



**CHANGING ROOM HIRE AGREEMENT | BLOCK SEASON BOOKING  
ST ANDREWS COMMUNITY CENTRE, SAXILBY  
2026-27**

*Changes highlighted in yellow*

This Agreement sets out the requirements for the use of the St Andrews Community Centre Changing Rooms. For the purposes of this Agreement, Saxilby with Ingleby Parish Council and their officers, agents, and servants shall be referred to as “the Council” and the entity hiring the facility shall be known as “the Hirer”. “Facility” means the changing rooms, toilets, showers and referee’s room at St Andrews Community Centre.

“Season” means 1 April to 31 March.

“Clerk” means the Clerk to Saxilby with Ingleby Parish Council.

**1. Bookings**

- a. All bookings must be made by completing the booking form. Use of the facilities will not be permitted until a booking form has been received and confirmed
- b. The booking must be made by an authorised representative of the Hirer - either a club committee member, official, coach or team manager
- c. The application form should be properly completed and returned to the clerk, no later than the closing date given. The person signing the application form ‘the Hirer’ must be 18 years of age or over and will be responsible for complying with all conditions and regulations and any instructions given by the Council.
- d. The hiring does not entitle the Hirer to use the hire venue or enter premises at any time other than the specified hours for which the sports facilities are used
- e. Full contact details of the Hirer’s authorised representative must be submitted within the application
- f. Details of the Hirer’s authorised representative will be held in compliance with UK GDPR and Council policy  
Any subsequent changes must be notified to the Council as soon as possible
- g. Upon receipt of a form the Hirer that is responsible for payment will be placed on record and checked for any outstanding accounts. Any Hirer that has not paid in full for a previous season will be refused a booking until the outstanding fees have been cleared. Invoices must be paid within 30 days of issue and in all cases prior to first use of the facilities.
- h. An invoice for the hire of the facility will be sent out prior to the start of the season. Permission to use the facility will not be granted until the payment and completed booking form has been received
- i. A booking comprises the use of changing rooms from 1 April to 31 March
- j. Charges are reviewed annually. The new charges take effect from 1<sup>st</sup> April of each year. Notice of any changes in respect of the annual review of charges will be notified to prospective Hirers once approved

**2. Terms and Conditions General**

- a. Under no circumstances should the facilities be sub-let
- b. The Council will not, under any circumstances, accept responsibility of liability in respect of any damage to, or loss, theft or removal of property, articles or things whatsoever placed or left in the facility by the Hirer or other persons, and the Hirer’s shall indemnify the Council from and against all claims, demands, actions and proceedings in respect of any such loss, theft or removal or any loss sustained by any person in consequence of such damage, theft, or removal up to £5,000,000 (Five Million Pounds)
- c. The Council accepts no liability for loss, theft, or damage to property brought onto the premises. The Hirer shall indemnify the Council against all claims arising from such loss or damage up to £5,000,000.

- d. In spite of Clause 2b, neither the Council or the Hirer limits or excludes any of the following:(a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors; (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees; (c) any liability that cannot be excluded or limited by Law
- e. Hirer's will be responsible for any damage to or loss or theft of any equipment or accommodation provided by the Council, and shall repay to the Council, on demand, the cost of reinstating or replacing any equipment or accommodation which shall be damaged, destroyed, stolen, or removed during the period of their letting
- f. All facility is available for use throughout the year excluding the weekend that Christmas Day falls on or nearest to and the weekend that New Year's Day falls on or nearest to or when maintenance needs to be carried out
- g. If the facility becomes unavailable due to unforeseen circumstances, the Council will work with the Hirer to try to accommodate the Hirer at an alternative facility until the issue can be resolved, but an alternative facility cannot be guaranteed. No refunds or discounts will be available unless in exceptional circumstances
- h. The Hirer must report any hazard or defect relating to the building to the Council
- i. The Hirer will be responsible to ensure all rubbish/litter is removed from site following use and for any costs incurred for the removal and disposal of such rubbish/litter. Items left in the changing rooms such as clothing, boots, and toiletries will be disposed of. Should issues surrounding litter be brought to our attention the Hirer will be required to pay the cost of removing and disposal of the litter
- j. The Hirer is responsible for the behaviour of all users and spectators and must ensure no nuisance, abusive or unacceptable conduct occurs. The Council reserves the right to withdraw access on this basis
- k. The Hirer shall not provide or arrange to have provided any refreshments or catering facilities at the venue except with the approval of the Council
- l. The Hirer shall not bring or allow to be brought onto the venue dangerous or hazardous substances
- m. The hirer is not permitted to bring alcohol into the grounds except where permission has been granted by the Council in writing
- n. The Hirer must ensure all doors, lights and water supplies are secured before leaving the facility

