

DUNGIVEN SPORTS CENTRE Booking Application Form

This form should be used to book only facilities at Dungiven Sports Centre.

All applicants should note that the act of submitting a form does not automatically guarantee that the requested facilities will be confirmed to you. If all is satisfactory, your booking will be subsequently confirmed.

Club Name or Organisation	
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Single Booking

Day	Date	Facilities Required	Time From	Time To
		1/2 Pitch <input type="checkbox"/> Full Pitch <input type="checkbox"/> Lights <input type="checkbox"/>		
Please indicate if this booking is for Training Purposes or for a Match			Training <input type="checkbox"/>	Match <input type="checkbox"/>

Block Booking (If more than one block booking per week is required please complete a separate form for each one)

Day	Date From	Date To (min 3mths)	Facilities Required	Time From	Time To
			1/2 Pitch <input type="checkbox"/> Full Pitch <input type="checkbox"/> Lights <input type="checkbox"/>		
Please indicate if this booking is for Training Purposes or for a Match			Training <input type="checkbox"/>	Match <input type="checkbox"/>	

Please list any dates where you know you will not require facilities

Please indicate the gender and age of participants attending your booking by entering numbers in the relevant boxes. Please be as accurate as possible with the ages. Where the exact age of a participant is unknown, please use an estimate.	MALE			FEMALE		
	<18	18-49	50+	<18	18-49	50+
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate the number of people with a disability and people from ethnic minorities that will be attending your booking.	People with Disabilities		Ethnic Minority
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Please tell us the number of people that will also be attending your booking from the categories below

Coaches	Male	Volunteers	Health Referrals	Young People at Risk	High Performance Athletes
	Female				

Volunteers are people who have a role beyond playing or coaching and include, committee members, team managers and people who help in any type of support role. Do not include players or coaches in this number. **Health Referrals** are individual referrals from a health professional such as GP's or Health Trusts, to your proposed project and take part until the end of the prescribed course. **Young People at Risk** are people aged under 25 who are referred formally or informally by another agency such as Local Youth Justice Agency, Youth Offending Team, etc. and who take part in structured activity sessions lasting over 6 weeks. **High Performance Athletes** are classed as people preparing for Commonwealth Games, World or European Championships and Olympics / Paralympics.

Contact Name	Signature
Address	Date
	Email Address
Postcode	Contact Tel Nos
	Day
	Evening

By signing above I agree that any person using the facility under the name of the above Club or Organisation will adhere to all rules and regulations relating to this facility as laid by Causeway Coast and Glens Borough Council, set out below and overleaf and also those which relate to appropriate conduct on display at the facility. Additionally your signature acknowledges that this is merely an application for use and will not assume the facilities are confirmed until notice is received.

- All booking applications are to be made on this form and submitted to **Dungiven Sports Centre**.
 - A permit system will operate for this facility. Permits will be issued as confirmation of booking and must be presented to the facility caretaker prior to each use. Anyone arriving at the facility without a valid permit will not be permitted to use the facility regardless of whether a booking exists or not.
 - Block bookings can be made for a minimum duration of 3 months in the period of September to June and will be allocated on a preferential basis to those deemed to satisfy any two of the following criteria:
 1. Clubs which are properly constituted & have registered the names of the club chairperson, secretary & treasurer.
 2. Clubs which are affiliated to a relevant governing body, recognised by Sport NI & that are involved in competition or coaching. Please note that in addition, copies of coaching qualifications, club child protection policy and club insurance will be required before bookings can be accepted.
 3. Youth or Community Organisations which are affiliated to an appropriate controlling authority eg WELB or CC&G Borough Council and can demonstrate a structured sports development programme.
 - Block bookings (minimum 3 mths) are to be paid either in advance or can be invoiced monthly to clubs or organisations fulfilling 2 of the above criteria. Invoices are to be paid at **Dungiven Sports Centre** Reception within 7 days of receipt.
 - Single bookings are to be paid at the time of booking or can be invoiced only to those meeting point "3" above.
 - In the event of multiple demand for any time slot, the following will be used to determine allocation. a) Clubs from within the CC&G Borough will get 1st preference. b) the nature of the programme offered eg competition, coaching or targeted user groups c) numbers being served.
 - Any club making a booking that involves coached activity must provide evidence of Coaching Qualifications, Club Insurance and Club's Child Protection policy. Failure to provide such evidence may result in the suspension of bookings.
 - Clubs will be responsible for the Vetting of coaches who are working with young children or venerable adults.
- The above conditions are to be read in conjunction with the general terms specified overleaf and in addition to any specific terms laid out in any booking confirmation.

