

**SEVEN TOWERS LEISURE CENTRE**

**APPLICATION FOR USE OF FACILITIES**

Trostan Avenue, Ballymena Telephone 028 256 41427

Fax 028 25 665877

**SPECIAL EVENT OR SINGLE BOOKING**

Seven Towers Leisure Centre is committed to providing a professional leisure service in a friendly environment to all our customers.

<b>Name / Organisation</b>					
<b>Address</b>					
<b>Telephone No</b>					
<b>Type of Event or proposed Use</b>					
Days	Dates	Facilities required	Time from	Time to	No Persons

Equipment or special requirements:

	Tick	Numbers		Tick	Numbers
Bleachers	<input type="checkbox"/>	_____	Chairs	<input type="checkbox"/>	_____
Stage Units	<input type="checkbox"/>	_____	Tables	<input type="checkbox"/>	_____
P A System	<input type="checkbox"/>	_____	Staging Units	<input type="checkbox"/>	_____
Music System	<input type="checkbox"/>	_____	TV video	<input type="checkbox"/>	_____
Extension leads	<input type="checkbox"/>	_____	Overhead Projector	<input type="checkbox"/>	_____
Minor (small games)	<input type="checkbox"/>	_____			

<b>Please state other equipment required</b>		
	<b>In Advance by date:</b>	
<b>Method of Payment</b>	<b>By invoice(only by prior arrangement):</b>	
	<b>At time of use:</b>	

I confirm and agree to comply with the conditions of Hire as laid down, and agree to payment of all charges owing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Office use</b>		Bouncy Castle Regulations enclosed			
1. Available/Not Available/Alternative Accepted	Initials		Date		
2. Assessed for insurance	<input type="checkbox"/> Mgr	Qualifications	<input type="checkbox"/> Mgr	Other*	
Do not proceed with booking unless above area completed, please put yes if required or no if not relevant, if other info required please attach details.					
3. Approved/Not approved Cost	£	Mgr/Initials		Date	
4. Confirmed on Computer		Initials		Date	
5. Confirmed by Letter plus copy on file		Initials		Date	
6. Facilities not available letter sent		Initials		Date	
7. Entered in D.O. diary if special event		Initials		Date	

These Conditions of let apply to all areas, facilities and equipment of Seven Towers Centre and Sentry Hill.

1) APPLICATION

Application for booking shall be made in writing to the Seven Towers Leisure Centre, Trostan Avenue, Ballymena at least three weeks prior to the intended date of use of the facility.

2) CANCELLATIONS

Unless notice of any proposed cancellation is given to the Centre Manager in writing at least two weeks before the date of use the full hire charge will be due. The Centre Manager reserves the right to cancel any booking and re-let the facility for any purpose, upon giving notification to the hirer of least 14 days.

3) PURPOSE OF LETTING – Not to Sub-Let etc.

All persons when engaging the Halls are required to declare with distinctness the purpose for which they do so, and shall not be at liberty to assign or sub-let the premises or any part thereof or alter such purpose without the consent of the Council.

4) PARLIAMENTARY AND OTHER RESTRICTIONS

Persons hiring the Halls or any part thereof for any purpose, the use of the Hall for which purpose is subject to conditions or restrictions prescribed by any Act of Parliament, Regulations, or Licence, shall observe all such conditions and restrictions, and shall keep indemnified the Council and any persons in whose name any such Licence may be held on their behalf against any penalties, damages, costs and expenses that may be incurred by them or him, owing to the non observance of any such conditions and restrictions as aforesaid.

5) INCREASED RATES OF INSURANCE

In the event of the Hirer arranging for any entertainment which would involve an extra rate for insurance, such rate is required to be paid before permission is given to carry out the entertainment.

6) NAIL IN WALLS, DECORATIONS, ETC.