### **3. Changing Facilities**

- a. The Council will clean and maintain the changing rooms
- b. Consumables such as hand wash and toilet paper will be provided by the Council
- c. The facilities are regularly checked for safety and will be maintained in a good condition
- d. Any defects or issues should be reported to the Council immediately
- e. Should a Hirer need to cancel their booking then they should notify the clerk in writing. No refunds will be made.

### **4. Termination of Agreement**

- a. The Council may terminate this Agreement with immediate effect where the Hirer breaches any of these conditions, fails to pay fees when due, or where the conduct of users is deemed unacceptable
- b. Upon termination, all rights to use the facilities cease immediately and no refund shall be payable unless agreed at the Council's discretion

### **5. Insurance**

- a. The Hirer must provide a Public Liability Insurance Certificate with a limit of indemnity of no less than £5,000,000 (five million pounds only in respect of any one accident or series of accidents arising as a result of the event) upon submission of the booking form
- b. The Hirer shall be liable for and shall indemnify the Council against any expenses liability claim or proceeding whatsoever arising under any statute or common law in respect of personal injury to or the death of any person whomsoever and damage whatsoever to any property real or personal insofar as such injury death or damage arising out of or caused by the use by the Hirer of the facilities provided that the Hirer shall not be liable for injury death or damage resulting from the negligent acts of the Council, its servants or agents

### **6. Accidents, first aid, and fire**

- a. The Hirer shall ensure that there is first aid available throughout the period of hire an adequate number of persons present who are competent and equipped to administer first aid to any person sustaining personal injury during the event relating to the hire
- b. The Hirer is required to notify the Council or the Council's representative within 42 hours, of any accident or personal injury sustained to members of the hiring group during the course of the hire period

- c. The changing rooms are Hired out unmanned. It is the responsibility of the Hirer to ensure they have read and share the fire information with anyone using the facility whilst being hired out by the Hirer

**7. Equal opportunities and safeguarding**

- a. The Council is committed to opposing harassment and victimisation of residents, service users and employees. Positive action will be taken to counteract harassment in the community, in the provision of services and facilities and in the workplace
- b. Should any club or organisation be found to have contravened the Council's equal opportunities policies, the Council will take action to discontinue their hire of facilities
- c. The Council is committed to promoting the protection, safety and welfare of children and vulnerable adults in the Community. All hirers should have a safeguarding policy and officer in place
- d. Hirers must ensure appropriate DBS checks are in place where required by governing body guidance

---

**Declaration**

I ..... (print name) on behalf of ..... (name of team) undertake to comply with the conditions detailed above. ***I have retained one copy of these conditions and returned a copy to you***, having duly read and understood the conditions as they relate to my club, organisation, or hiring group.

Signed:

Date:

Position held:

---

**Club Contact Details**

**Name:**

**Club position held:**

**Email address:**

**Contact mobile number:**

**Invoicing details:**

**Club name for invoice:**

**Address for invoice:**

**Email address to send invoice to:**

- Toilets Only £191.00
- All facilities – home and away changing and shower rooms, ref’s room, and toilets £254.00
- I have enclosed a copy of the club’s insurance certificate (please tick)

---

Please send your signed, completed form and copy of your insurance to [clerk@saxilbyparishcouncil.gov.uk](mailto:clerk@saxilbyparishcouncil.gov.uk) or drop in at the parish office.

If you have any queries, please contact the council on 01522 703912 or visit the parish office which is open Tuesday and Friday 9.15am–3.15pm.

Thank you for supporting Saxilby with Ingleby Parish Council’s community facilities.