

Facility Hire Terms & Conditions

1. **Terms**
- 1.1. 'Cardiff University': For the purpose of this document this shall refer directly to Cardiff University Sport.
- 1.2. 'Cardiff University Sport': The Head of Cardiff University Sport appointed within the department and other designated persons employed to assist the Head in the discharge of functions.
- 1.3. 'Hirer': Shall refer to the person signing the booking form; where the person is signing the booking form on behalf of an organisation then the organisation is also considered as the 'Hirer' and shall be jointly and severally liable. In this case an individual that will be present during the booking must be designated on the booking form as the responsible person.
- 1.4. 'Users': those persons at Cardiff University facilities, spectating or engaging in activities as a result of a hire.
2. **Hire**
- 2.1. Hire of Facilities and/or Services must be confirmed by the return of a fully completed & signed Cardiff University Sport Facility Booking form.
- 2.2. After 14 days all offers of bookings will expire if not confirmed.
3. **Payment**
- 3.1. Payment must be received in full prior to the time of use, or by prior invoice agreement.
- 3.2. Failure to provide payment will revoke all bookings of the 'Hirer'.
- 3.3. The 'Hirer' will be liable for any unpaid bookings. The University will pursue debt collection if full payment is not received.
- 3.4. Invoices will be issued in arrears unless requested, or applying for VAT exemption where an invoice for bookings of 10 sessions or more must be invoiced in advance of the first booking date.
- 3.5. Terms and Condition of Hire will be applicable to all bookings and will be strictly enforced unless agreed and specified in writing at the time the booking.
- 3.6. A current price list will be made available to all those wishing to book facilities.
- 3.7. Cheques should be made payable to 'Cardiff University'.
4. **Deposits**
- 4.1. A deposit, equivalent to one full session will be required, payable in advance, in order to confirm Block Booking arrangements.
- 4.2. A non refundable deposit, equivalent to 10% of the total event charge will be required, payable in advance, in order to confirm Event arrangements.
5. **Cancellation**
- 5.1. **By The Hirer**
- 5.1.1. Cancellation made in writing more than 48 hours prior to the booking will be accepted with no penalty.
- 5.1.2. Cancellation within 48 hours, or failure to attend will result in the full charge being levied. This may be sought via invoice.
- 5.2. **By Cardiff University**
- 5.2.1. Cardiff University reserves the right to cancel a booking if the facility is required by Cardiff University Athletic Union where 14 days written notice can be provided.
- 5.2.2. Cancellation due to inclement weather must be confirmed by Cardiff University Sport.
- 5.2.3. In the event of snow or other extreme weather conditions it may be deemed, upon inspection that facilities are unsuitable for activity.
- 5.2.4. Cardiff University reserves the right to cancel or close the facilities for special events or for other circumstances beyond their control.
- 5.2.5. Cardiff University will make efforts to notify the 'Hirer' as soon as is reasonably possible in these circumstances. All charges paid for bookings affected by these circumstances will be refunded.
6. **Admission Rules & Regulations**
- 6.1. Hirers must provide Cardiff University Sport with accurate contact details on booking forms. The hirer must inform Cardiff University Sport if contact details should change.
- 6.2. The hirer must inform Cardiff University Sport in advance if they are aware of any persons attending their booked session that may require additional assistance in the event of an emergency evacuation in order that appropriate arrangement can be made.
- 6.3. The hirer is responsible for ensuring that those attending their session are fit to participate in the activity.
- 6.4. The premises may only be used for the purpose specified in the booking application.
- 6.5. The 'Hirer' should report to reception prior to the booking start time.
- 6.6. The 'Hirer' must be present throughout the booking.
- 6.7. Cardiff University Sport reserves the right to refuse admission.
- 6.8. Cardiff University Sport will not tolerate disorderly, threatening or abusive behaviour. Cardiff University Sport reserves the right to exclude individuals which may affect future bookings made by the hirer.
- 6.9. The 'Hirer' should be responsible for the control of all participants and any spectators associated with their booking activity.
- 6.10. Specific facility and/or activity rules & regulations must be adhered to at all times.
- 6.11. Users are advised to remove all watches, jewellery or similar adornments before participating in activities.