No nails are allowed to be driven into the walls or woodwork of any part of the building, and nothing to be attached to any walls, woodwork, electric fittings, or balcony railing, unless specially allowed by the Centre Manager. Decorations, attachments, or extra fittings for dances, demonstrations, etc. are subject to the approval of the Centre Manager.

7) INJURIES AND DAMAGES

Persons hiring the halls, or any part thereof, shall be accountable for any injury to persons, or loss, damage or injury to the building or to any of the fittings, furniture, or other property therein, during the occupation, as well as any contingent loss the Council may sustain through their inability to let the halls during the time necessary to make good such damage. They shall deposit the amount claimed for such loss or damage. They shall deposit the amount for such loss or damage before moving their property from the premises.

8) TO KEEP AND DELIVER

They are required to keep the premises used, and also the furniture and fittings in a clean condition and deliver them up in the same good order as received.

9) INSPECTION

The Council and their Officers shall at all times have the right of free access to all parts of the building, for the purpose of inspection and supervision.

10) REFRESHMENTS

In no case shall persons which rent any area of facility be allowed to serve refreshment who shall not have been approved or by the Duty Officer.

11) Alcohol is NOT permitted on the premises.

12) OPENING AND CLOSING DOORS

Hirers of the halls for special events are required to employ a sufficient number of door keepers and cloakroom attendants to efficiently protect the premises, as well as to attend to the opening and closing of all doors, to ensure the comfort of the audience.

13) ENTRANCE DOORS (Special Events)

The entrance doors to be opened at the exact time announced, and the halls must not be filled beyond the number approved for comfort and safety.

14) BREACH OF CONDITIONS

All the aforementioned regulations to be strictly carried out and in the case of a breach of any of them, the Centre Manager reserves the power to enforce them at the expense of the Hirer.

15) LOSS AND DAMAGE TO RENTERS PROPERTY

The Council accept no responsibility as regards loss or damage not property belonging to the persons renting the Halls.

16) LAYOUT AND USE

All Hirers of the hall should contact the duty supervisor at the Leisure Centre (Tel: 028 2564 1427 or Fax: 028 2566 5877) 48 hours in advance, of use in order to make arrangements regarding layout of seating or use of other equipment

17) ADVERTISING

The sole right is reserved by the Council to place Advertisements in any portion of the Hall or approaches thereto, and to keep same up during any letting.

18) STAFFING (SPECIAL EVENTS)

Where facilities are approved for use outside normal opening hours, Leisure Centre staff may be employed at the event and an extra charge levied.

19) SWIMMING POOL

All users shall leave the water at least 15mins, before the end of the hire period and the premises immediately thereafter or at such time on any special occasion as may be arranged with the Centre Manager.

20) FOOTWEAR

No persons is permitted on the banks of any swimming pool unless wearing footwear approved by the Duty Officer or servant of the Borough Council.

21) BYE-LAWS

All regulations and Bye-Laws of the Borough Council shall be complied with at all times.

22) INDEMNIFICATION

The 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 on the premises during the time when the premises are let to the hirer, and against all costs, damages and expenses in connection therewith, other than accidents, loss or damage caused by the act or default of an Officer or Servant of the Borough Council.

23) OBSERVATIONS

All lettings are subject to the Conditions of the Letting and to such other conditions with any Letting.

The right is reserved to require the Hirer to lodge one week before the Letting takes place a sum of £ deemed sufficient to cover any anticipated damage.

The right is reserved to decline any application for hiring.

24) N.B. REMOVAL OF BELONGINGS

All belongings, equipment, advertising or materials must be removed from the hired facility by not later than 12 Noon on the following day. No responsibility will be accepted by the Council for the safety, condition or storage of any equipment, materials or belongings remaining in the Centre during or outside the period of hire.

25) ACCOMMODATION

Sports Hall and Balcony Area – Maximum seating 1500 )

Minor Hall – Maximum 300 persons )

Sentry Hill – maximum 300 persons

These figures can only be accommodated by prior arrangement

Signature \_\_\_\_\_ Date \_\_\_\_\_