse the booking, make written representations to the Trustees regarding the decision; and

If such written representation is made, the Trustees will take due account of such written representation and inform the Hirer as soon as reasonably practicable whether the Trustees have changed or maintained their decision to refuse the booking.

CHARGES FOR A LETTING

Charges for the use of the facilities are reviewed and approved by the Trustees on an annual basis and are determined at their absolute discretion. To ensure you receive value for money all charges are benchmarked with other local facilities and similar facilities within the LiFE Multi-Academy Trust. At least a 3% increase will be applied to charges each year from the 1st September to cover costs, for more information please refer to the LiFE MAT Lettings Charging Policy.

USE OF THE SCHOOL

No public announcement of any activity or function taking place should be made by the organisation concerned until the booking has been confirmed via email.

SAFEGUARDING

The Trustees are dedicated to always ensuring the safeguarding of its pupils. It is a requirement of hire that hirers abide by the schools' requirements in respect of safeguarding. Any failure from the hirer in this respect will result in the hire being terminated.

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, and/or the activity is positively supported by the school for the attendance of children, they have appropriate safeguarding policies and procedures in place and that they, themselves and those persons likely to have contact with children from the School, have been subject to Enhanced Criminal Record Bureau checks. The governors reserve the right to require the Hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review safeguarding policies and procedures and to impose any additional requirement they consider appropriate in connection with the hiring. If for any reason the governors are not satisfied then they reserve the right to cancel any hiring and there shall be no liability to the Hirer other than to refund any hiring fee or deposit paid.

The Hirer confirms that, should any safeguarding concerns present themselves during the hire of the school premises, they shall contact the school's Designated Safeguarding Lead as soon as reasonably practicable.

COMPLAINTS

Any complaints arising from a hiring agreement will be dealt with using the Trust's complaints procedure (a copy of which is available on the Trust's website) depending on the nature of the complaint.

FACILITY HIRE & COMMUNITY USE TERMS & CONDITIONS

STATUS OF THE HIRER

Lettings will not be made to persons under the age of 18, or to any organisation or group without an equal opportunities policy or with an unlawful or extremist background. In accordance with the Equalities Act 2010 hirers will not be discriminated against because of his/her/their sexual orientation.

The school will not affiliate to groups or members with racist aims and will cancel any bookings if in its opinion the group or any of its members have racist aims, regardless of the stated reason for the hire. In such event the school shall incur no liability whatsoever to the hirer. The school maintains a log of racist incidents. If such an incident occurs during your hire it must be reported immediately to the Premises Officer on duty. Failure to do so will jeopardise your future use of the school's facilities.

The Hirer must not do or allow anyone attending their hiring to do anything on the premises which is or may become a nuisance to the Trustees, the school or other user groups or occupiers of adjoining areas. The Hirer shall be responsible for requiring any person causing such a nuisance to leave the premises.

The letting agreement is personal to the Hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the school to them or of creating any tenancy between the school and the hirer.

CRIMINAL RECORD BUREAU (DBS) CHECKS

If a particular letting involves contact with children and young people, it is the responsibility of the Hirer, as advised by the Head teacher, to ensure that they have complied with the Disclosure and Barring Service (DBS) Code of Practise.

When there is a requirement for DBS checks to be undertaken, the hirer must keep appropriate records in line with the DBS Code of Practise and report to the school any safeguarding concerns which may arise.

The hirer will be required to provide evidence that DBS checks have been carried out on request.

INDEMNITY AND CONDITIONS OF HIRE – APPLICABLE TO ALL LETTINGS

Hirers shall indemnify the Trustees of the LiFE Multi-Academy Trust for any claims arising from accidents whether fatal or otherwise to any employee or agent of the Academy and to any member of the public and to any third parties, caused as a result of the usage, except where due to the negligence of the school, its servants or agents.

