

CONDITIONS OF HIRE FOR BRUNEL UNIVERSITY SPORT

1. PAYMENT OF FEES

- a) Charges will be applied at the time of processing the booking
- b) Payment Methods accepted:
 - Cash
 - Debit Card
 - Credit Card
 - Cheques (made payable to Brunel University London)

2. CANCELLATIONS

a) CANCELLATION OF WEEKLY SESSIONS

- b) The hirer may cancel the booking by giving Brunel Commercial Sport & Leisure notice in writing.
- c) We require 7 days cancellation notice prior to your session, otherwise we will charge you cancellation fee as below.
 - 1. 10% of your total amount will be charged if you do not notify us about your cancellation 6 days prior to your session.
 - 2. 30 % of your total amount will be charged if you do not notify us about your cancellation 5 days prior to your session.
 - 3. 50% of your total amount will be charged if you do not notify us about your cancellation 4 days prior to your session.
 - 4. 75 % of your total amount will be charged if you do not notify us about your cancellation 3 days prior to your session.
 - 5. 100% of your total amount will be charged if you do not notify us about your cancellation 2 days prior to your session.

d) Brunel Commercial Sport & Leisure may cancel:-

- 1. Where in the opinion of the Head of Sport the facilities are unfit for use, the hire fee will be refunded except where the unfitness arises from the action or default of the hirer.
- 2. Should the facility be required to host a University lead event
- 3. During adverse weather conditions

3. LIABILITY & INSURANCE

- a) All bookings are accepted on the understanding that any regulations made by the Head of Sport for the safety or convenience of those using the facilities will be strictly observed.
- b) The hirer shall be responsible for any costs resulting from damage to property and equipment or any losses which may be sustained as a result of the hire; fair wear and tear expected.
- c) Brunel University London does not accept any responsibility for accident, damage or injury that may occur to or to any property of, any person or organisation using the facilities provided, or for any loss of property sustained by any such person or organisation using the facilities provided. Any such person or organisation using the facilities provided is deemed there by to indemnify the University against all claims whatsoever which may be made in respect of any such accident, damage, injury or loss.
- d) Subject to the provision of the preceding paragraph the hiring charges includes an amount for the insurance of individuals and organisations against claims for accidental bodily harm to any third party and accidental damage caused to the property of any third party arising from the use of the facilities provided by the University. This cover is for an amount of £1,000,000 in respect of any one accident or series of accidents arising out of one event.
- e) Brunel University London cannot be held responsible for the death or personal injury of anyone attending events, unless such death or personal injury occurs as a result of the University's negligence or breach of statutory duty. Individuals & organisations are responsible for the security of all property/valuable possessions.
- f) Claims for accidental bodily injury or damage to property of a third party arising from the use of the Sports facilities should be immediately forwarded to the Head of Sport, Brunel University, Uxbridge, Middlesex UB8 3PH

4. CHILDREN AND VULNERABLE ADULTS

- a) Clubs and Organisations using the Sports Park facilities for activities with children (i.e. persons under 18) or vulnerable adults are required to sign a Safeguarding Children & Vulnerable Adults Protection Agreement – forms are provided by Brunel University Sport
- b) Clubs and Organisations using the Sports Park facilities for activities with children (i.e. persons under 18) and vulnerable adults are responsible for ensuring all coaches are checked in accordance with statutory regulations.

5. SALES, MARKETING & MEDIA

- a) The Hirer shall not be granted broadcast, filming, publicity or advertising rights without prior consent of the Head of Sport. The right is reserved to take part in any such negotiations, to be a party to the terms and conditions of agreement and to share any income or publicity derived there from.
- b) No advertisement, promotion, poster, book, ticket, programme or merchandising of any kind may be sold or displayed without the prior written consent of Brunel Sport

6. DATA PROTECTION

- a) Under the Data Protection Act 1998 we are required to inform you that your booking details will be held on a computer database for management information and distribution of the booking information.

7. PARKING REGULATIONS

- a) All vehicles must be parked within the official Car Park
- b) Vehicles parked between the hours of 8am and 4pm Monday to Friday are required to display a valid parking permit. These can be obtained from the Sports Park Reception
- c) No vehicle, whatsoever, will be permitted to park on any grassed area, without permission, and such vehicles will receive a fixed penalty notice. An overflow car park is available within the main campus

8. GENERAL INFORMATION & RULES

- a) Please ensure that you adhere to your booking time
- b) Please respect the booking in progress before yours. When warming up prior to your own booking, please do not warm up on the pitch and interfere with the current booking especially while play is in progress.
- c) All accidents/incidents must be reported immediately to a member of staff.
- d) All faults with any equipment must be reported to a member of Staff.
- e) Pets, with the exception of guide dogs, are forbidden
- f) Drinks must be contained in a sealed bottle
- g) Smoking, including E cigarettes, is strictly prohibited
- h) CCTV is fully operational

9. VARIATION OF TERMS & CONDITIONS

- a) Brunel Commercial Sport & Leisure reserves the right to vary, alter, or revise any of the fore-going terms and conditions from time to time as it may be deemed necessary