Office Use	Date Received	Booking Value	Paid <input type="checkbox"/> or Invoiced <input type="checkbox"/>	Receipt No
Coaching Qualifications		Child Protection		Insurance

General Terms and Conditions of Let

1. The conditions apply to all facilities and equipment of C.C&G borough Council within the remit of outdoor facilities, hereafter known as “the facility”.
2. Applications for bookings shall be made by completing an application form and returning it to the Facility Manager. Council reserves the right to refuse any application.
3. Purpose of Let. All persons booking any area of the facility are required to declare with distinctness whether the hire is for the purposes of training or for a match and they are not at liberty to assign or sublet any part or alter such purpose without Council’s consent.
4. Entry to the facility will be controlled by way of a receipt/permit system. Payment Receipts will be issued as confirmation of single bookings and are to be presented to the facility caretaker or supervising officer before use. Anyone arriving at the facility without a valid receipt will not be permitted to use the facility regardless of whether a booking exists or not. The hirer will still be liable for the payment of any booking fee in such circumstances. Block booking access will be controlled by the facility caretaker or supervising officer.
5. Cancellations by the hirer must be presented in writing giving at least 24hours notice. Provided sufficient notice is received, a refund may be approved provided that it is deemed exceptional circumstances prevailed. Where insufficient notice is given or the reason is not deemed to be exceptional the booking fee will be forfeited if already paid or will remain on the invoice if the booking is on account. If 3 or more cancellations are made within any 12 month period, Council reserve the right to cancel any further block bookings and reallocate the time slot to another club or organisation.
6. Cancellations by Council. The Facility Manager reserves the right to cancel any booking given adequate notice to hirer. SDFM has the right to cancel games in cases of bad weather where pitch is deemed unplayable, a health & safety risk or to protect the longevity of the pitches.
7. Indemnification. C.C& G Borough Council shall not be responsible and the hirer shall indemnify them against any claim for, or in respect of accidents, injury, loss or damage sustained by any person or property at the facility during the time when any area of the facility are let to the hirer and against all costs, damages, expenses in connection with the same, other than accidents, loss or damage caused by act or default of an officer or servant of C.C&G. Borough Council. Proof of additional public liability insurance, appropriate qualifications and sports insurance will be required prior to approval of any booking.
8. Injuries & Damages. Persons hiring facilities or parts thereof shall be accountable for any injury to person, logs or damage to buildings, fittings, furniture or other property therein, during the occupation, as well as the contingent loss the Council may sustain through their inability to let the facilities during the time necessary to make good such damage.
9. Intoxicating Liquors & Gambling. The sale of intoxicating liquor and any form of gambling are strictly forbidden within Council facilities without prior Council consent. Additionally any person attempting to use the facility whilst deemed to be under the influence of alcohol or drugs will not be permitted access. Should such a prohibition of access mean that the booking cannot then be used, the hirer will forfeit any associated booking fees.
10. Obstructions. The hirer shall not place or permit to be placed any chairs, stools or any other obstruction, whether permanent or temporary, in passageways, halls or stairways leading thereto or so as to obstruct any emergency exit.
11. Loss or Damage to Hirer’s Property. The Council will accept no responsibility as regards loss or damage to persons hiring facilities.
12. Additional Hiring. The Council reserves the right, when a area of the facility is hired, to accept an application for hire of any other are of the facility, notwithstanding that such hiring will necessitate the sharing of access through the corridors, stairs, gates etc of the facility.
13. Fire & Safety Regulations. The hirer shall ensure that the facilities are used in accordance with the Council’s Fire & Safety Regulations and in particular shall not permit the use of facilities by a greater number of persons than laid down in such regulations.