Hirers are required to have adequate Public Liability Insurance supplied by a reputable provider in place for the use of these premises for the purpose of their hiring in respect of public and other liabilities and for any loss or damage they or any person for whom they are responsible may cause to the premises or school equipment. **Hirers to submit Public Liability Insurance details as requested at the time of the booking with minimum cover of £5,000,000.**

The Hirer must indemnify the Trustees of LiFE MAT against the consequences of any unauthorised performance or infringement of copyright or a copyright work during the period of their hire, and will obtain any licences and complete any returns required by the Performing Rights Society, the Copyright Licensing Agency Limited and all other similar bodies.

The Hirer accepts that all vehicles are parked at the owner's own risk and no responsibility is taken for their contents. Drivers must observe the direction signs and not exceed the stated speed limit. **Do not park on grass areas unless designated.** Please use parking spaces sensibly and do not block the movement of other cars or block access for emergency vehicles.

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk. It is strongly recommended that there are at least two nominated **mobile phone users in case of an emergency.**

STATUTORY REQUIREMENTS

The Hirer must not do or permit any act, matter or thing which would, or might, constitute an illegal or immoral activity affecting the school premises or which would, or might, vitiate in whole or in part any insurance affected in respect of the premises from time to time.

THE LAW, LICENSES AND PERMISSIONS

Nothing shall be done on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

The Hirer shall be responsible for entering a copy of any obtained licenses or permission documents on to the School Hire booking system.

In advertising the activities of the Hirer through any source, the Hirer cannot imply through their advertising material that the school is co-ordinating or endorsing the activity. The school will share details of groups who hire space at the school through its own appropriate media.

PUBLIC SAFETY

Under UK legislation all facility users have a responsibility for observing the various acts and regulations relating to health & safety. Further information can be found in the school's Health & Safety Policy, a copy of which is available for inspection. On request. All who use the school's facilities have a legal obligation to exercise 'due care' in relation to other users.

All conditions imposed by the school shall be strictly observed. Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and its contents. In particular:

- a) No obstructing exists;
- b) Fire – fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- c) The fire brigade shall be called to any outbreak of fire, however slight;
- d) The Hirer is responsible for familiarising his/herself with the procedure for evacuation and the fire-fighting equipment available;
- e) Performances involving danger to the public shall not be permitted;
- f) Highly flammable substances shall not be brought into, or used in any part of the premises, however, the use of pyrotechnics within theatre shows may be permitted subject to written approval;
- g) No unauthorised heating appliances;
- h) All electrical equipment brought into the building shall be subject to regular PAT testing and certification provided in evidence; and
- i) Adequate supervision must be provided to maintain order, good conduct and safety.

CLOSURES

Any closures due to the weather conditions will be announced on local radio and closures will be total, covering both **DAYTIME** and **EVENING** activities. There may be occasion during the year, in addition to that mentioned above, when the premises may not be available to hire – for example, open evenings/days, exams or during building/repair work

. On such occasion the school will make every effort to inform groups in good time. However, if any part of the premises is rendered unfit or become unavailable due to unforeseen circumstances or are required for school purposes, there shall be no liability to the school other than to refund any hire fee for the cancelled hiring.

SITE VISIT

It is the Hirers responsibility (or a member of your user group) to visit the premises prior to your first session to establish a basic risk assessment (fire exits, facility layout etc.). The visit should, if possible, coincide with the time of your session so your group will be able to assess who will be on site to deal with any problems, should they arise.

Should any participants have any accessibility needs please make the school aware of any support measures that need providing.

During this visit we will familiarise you with the following:

- Fire alarm points.
- Fire evacuation procedures, routes, refuge point and assembly point.
- Location of a telephone
- How to contact the onsite duty officer
- Location of First Aid Kit.
- Toilet access.
- Drinking water access.
- Entrance and Exit access and security systems.

