



## Astro Pitch Hire Terms and Conditions

1. No booking will be accepted or confirmed until all sections of the booking form have been completed, and the terms and conditions agreed to.
2. The person by whom the hire form is signed shall be deemed to be the Hirer and will be responsible for payment of all fees payable in respect of the hire. The Hirer must be 18 years of age or over.
3. Booking times include time for equipment to be set up, taken down and stored. Agreed timings must be adhered to.
4. Nylon Studded / Bladed boots MUST NOT be worn under ANY circumstances, training shoes or “Astro” boots are suitable. The Hirer will be responsible for all players using the pitch and will be liable to pay for any damage to the playing surface. Continued abuse of this condition will result in the Hirer’s booking(s) being cancelled.
5. All payments will be made at the point of booking, and in advance of the hire date, using The Wallace High School on-line booking system (TBC), unless previously agreed with the school administrator.
6. Cancellation Policy – For those with block bookings, 28 days’ notice must be given otherwise the hire fee will be payable. (Those with block bookings will be allowed to cancel up to 3 dates in any one year where the 28 day rule will NOT apply and no hire fee will be payable.
7. Cancellation Policy - One off/irregular bookings – the hire fee will be chargeable if a booking is cancelled less than 3 days in advance of the reservation. Any cancellations received less than 3 days prior to the reservation will be charged 50% of the hiring charge unless the facility is rebooked by an alternative customer.
8. Customers who fail to take up their booking without any prior notice will be charged the full hiring fee.
9. Overdue accounts may result in suspension of use of the pitch until the debit is cleared. Failure to pay an overdue account will be passed to the School’s Solicitors for recovery procedures to be instigated.
10. Hirers are liable for the good behaviour of persons attending their events. All breakages or damage to the fabric of the building, or to equipment including the synthetic pitch surface, will be charged for and any necessary legal proceedings will be undertaken by The Wallace High School.
11. The Wallace High School reserves the right to close the facility, or prohibit the use of the facility, at its discretion. Any amounts paid by the Hirer in such circumstances will be refunded but The Wallace High School will not be liable for any expenditure incurred or loss sustained directly or indirectly by the Hirer, arising from the cancellation.
12. If any circumstances over which The Wallace High School have no control render the facilities not available for the Hirer on any day of the hire or any part of such a day, the Hirer shall not be entitled to any compensation in consequence thereof or in connection therewith.

13. The Hirer must ensure such fire, health and safety and other precautions as required by The Wallace High School are properly implemented and observed.
14. All groups must report any injuries to The Wallace High School staff. These will then be recorded into the site accident report book.
15. The Wallace High School will not be liable for personal injury or loss howsoever incurred by those attending The Wallace High School site.
16. Items such as footballs, hockey balls, hockey sticks are not provided. It is therefore the responsibility of the Hirer to ensure such equipment is available. All users are responsible for their equipment. The Wallace High School does not accept liability for any equipment lost, damaged or stolen on site.
17. Admittance onto the artificial pitch is NOT allowed until the allotted starting time and only to the pitch area booked unauthorised use of the pitch will be charged.
18. There are strictly no pets allowed on site except guide dogs.
19. Smoking, chewing gum, food or drink is not permitted inside the fenced area. Bottled water (in plastic containers) is permitted.
20. All users shall ensure that facilities are left tidy and litter free at the end of the session.
21. A strict no smoking policy is at place in all facilities within The Wallace High School grounds.