

**Thurrock Harriers AC,  
Blackshots Stadium, Springfield Rd, Blackshots, Essex.**

The conditions of hire are binding upon the hirer of the stadium.

**Confirmation of booking:**

Booking reference.....  
(Club or organisation)

Date of hire.....

Period of hire: from ..... to.....

Purpose of hire.....

Total cost: £..... Less deposit paid: £ .....

Balance due: £..... to be paid by.....

Balance paid: £..... On .....

I agree to the conditions of hire of which I have been given a copy and will abide by them during the period of hire. I also note that the premises are **not licensed** for the **sale** of alcohol.

If, due to unforeseen circumstances, the facility becomes unavailable, we endeavour to give as much notice as possible if we have to cancel your booking.

Name: ..... Date:.....  
(Please print clearly)

Signature:.....

Address:.....  
.....

Telephone number:..... Mobile:.....

One copy of this booking form to be retained by the hirer, the other by the issuer  
(Secretary of Thurrock Harriers).

Invoice number:.....

Secretary:..... Telephone:.....

# **Thurrock Harriers AC, Blackshots Stadium, Springfield Rd, Blackshots, Essex.**

## **Conditions of hire**

This policy applies to all persons or organisations that use the stadium or its facilities at any time

### **General conditions**

- Hirers must be a minimum of 21 years of age.
- Thurrock Harriers shall not be responsible to the Hirer for any loss due to mechanical or electrical failure, fire, leakage of water, Local Government restriction, Act of God, which causes the premises to be temporarily closed.
- The Hirer must show evidence of Public Liability Insurance for a sum of £5 million against any injury, loss or damage to property or persons using the premises and Indemnity to Principal clause included in the Liability Insurance.

### **Fees**

- The hirer will pay 1/3 of the total hire fee as a non - returnable deposit on booking.
- The balance will be paid at time of hire or earlier.
- Cancellation must be given to the bookings secretary, in writing, within 28 days of the hire date.

### **Security**

- A member of Thurrock Harriers should be present at time of hire and hold the keys.
- Thurrock Harriers or its members cannot accept responsibility for any loss or damage to personal effects including cars in the car park. Ensure that belongings are kept with you at all times.

### **Health and Safety**

- Parents and carers must be responsible for their children and ensure that they are behaving safely.
- Any cost of damage/ graffiti will be charged to the Hirer.
- Smoking is prohibited in the stand and clubhouse.
- The first aid box is kept in the kitchen.
- A telephone is located in the clubhouse and can be used for emergencies
- All accidents and incidents must be recorded in the official Accident Book retained with the first aid box.
- Groups must also adhere to their own accident procedures and should be responsible for bringing their own First Aider.

### **Conduct**

- We will not tolerate offensive or sexually explicit language. We are committed to challenging racist and other discriminatory attitudes, remarks and behaviour.
- We encourage environmentally friendly behaviour. Please conserve energy and resources wherever possible.
- It is the responsibility of the Hirer to maintain good order throughout the period of hire and to avoid disturbance in the neighbourhood either through behaviour or noise when arriving at or leaving the premises.

### **Facilities**

- Users of the facilities are responsible for ensuring the premises are left clean and tidy. This may require you to collect rubbish, sweep or vacuum areas that have been used.
- All furniture should be returned to its proper place.
- Hirers are reminded that the car park is considered part of the premises
- Any complaint must be made in writing, to the booking secretary, and in any dispute Thurrock Harriers Committee's decision will be final.
- Bookings are accepted on the understanding that the Hirer assumes full responsibility for complying with the terms and conditions of hire.

NB. The Hirer shall mean: the person whose name and signature appears on the booking form.