FIRE PROCEDURE

In accordance with the premises fire evacuation plan, you will be required to:

- Keep a register of people in your group.
- Familiarise all participants with the position of a phone, fire alarm points, fire evacuation routes, fire refuge point and fire assembly point.
- Ensure you have made specific arrangements to evacuate those less mobile
- Know and share with other users the evacuation assembly points.

In the event of a fire, the alarm will sound (continuous ring). The premises must be evacuated immediately via the nearest fire exit and the group should make their way to the nearest assembly point. Please await further instructions from the duty officer. For your own safety please do not re-enter the building until you have been instructed to do so.
SWIMMING POOL USERS - There are emergency blankets for users leaving the pool during an evacuation, these should be issued by the lifeguard on duty.

RISK ASSESSMENT (*To be provided at time of booking*)

As a Hirer of the facilities you will be required to provide a copy of your risk assessment detailing how you will be operating within the guidelines provided by the Government and/or your governing body for your activity. You must ensure the legality and competency of person(s) carrying out those activities and using the equipment (including sub-contractors). Your risk assessment will need to be approved prior to you commencing your letting period and will be kept on file for future reference. You should keep us informed of any updates to this document as guidelines change.

We will supply you with a generic risk assessment for the facilities you have hired. However, it is your responsibility to amend these risk assessments to take account of the activities you and your participants will be undertaking. You should submit a copy of your risk assessment at the time of your booking.

The Group shall ensure that the number of persons attending their group is reasonable having regard to the intended use and the type of persons likely to attend and in any event is within any maximum limits determined by the fire risk or health & safety assessment for the premises.

TEMPORARY EVENT NOTICE

You may need to apply for a temporary event notice (TEN) if you wish to carry out licensable activities on a temporary basis at the school. This could be an occasional or one-off event at unlicensed premises. It could also be a licensable activity which is not included in the terms of an existing premises licence: for example, a bar staying open later than usual.

Licensable activities are:

- Sale of alcohol
- Serving alcohol to members of a private club
- Providing entertainment such as music, dancing or indoor sporting events (known as regulated entertainment)
- Serving hot food or drink between 11pm and 5am

Temporary event notices are available through the Local Authority.

Please discuss your requirements with the school first before proceeding with any arrangements.

FACILITIES

The school will endeavour to maintain the building and equipment to very high standards, if you have cause for concern about the state of the building or equipment, please ensure you report it immediately to our duty staff so that the issue can be rectified as soon as possible.

The hirer will appreciate the difficulty of securing the whole school site. It is extremely difficult to patrol the whole site and prevent unwanted visitors. Please do not leave valuables unattended anywhere on site. Avoid confrontation if you observe intruders, and report to a member of the Site Team. Similarly, report any incident of vandalism.

Please be aware that CCTV cameras are in operation across the site.

Emergency exits should only be used in an emergency.

BOOKED TIME

The booked time includes setting up and tidying away of equipment. Additional charges will be made if the time booked is exceeded.

ACCIDENTS / FIRST AID

The Hirer must ensure that any accidents during the period of hire must be recorded with staff on duty (even in the case of unattended lettings).

The Hirer must ensure that any accidents during the period of hire must be reported to staff.

- At least one member of your group must be a qualified first-aider.
- You must bring your own first aid kit and supplies.
- It is your responsibility to have a nominated mobile phone user within the group who has the emergency contact numbers for all members.
The school will notify the Hirer of the availability and location of spare EpiPens stored on site in compliance with Benedict's Law, but the Hirer should take all necessary steps to ensure that all relevant participants have access to their own prescribed emergency allergy medication (EpiPens).

SAFEGUARDING & CHILD PROTECTION

The Hirer shall ensure that where a hiring involves activities aimed predominantly at children, that they have appropriate child protection policies and procedures in place and that they themselves and those persons likely to have contact with children have been subject to enhanced Disclosure and Barring Service checks. The School reserves the right to require the hirer to produce evidence that enhanced DBS checks have been carried out on all persons and to review child protection policies and procedures and to impose any additional requirement they consider appropriate in connection with the booking.