14. Broadcasting. No hirer shall grant sound or television broadcasting or filming rights without the prior consent of the Facility Manager. If such consent is given, the Council reserves the right, through its appropriate office, to be a party to any negotiations and to the terms and conditions of any agreement reached and to share any income and publicity derived therefrom.
15. Advertising. The Council reserves the sole right to place advertisements in any area of the facility or approaches thereto and to keep same fully visible during any period of let.
16. Supervision. The hirer shall be responsible for:
 - a. The administration, organisation and running of the particular event or events in respect of facilities hired. If the Council gives specific help under special arrangements, no responsibility will be accepted by the Council for the running of the event.
 - b. Providing adequate attendants and stewards for the supervision and control of all visitors and participants to ensure the safety of all persons in the facility and the preservation of order therein.
 - c. Leaving the facility, including changing rooms, toilets and showers in good repair and condition and clean and tidy at the termination of any period of hire.
17. Admission. The Council reserves
 - a. The right, through SD&FM, caretaker or otherwise assigned supervisor, to refuse any person admission to or evict any person from the facility.
 - b. The right to restrict at anytime the number of persons using the facilities and at no time shall such number be allowed to exceed any limit stated in the Council’s acceptance of the booking.
 - c. To its members and to its officers and servants and to all persons authorised by the SD&FM and to police officers on duty, at all times a right of entry to every part of the facility for the purpose inspection and supervision and that facilitation shall be given to them for seeing that these conditions are fully carried out.
18. All belongings, equipment, advertising or materials that are the property of the hirer must be removed by the end of the agreed hire period. Council will accept no responsibility for the safety, condition or storage of any equipment, materials or belongings remaining at the facility during or outside the period of hire.
19. Special or Single Events. Where facilities are approved for use outside normal facility opening hours, council staff will be employed for the event and an extra charge levied to the hirer.
20. Additional Conditions. The Leisure Services Manager may apply individual conditions in connection with any specific block or individual bookings.
21. Parliamentary and other Restrictions. Persons hiring facilities will utilise them for the purpose prescribed or otherwise agreed in writing. Persons hiring facilities will keep the Council, and Council Officers, indemnified on behalf of any penalties, damages, costs and expenses that may be incurred by them owing to the non observance of any such conditions and restrictions.
22. Payment of all associated booking fees must be made at the time of booking unless otherwise agreed (eg. Club Account). Advance payments will normally be agreed for single and special events.
23. Transfer of Right of Use. The right of use of facilities or equipment is not transferable.
24. Performing Rights Society. The hirer shall:
 - a. Provide such information as the Council shall require to enable it to comply with the requirements of the Performing Rights Society or any similar body (hereinafter called the Society)
 - b. Keep such records and complete such forms or other documents as the Council may require for the purpose of clause (a) hereof.
 - c. Generally ensure that the legal requirements of the Society are observed.
 - d. Where appropriate pay (in addition to the hire charges) any charges levied by and due to the Society.
25. Public Holidays. The Council reserves the right to restrict or prohibit use of the facility on Christmas Day or other public holidays or during holiday periods.
26. Portable Electrical Appliances. All groups or individuals must ensure that any portable appliance meets the electricity at work regulations – portable appliance regulations. Such compliance must be verified by a competent registered contractor approved by the Council.
27. All bookings are subject to compliance with these Conditions of Let in full in the case of any breach, the Facility Manager reserves the right of enforcement at the expense of the hirer. Any oversight by Council Officials should not be construed as precedent or the granting of permission for any such non-compliance. Any breach of conditions may invalidate any future request from any organisation.

