

The Lindum Booking Form

Booking Information

Event Date : _____ Event Style/Room _____

Numbers : _____ Times Music _____

Room cost : _____

Catering 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.

Any additional requirements:

Billing Information/Person Booking

Name : _____

Company : _____

Billing address : _____

Contact Number : _____

Email : _____

I (as Hirer's representative) agree to the terms and conditions set out below and will ensure that all persons entering the Lindum Sports Association premises in consequence of this booking abide by the terms and conditions set out below. Bookings only become confirmed on written acceptance by a Lindum Official.

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 AND CONDITIONS OF HIRE

DEFINITIONS

Hirer shall mean the individual or organisation on whose behalf the booking is made

Hirer's Representative shall mean the person who enters into this Agreement on behalf of the Hirer and who undertakes to ensure that the Hirer and all persons visiting the Premises in consequence of the booking observe and perform all the obligations and responsibilities contained or referred to these Terms and Conditions

The Lindum/LSA shall mean the Lindum Sports Association (Company Number: 00429169) or the Lindum Sports Club

Lindum Officials shall mean the directors of the LSA and/or the Club Manager and/or LSA staff

Premises shall mean the whole or any part of the LSA property holding at St Giles Avenue, Lincoln LN2 4PE

BOOKING ARRANGEMENTS

The hire of LSA facilities is strictly subject to these Terms and Conditions.

All booking forms must be addressed and forwarded to the Club Manager by post, hand or email: enquiries@lindumsports.co.uk

Lindum Sports Association,
St Giles Avenue,
Lincoln
LN2 4PE

The LSA /Lindum Officials are entitled to refuse a booking he/she/they in their absolute discretion consider the booking to be against the interests or ethos of the LSA

Only items specifically mentioned on the Booking Form are included in this contract of hire.

Bookings only become confirmed on written acceptance by LSA/a Lindum Official

HIRE CHARGES

The charge for hiring shall be in accordance with the pricing policy/rates as from time to time published by LSA.

LSA reserves the right to increase the rates at any time.

If series of hires has been booked, LSA will give the Hirer two weeks' written notice of any increase in rates and the revised rates shall apply to all hires which take place on or after the expiration of the written notice.

All charges quoted are exclusive of VAT which will be added at the rate from time to time prevailing.

PAYMENTS

For one off bookings payment in full shall be made at least fourteen days prior to the date upon which the hire is to take place.

For block bookings (ie a series of hires) the LSA will bill the Hirer monthly in advance and the Hirer will pay in full within five days of the date of the invoice.

Time for payment is of the essence.

NO SMOKING

Smoking is not permitted on any part of the Premises.

HIRER'S OBLIGATIONS

1. All persons using the LSA facilities must leave at least fifteen minutes before the close of the LSA premises or at such later time as may be agreed between the Hirer and the LSA Club Manager.
2. The Hirer's Representative shall ensure that all persons visiting the LSA Premises in consequence of this Agreement observe and perform the duties and obligations contained in this Agreement in full
3. The Hirer will take all necessary care for the safety of all persons entering the Lindum Sports Association premises in consequence of this booking.

Without prejudice to the generality of the foregoing the Hirer will familiarise himself/herself with the LSA Fire Evacuation procedure and ensure the all persons who have entered the LSA Premises as a result of the hire evacuate by the nearest signed exit in the event of the alarm being sounded.

The Hirer will indemnify and keep indemnified the Lindum Sports Association against all claims made by any person entering the Lindum Sports Association premises in consequence of this booking save where such claims relate to death or personal injury caused by the negligence of the Lindum Sports Association, its servants, employees or agents.

4. The Lindum Sports Association requires the Hirer to have in place at its cost and to the satisfaction of the Lindum Sports Association policies of insurance covering public liability and third party liability with a limit of indemnity of not less than £10,000,000 (unless a lower sum is directed by the Lindum Sports Association) for each occurrence or series of occurrences arising out of one event in any twelve month period. The Hirer will produce a copy of the relevant certificate of insurance to the Lindum Sports Association together with evidence that premiums are up to date on request.

For the avoidance of doubt and without prejudice to the generality of the foregoing the Hirer is responsible for ensuring that he/she/it has adequate insurance to cover all obligations undertaken as a result of this booking and all risks arising from the activities carried out by the Hirer as a consequence of this booking.

5. The Hirer will indemnify and keep indemnified the Lindum Sports Association against all costs, claims, demands, loss and expense arising directly or indirectly as a result of any breach or non-observance of these terms and conditions
6. The Hirer shall comply with the LSA Standard Operating Procedures and LSA bye Laws as from time to time in force. Copies of the LSA Standard Operating Procedures and LSA bye laws are available on request from the Club Manager.
7. The Club Manager may expel or cause to be expelled from the Premises any person causing a nuisance or annoyance or behaving in a disorderly or indecent manner or failing to observe and perform the duties and obligations contained in this Agreement.
8. Any damage done to the Premises, fittings, conveniences, or accessories of the establishment during the period of hire pursuant to this Agreement shall be made good by and at the expense of the Hirer (unless arising from the act/default and/or negligence of LSA employees/contractors.)
9. LSA reserves the right to vary periods of hire where a block booking has been made. Three months' notice of the variation will be given in writing.
10. The Hirer will comply with all laws and regulations.

Without prejudice to the generality of the foregoing the Hirer is responsible for the Safeguarding of all children and vulnerable adults entering the Lindum Sports Association premises in consequence of this booking. Furthermore, the Hirer is responsible for ensuring that all activities carried out on the Lindum Sports Association premises in consequence of this booking are carried out in a lawful and safe manner. The Hirer is also responsible for the safety and security of all assets, equipment, and possessions (whether belonging to the Hirer or to individuals entering the Lindum Sports Association as a result of this booking.) Lindum Sports Association accepts no responsibility for such assets, equipment, and possessions.

Furthermore, the Hirer will comply with all instructions, regulations and bye laws from time to time issued by the Lindum Sports Association including but not limited to the Artificial Grass Pitch Code of Conduct and the House Rules.

11. It is the responsibility of the Hirer to ensure that any accident or injury which occurs during the period of hire is reported to a member of LSA staff immediately and if this is not possible in any event within 24 hours.
12. Portable Electrical Equipment. No such equipment is permitted without the prior approval of LSA. Such equipment must comply with Electricity at Work Regulations and all other laws and regulations and be approved by LSA Club Manager before use.
13. Failure to comply with these terms and conditions may result in the hiring being terminated with immediate effect.
14. LSA reserves the right to vary these terms and conditions or initiate new ones at any time.