You should not knowingly be employing individuals that are disqualified under the Childcare Act 2006

Children/students under the age of 18 years MUST be supervised/chaperoned at ALL times and must NOT wander the college in bare feet. Children and adults must remain within the areas booked as part of the letting and not roam around buildings or the outside areas.

No film or video shall be shown or taken within the facilities without the school's prior consent.

INTOXICATING LIQUOR

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the permission in writing of the head teacher/governing body.

SMOKING

SMOKING (INCLUDING THE USE OF E-CIGARETTES) IS NOT PERMITTED WITHIN THE SITE, THIS INCLUDES ALL BUILDINGS AND OUTSIDE AREAS WITHIN THE PERIMETER FENCING.

User groups must not have any open fires or flames.

FIRE SAFETY

The Hirer will need to carry out their own Fire Risk Assessment. This should be incorporated within its general risk assessment.

EQUIPMENT

It is the responsibility of the hirer to ensure that their instructors/ leaders have been fully trained in the use of any equipment to be used during the letting. Hirers must return any equipment and facilities loaned to them in the condition found.

Interference or introduction of any equipment, electrical or otherwise is not permissible. Interference with any fixed installation or removal of any fire and safety notices or equipment is not permissible. Any damage caused to rooms or equipment used must be reported to the duty Premises Officer/Theatre Technician. Charges for repair or replacement will be passed on to the hirer.

FURNITURE AND FITTINGS

Furniture and fittings shall not be removed or interfered with in any way. Nor shall they be rearranged except by prior agreement and will be subject to reinstatement at the end of each session of use.

FLOORS

Hall floors are used by children for physical education and no substance is to be applied to floors to prepare them for dancing or any other activity. No footwear liable to damage floors may be worn in school buildings.

FOOD AND DRINK

No food and drink may be prepared or consumed on the premises without the direct permission of the school in line with current food hygiene regulations.

DISPOSAL OF WASTE

The hirer must comply with the school's arrangements for disposal of any rubbish or waste materials.

ANIMALS

Except in the case of trained guide dogs for the blind and hearing dogs for the deaf, animals shall not be permitted on the school premises. This also includes birds.

CAR PARKING

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the school. In particular, the Hirer must ensure that access to the school by emergency vehicles is not obstructed or delayed. Where parking accommodation is available, this must be used, and users of the school should avoid undue noise on arrival and departure.

The school car park will be locked at the end of the evening all evening users must vacate the car park promptly after their booking to avoid being locked in the car park.

TOILET FACILITIES

Access to the designated school's toilet facilities is included as part of the letting arrangements.

VACATION OF PREMISES

The hirer shall ensure that the premises are vacated promptly at the end of the letting session. The hirer is responsible for supervising any children taking part in an activity until they are collected by a responsible adult.

CATERING FACILITIES

To ensure compliance to Food Safety and Health and Safety Regulations the Hirer must follow the following guidelines.

- a. Access to the kitchen will only be through the school contact.
- b. Use of kitchen equipment is not readily available, however, prior arrangements can be made.
- c. If use of the large equipment i.e. ovens, mixers, slicers and sterilisers is required, a fully trained member of the Catering staff must be present, to ensure correct usage. This member of staff will be paid at an appropriate rate and the cost will be added to the Hirer.
- d. If in the event the member of staff attending the hiring is not fully trained in the use of all of the equipment required. The additional time for this training session will be met by the Hirer.
- e. The Hirer will not allow the use of any form of nuts in the foods they produce.
- f. The Hirer must ensure that if breakages occur, thorough cleaning and disposal will be carried out.
- g. The use of the caterer's fridge and freezers will not be allowed.

