

The Lindum Booking Form

Booking Information

Event Date : _____
Event Style/Room/Pitch : _____
Numbers : _____
Times Bar : _____
Music : _____
Room cost : _____
Catering cost : _____
Pitch Cost : _____
Total Cost : _____

Deposit paid on booking : £50
Remaining payment : _____

Full payment should be completed 2 weeks prior to the event for it to continue.
All prices are exclusive of VAT which will be added at current rate.

Billing Information/Person Booking

Name : _____
Company : _____
Billing address : _____
Contact Number : _____
Email : _____

Any additional comments:

I agree to current Terms and Conditions (attached) and all House rules and bye laws set by the Lindum.

Print Name : _____

Signature : _____ Date: _____

For any other information please do not hesitate to contact us on :

Telephone: 01522 526592
Email: enquiries@lindumsports.co.uk
Address: St Giles Avenue, Lincoln, LN2 4PE

Office Use Only

| | Confirmed to Client | Entered in Diary | Billed Client | Booking reference |
|----------|---------------------|------------------|---------------|-------------------|
| Date | | | | |
| Initials | | | | |

Terms & Conditions of Hire and Booking

Definitions

The Lindum

The Lindum Sports Association Limited and Lindum Sports Club

Lindum Officials

The persons appointed by The Lindum to manage the facilities e.g. Directors, Club Manager and Staff.

Affiliated Member Organisations

Those clubs or organisations defined as such in the Articles of Association of the Lindum.

Hirer

Any individual group or club who, upon prior agreement, uses the facilities.

Premises

The whole or any part of the facility and grounds at The Lindum, St Giles Avenue, Lincoln, LN2 4PE

Interpretation

Any query arising over the interpretation of these Terms and Conditions, shall be determined by The Lindum.

Booking Arrangements

The hiring of the premises shall be subject to the Terms and Conditions here after provided.

All Booking Forms must be addressed and forwarded to The Lindum, St Giles Ave, Wragby Road, Lincoln, LN2 4PE for the attention of the Club Manager. Booking Forms can be emailed to enquiries@lindumsports.co.uk.

The Club Manager or Member of House Committee have the right to refuse or accept a club or individual booking if he/she considers it to be against the interest / ethos of The Lindum. Bookings only become confirmed on confirmation of acceptance by a Lindum official.

Bookings for Affiliated Clubs

Where an affiliated Club has a published fixture list the Clubhouse is deemed to be available to that Club on those events, therefore booking or diarising them is not necessary. A copy of the fixture list should be provided to the Club Manager, House Committee and Grounds Committee as early as possible before their season starts. Changes, amendments or cancellations must be informed to the Club Manager as soon as is practicable. Events taking place after 6.30p.m. should be booked.

Bookings for any of the facilities on the pricing structure will only be accepted on a booking form and are only accepted on confirmation from Club Manager or House Committee. Affiliated organisations do not pay for use of the Clubhouse Facilities.

Rearranged matches, Cup Matches or fixtures outside the published fixtures list must be booked so as to give staff notice of the event.

Affiliate clubs do not need to fill in a booking form for committee meetings but these need to be diarised behind the bar through a member of staff as early as possible to prevent clashes. Room preference is not guaranteed and booked events take priority.

The Diary kept behind the bar is for all events to be entered so staff can plan resource.

If food is to be provided the Affiliated Club must arrange this with the Club Manager.

Casual Bookings

Outside organisations wishing to hold meetings, hire pitches or hire any of the facilities must fill in a booking form. County Association meetings of affiliated clubs i.e. fixtures meetings, league meetings, council meetings require a booking form but will not be charged if any of the Lindum affiliated organisations are paid up members of that county association or league.

Hire Charges

The sum fixed from time to time as the amount to be paid by the hirer for the use of the said facilities per hour. The Lindum will publish a Pricing Policy giving the rack rate for facilities.

The Lindum reserves the right to increase all hire charges and shall provide a minimum of two week's notification to the hirer prior to any increase.

The hirer shall be liable to pay the increased hire charge for any subsequent hiring.

All notified charges are exclusive of VAT chargeable at the prevailing rates.

Payments

Casual (Occasional) Bookings

Full payment must be made by 1pm the day prior to the day of hire.

For advanced (one off) bookings full payment must be made 14 days before the day of hire.

For bookings made on credit terms, terms are strictly net monthly account (Invoice due at end of month after the invoice date).

Block Bookings (including affiliated organisations)

Affiliated clubs with block bookings will be billed monthly and terms are net monthly (Invoice due at end of month after the invoice date). Payments for annual rent are also due net monthly.

Non-payment by the terms outlined above will result in cancellation of the booking or future bookings.

FIRE EVACUATION PROCEDURE

In the interest of Public Health and Safety, there will be NO SMOKING permitted within the building.