- 6.12. Cardiff University Sport reserves the right to stop or cancel the event if in its opinion health & safety is being compromised at any time.
- 6.13. Any damage to facility or equipment must be reported promptly to Cardiff University Sport.
- 6.14. Smoking is not permitted on any University premises.
- 6.15. The 'Hirer' is required to take reasonable precautions to prevent the risk of fire. Use of naked flames or ignited material is not permitted.
- 6.16. Booking times should commence and conclude as booked and agreed. Set up and reinstatement of equipment should take place within the agreed booking time.
- 6.17. Food is not to be consumed in any of the activity areas.
- 6.18. Drinks should only be consumed from sealed plastic bottles to comply with health & safety guidelines.
- 6.19. Activities which involve the use of projectiles may only be undertaken with the prior permission of Cardiff University Sport.
- 6.20. All accidents must be reported immediately to the Centre Reception.
- 6.21. In the case of an emergency all persons will be required to follow emergency evacuation procedures.
- 6.22. The 'Hirer' is advised to assess the risks associated with their activity. Facility risk assessments are undertaken by Cardiff University Sport.
- 6.23. If the use of Cardiff University Sport equipment is required a written request must be made in writing and deposits taken. Equipment may be subject to availability.
- 6.24. All users under the age of 16 must be supervised by a responsible adult.
- 6.25. Internal rates will only apply where at least 75% of users present valid Cardiff University ID cards. Cards may be inspected during the booking. Failure to produce sufficient valid ID cards will result in External rates being charged.
- 6.26. Lists of facility charges are available at each centre reception.
- 6.27. Cardiff University Sport facilities will close for 2 weeks over the Christmas break, and for the duration of the Easter weekend. Notices to remind member of these closure dates will be displayed locally at Centres.
- 6.28.
7. **Refunds**
- Refunds claims should be made in writing to the Cardiff University Sport Business Support Officer (sportbookings@cardiff.ac.uk).
8. **Pets**
- 8.1. Guide dogs are the only pets allowed on 'Cardiff University' premises.
9. **Issue & Return of Keys**
- All keys must be signed in and out at the Centre Reception.
- 9.1. The 'Hirer' will be charged a £10 deposit for each key issued. £10 will be charged for every key not returned. Where necessary the 'Hirer' will be invoiced for the loss of keys.
10. **Loss & Damage**
- 10.1. The 'Hirer' will be fully responsible for all persons and property brought onto the premises during the period of hire and shall indemnify 'Cardiff University' from any loss or damage to property.
11. **Indemnity Insurance**
- 11.1. The 'Hirer' is advised to provide its own third party insurance indemnity cover for the period of hire.
- 11.2. Where any third party makes a claim against the University for damages, compensation and/or costs in respect to injury, death and/or damage to property during the use of facilities by the 'Hirer', the 'Hirer' shall reimburse the University; save where the University is strictly liable.
12. **Car Parking**
- 12.1. **Cardiff University Fitness & Squash Centre**
- 12.2. All parking in this area is subject to the general rules and regulations of the department of Highways and Transportation.
- 12.3. **Cardiff University Sports Training Millage & Cardiff University Sports Fields**
- 12.4. Parking may only be undertaken in designated parking areas.
- 12.5. Any vehicle not parked in an appropriate place may be subject to clamping.
- 12.6. Parking is not automatically included as part of any facility hire.
- 12.7. The University may make a charge for parking and retain all fees.
- 12.8. For Cardiff University Sports Centre vehicle access is only permitted via Excelsior Road (Tesco Extra) entrance.
13. **Broadcasting, Television & Photographs**
- 13.1. No broadcasting, T.V. or other media personnel may enter the premises for the purposes of coverage or taking photographs without the prior consent of Cardiff University Sport.
- 13.2. In the interests of safety, anyone wishing to use photographic equipment including cameras, video recording equipment and mobile phone cameras must obtain prior permission.
14. **Customer Comments**
- 14.1. It is the policy of the Cardiff University Sport to provide a quality of service that meets the needs of our customers. Customer comments are welcomed.
- 14.2. Customer comment cards available at each Centre reception.
- 14.3. Alternatively customer comments can be sent via email to sport@cardiff.ac.uk where they will be directed to the appropriate manager.

**Larger versions of these
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available on request.**