- h. Cleaning materials and textiles must be provided by the Hirer.
- i. The Hirer is responsible for the removal of all rubbish and waste from the kitchen.
- j. At the end of the hiring period the hirer is responsible for the cleaning and sanitising of all of the equipment used, all surfaces and floors.
- k. In the event of any missing kitchen equipment, a charge will be made to the hirer by the school.

DAMAGE

The Hirer must inform the school of any fault, damage or other problems with the premises or equipment encountered during the letting.

No part of the premises is to be used otherwise than for the purpose of letting.

The Hirer shall not sub-let the premises, underlet or share possession with any other parties.

No gratuities of any kind should be given to any school staff.

Suitably qualified first aiders should be present during the period of hire.

SPORTS FACILITIES

Priority booking is available for use of sports facilities in the same time slot in the subsequent academic year subject to them being booked for a minimum continuous period of **six months**.

Hirers of the outside facilities must respect our neighbours and not cause a nuisance ensuring that ball games are always played within the boundaries of the facilities hired and inappropriate language is not used by participants. All Hirers must clearly mark all their sports balls and register the mark with the school or with the Premises Officer on duty.

The hirer is responsible for all damages, losses, claims and costs arising out of their use of the premises including any damages to neighbouring properties as a result of negligent behaviour.

Inclement weather may prohibit use of outdoor facilities, in such cases we will endeavour to advise you as early as possible, but please, for the safety of your group, do not use facilities when they are covered in snow or ice.

Moving equipment is undertaken at the users risk and should be done in a manner that does not cause damage to the pitch.

Football Association teams must use **ONLY** their allocated grass pitch during the season. If you use another pitch which results in a team fixture needing to be cancelled, any Football Association fines incurred may be requested from the negligent team.

The school accepts no responsibility for cancelled matches or the condition of the pitches.

The Hirer is responsible for checking that all external playing surfaces are safe to use, are suitable for the purposes they are to be used for and are free of any foreign objects which may cause injury to any participant and that surfaces have not been damaged in any way that may cause injury to members.

Please ensure:

- No black soled or outdoor footwear are allowed in the indoor sports areas
- No studded footwear to be worn inside.
- No cleaning of muddy footwear in showers or sinks.
- Only approved footwear is worn on 3G pitch surfaces
- No chewing gum is taken into any sports facility
- No food is taken into any sports facility
- No glass is taken into in any sports facility
- Bikes are not taken on to the pitches or into facilities.
- All facilities are to be left clean and tidy with all litter placed into rubbish bins.

GRASS FOOTBALL PITCHES

In agreement with Hinckley & Bosworth Borough Council our grass football season runs from the last Sunday in August to December 31st (half season 1) and from January 1st to the first Sunday after Easter Sunday (half season 2). From the first Sunday after Easter Sunday schools will have their summer PE markings in place and the grass football pitches will not be marked out again until after the end of term in mid-July.

League teams should schedule their home games to take place within the school's grass football season and must forward a copy of their fixtures as soon as they receive them. It is also recommended that teams confirm their fixture during the week prior to the game. Goal nets and corner flags can be provided but teams may wish to provide their own. Groups are advised to bring their own net pegs & ties. Sticky tape should not be used to secure nets.

All football boots MUST be removed before entering the P.E. corridor and changing rooms. Teams Managers should make their opposition aware of this requirement. Those not adhering to this request may be subject to an extra cleaning charge.

Boots MUST NOT be washed in the shower area.

SWIMMING POOL

All lettings of swimming pool are subject to the school's normal operating procedures (NOP) and emergency action plan (EAP), Hirers must agree to adhere to the NOP and EAP and be familiar with all parts of both documents before a letting commences.

Hirers of the swimming pool must agree to use qualified staff employed by the school or its partner organisation. The cost of this will be included within the hire charges.

NO BATHERS SHOULD ENTER THE SWIMMING POOL UNTIL A LIFEGUARD IS PRESENT ON POOL SIDE.