Smoking outside is only permitted in designated smoking areas.

Should it be necessary to evacuate the building in the event of an emergency or for whatever reason, an alarm will be sounded. Everyone must immediately leave the building by the nearest signed exit. Please familiarise yourself with the location of these. The Lindum officials will be on hand to direct and assist when required.

HIRER'S OBLIGATIONS

1. Preference of allocation will be given to The Lindum affiliated member organisations.
2. Clubs desiring an extension of time must make application to the Club Manager or Member of House Committee, giving at least one months notice in writing.
3. All persons shall leave the facilities at least 15 minutes before the close of the premises, or at such time on any special occasions as may be agreed in writing by the Club Manager or Member of House Committee.
4. The Hirer's representative will be held responsible to ensure that the hirer's obligations are duly performed and observed.
5. The Lindum shall not be responsible and the Hirer shall indemnify The Lindum against any claim for or in respect of accident, loss or damage sustained by any person on the premises during the time when the premises are used by the Hirer, other than accidents, loss or damage caused by the act of default of a Lindum member of staff.
6. In certain circumstances, The Lindum may require a Hirer to take out third party insurance to cover the liability of the Hirer in respect of personal injury or death or damage to property arising out of or in the course of or caused by the hiring (this applies to all clubs who supervise their own sessions). The limit of indemnity on such policy will be £5,000,000.00 for any one occurrence or series of occurrences arising out of one event in any one year or other period. The Lindum reserves the right to require a Hirer to submit to The Lindum a policy and premium receipt for approval prior to confirmation of hiring. Failure to comply with any of the requirements of this clause may result in the termination of the hiring.
7. Note: The Lindum carries third party insurance in respect of claims arising due to its own negligence. The Lindum does not carry third party insurance to cover any other groups in respect of third party claims. Any hirer must ensure they have adequate cover.
8. The hirer or his registered supervisory staff must ensure that they comply with the requirements of the Standard Operating Procedures and the Emergency Action Plan for the facility, and that all sessions must be adequately supervised by competent qualified persons.
9. The Club Manager or Member of House Committee or their representative may expel or cause to be expelled from the premises any person creating a disturbance or behaving in a disorderly or indecent manner or for any other failure to observe these conditions.
10. Any damage done to the premises, fittings, conveniences or accessories of the establishment during the time when it is used and not arising from the act or default of Lindum employees, shall be made good by and at the expense of the Hirer.
11. For those clubs/ individuals with block bookings, The Lindum reserves the right to vary the periods of hire offered to clubs/ individuals from one year to another. A period of at least three months notice will be given prior to any changes taking places.
12. For the purpose of maintaining discipline and good order, the members of the clubs/ individual groups shall at all times during the periods of which the premises are let to the club/ individual, abide by these Terms and Conditions, the Artificial Grass Pitch Code of Conduct, the House Rules, and all other regulations and bye-laws currently in force.
13. In addition to the above, all persons using the premises shall observe and be bound by the Artificial Grass Pitch Code of Conduct, the House Rules, and all other regulations and bye-laws currently in force in respect of hereof.
14. REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1985: It is the responsibility of the Hirer to ensure that any accident/incident which occurs during the period of hire is reported promptly to the The Lindum staff on duty. If for some reason this is not possible e.g. the accident/injury does not come to light until after persons have left the premises, it must be reported to the Club Manager or another senior member within 24 hours.
15. Portable Electrical Equipment - No such equipment is permitted without prior approval of The Lindum. Such equipment must conform to the Electricity At Work Regulations and only after confirmation of acceptability by the Club Manager may the equipment be used.
16. Artificial Grass Pitch Code of Conduct
 - 16.1. No studs, heels or blades.
 - 16.2. No Glass, Tin or Ceramics.
 - 16.3. No Smoking or Fireworks
 - 16.4. No Dirty or Muddy footwear.
 - 16.5. No Chewing Gum
 - 16.6. No vehicles other than maintenance equipment
 - 16.7. No Animals
 - 16.8. Footwear must be flat soled and should be checked for contamination prior to using AGP.
 - 16.9. Equipment must be removed from the pitch after use.
 - 16.10. Lights must be switched off after use.
 - 16.11. Litter and Rubbish must be put in bins provided.
 - 16.12. Any damage to surface or equipment must be reported to a Lindum Official or member of staff.
 - 16.13. Consideration should be given to the next user should matches overrun.
 - 16.14. Gates should be shut and locked after use.

Failure to comply with any of the foregoing sections may result in the Agreement for Hire being cancelled without notice.

THE LINDUM RESERVES THE RIGHT TO ALTER THESE TERMS AND CONDITIONS OR INITIATE NEW ONES AT ANY TIME.