

**Urban Saints Westbrook**

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Swimming Pool Booking Form(revised Jan 2023)

We are really looking forward to welcoming you to Westbrook to use our swimming pool.

The *Pool and Facility Hire Terms & Conditions* at the end of this form will apply to your booking and you are asked to read them carefully before signing and returning the form. Please note that your booking is not confirmed until we have received the completed form.

All bookings for the swimming pool include use of the changing rooms, showers, toilets and a lifeguard. One adult from the group must act as a ‘spotter’ at the poolside, the children must be supervised at all times and no food or drink is permitted in the pool area. There is a **maximum of 28** **people** in the pool at any one time.

Please give **48 hour’s notice of cancellation** of booking to avoid a cancellation charge.

***Important note when completing in WORD:*** *Text may only be added in the white cells. Please do* ***not*** *press <RETURN> if typing in a cell, just re-position the cursor where you need it next. If deleting text, position the cursor to the right of text to be deleted and then use the delete/backspace key.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of group: | |  | | | | |
| Brief description of the type of group: | | | |  | | |
| Name of group organiser: | | |  | | | |
| Full address of group organiser, including Postcode: | | | | | | |
|  | | | | | | |
| Daytime phone: | |  | | | Mobile: |  |
| Email: |  | | | | | |

|  |  |
| --- | --- |
| If your group is a registered Urban Saints Group or has a current Urban Saints Energize subscription, type or write YES in the box: |  |

*Please be aware that all schools and groups which are not registered Urban Saints Groups or do not have a current Energize subscription will pay VAT at the current rate and it will be added to the fees agreed.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Day and date pool booking required: | | |  | | | |
| Time(s) of session(s) required: |  | | | | | |
| Approximate numbers of children attending with the group: | | | | |  | |
| Approximate numbers of adults attending with the group: | | | |  | | |
| Age range of children in the group: | |  | | | | |
| If you would like to discuss booking any other facilities at Westbrook if available, e.g. games room or picnic area, type or write YES in the box: | | | | | |  |

**Declaration**

As the representative of the above-named group I have read, understood and agree to the *Pool & Facility Hire Terms & Conditions* set out below that apply to this booking. I understand that I will be invoiced the balance of the fees after the booking has taken place.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of person authorised to sign this declaration: | | |  | | |
| Signature (or re-type your name if completing the form electronically): | |  | | Date: |  |
| Position in the group: |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of person authorising booking on behalf of Urban Saints: | |  | | |
| Signature (or re-type your name if completing the form electronically): |  | | Date: |  |

|  |
| --- |
| For office use: |

**Pool and Facility Hire Terms & Conditions** (revised Sep 2022)

### 1. To secure your booking

To confirm your reservation and to ensure that we have the correct information for your session, you are requested to return the completed Booking Form within seven days of receiving it otherwise the space may be released to others.

### 2. Cancellations

In the unfortunate event that you cancel a session with less than 48 hours’ notice you will be charged 50% of the booking fee.

From time to time we may have to cancel a booking for safety reasons beyond our control, e.g. imbalance of chemicals in pool. In these circumstances you will not be liable for any fees and we will endeavour to give you a suitable alternative date as soon possible.

### 3. Damage

You are responsible for supervising the use of all allocated rooms and areas during the period of the booking. Any damage to the facilities or their contents during the period of hire may result in a charge to compensate for such damage. Urban Saints Westbrook accepts no liability for the loss or damage to any equipment or personal belongings brought onto the property by you or your guests, employees or associated third parties.

### 4. Liability

So far as is permitted by law, Urban Saints limits and excludes liability to you, your guests, employees and third-party subcontractors as follows:

Any equipment bought to any Urban Saints premises by you, your guests, employees or third-party subcontractors is bought by that person at their own risk and you will indemnify us against all liability arising in connection with the use of the equipment. You and any third-party subcontractors employed by you and your guests for the purpose of organising and providing additional external events will be required to comply with all applicable statutory requirements including relevant Health & Safety regulations, and to provide liability insurance commensurate with the risks involved, appropriate method statements, risk assessments, licences and to demonstrate any additional competency skills required to manage the event, in compliance with relevant H&S law. Urban Saints shall not be responsible for the damage or loss of any merchandise or articles left at any of its premises.

### 5. Statutory legislation

Urban Saints Westbrook is subject to statutory regulations including, without limitation, fire regulations, Health, Safety & Environment. Clients, their employees, their guests and associated third parties must therefore comply with these requirements as may be directed and enforced by suitably qualified persons at Urban Saints Westbrook.

### 6. Invoicing & payment

Unless otherwise stated and agreed by us in advance, payment for the use of the facilities must be made within 7 days of receipt of our invoice.

### 7. Late payment

In the event of failure to pay an invoice on time, we shall be entitled to charge interest on a daily basis from the date of the invoice to the date full payment is made. This shall be in accordance with the *Late Payment of Commercial Debts Act 1990* at 18% above base-rate (Bank of England). In the event of invoices being outstanding for longer than 60 days, we shall be entitled to cancel all your outstanding bookings and all outstanding invoices will become immediately due and payable.

### 8. Use of grounds

Any on-site external, internal or similar activities require the pre-authorisation of the management and a charge may be made. Additional insurance, liability certificates, risk assessments and health & safety documentation may be required before proceeding.

No alcohol, food or beverage may be bought on site by or on behalf of the client or guests unless prior written consent has been obtained from the management. Please note that Westbrook is a nut-free site.

### 15. General

In the event of circumstances beyond our control resulting in us being able to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances. Should the client contract with Urban Saints Westbrook through an agent, the agent acts in that capacity for the client and not for Urban Saints Westbrook. The client therefore accepts full responsibility for payment of the account. This contract shall be governed by the laws of England.

All bookings are subject to these terms & conditions which may not be varied without the written agreement of Urban Saints.