No outside shoes to be worn on poolside. Blue overshoes should be used or appropriate poolside shoes to be worn at all times.

MAIN HALL, THEATRE & DRAMA STUDIO & LARGE EVENTS

The theatre lighting, scaffold & sound system is to be used solely under the direction of our Theatre Technician, whose directions on its use will be final. Refer to them for instructions. Stage and Scenery should be portable and allow the theatre screen to be accessible for school use during weekdays in term time. Hirers must check with the school how far stage and scenery can extend and must comply with fire regulations. We ask that Hirers remind all users/visitors to take all belongings home with them at the end of the hire session. Due to the size and weight of stage blocks, please make your requirements for these clear when booking. **No equipment that is brought in by the Hirer can be left on-site without the written permission of the school and in any event the Hirer accepts that any equipment left on-site is left at the owner's own risk and no responsibility is taken its security and condition.**

Note - Only the school staff are allowed to access the gantry.

The Hirer:

1. Must not exceed the seating capacity of the facility(s) being used.
2. Must not decorate the premises.
3. Must not allow and should actively prevent drinking or eating in the theatre at all times.
4. Is responsible arranging all necessary consents and licences to use any copyright material and shall provide evidence of such upon request.
5. Shall ensure that performers change only in the designated/booked areas as changing in public areas e.g. in the corridor at the back of the stage door) is not permitted.
6. must announce emergency procedures and exits, followed by information regarding any special effects in use.

Large Gatherings

Any gathering in excess of 200 people will require the hirer to confirm the number of people attending in advance and will likely require additional training for the Hirer and the attendance of more school staff. There will be additional charges dependent on numbers and compliance requirements. (Martyn's Law)

A refundable security deposit of £250 is required for all large-scale bookings to safeguard against damages or overruns.

For Dance Competitions/Festivals, the required security deposit is instead £500.

Deposits will be refunded in full within 5 working days following the event, provided that the agreed booking times were strictly adhered to, no damages occurred, and all site expectations were met.

SCHOOLHIRE BOOKING SYSTEM – LETTING CONDITIONS

SCHOOLHIRE BOOKING SYSTEM

CHARGES

For information on the charging policy please refer to the LiFE MAT Lettings Charging Policy found on our website.

REGULAR BLOCK BOOKINGS

Block bookings are for ten or more sessions where, as a Hirer you receive a discount as bookings of 10 or more sessions are not subject to VAT. Sessions do not need to be continuous (e.g. weekly) but ten must be taken within the financial year.

BOOKING ALTERATIONS

In the unlikely event that your booking is affected by other school commitments, then we will do our utmost to offer alternate facilities on the school site. On occasions, your booking may need to be altered or cancelled, and we reserve the right to do this with reasonable notice and providing additional sessions or a refund to compensate.

PAYMENT METHODS

Visa or MasterCard debit or credit card.

WHAT ARE THE PAYMENT TERMS?

1. Payment in full at time of booking; or
2. Payment Schedule.

For one-off bookings, the payment schedule option will not be available.

PAYMENTS

If you choose to split your payments, you will see a payment schedule appear detailing exactly when the payments will be debited from your bank account.

Your first payment will represent the sum of your first month's bookings and will be taken at the point of booking acceptance.

The bank account associated with your payment card will be checked for cleared funds at the point of booking and the necessary funds blocked. Your booking will then come to us for review, modification (if necessary) and then acceptance. Only once we have accepted your booking will your bank account be debited. If we reject your booking the funds will be released back into your account

Subsequent payments will be taken monthly (every 30 days), in advance.

CANCELLATION CHARGES

The cancellation of a booking must be made one month in advance. Charges for cancellation that are made less than a month in advance will be charged on the following scale:

- within 4 weeks of the booking you will be charged at 50%

- within 1 weeks you will be charged the full amount

We will be flexible around re-arrangements of sports fixtures.

No charge will be made if the cancellation is caused by school events.