

1.0 General responsibility of the Hirer

- 1.1 The hirer shall ensure that users comply with QR092 General Regulations and Conditions of Hire and Use (which will be deemed to be incorporated in these conditions), and the hirer shall be liable to the company for breach thereof.
- 1.2 It is the responsibility of the hirer to inform the lifeguards of any weak or non-swimmers and of any medical conditions suffered within the group prior to entering the swimming pool.
- 1.3 It is the responsibility of the hirer to supervise all children when out of the pool area and a minimum of two adults are required to remain on site for the duration of the booking.
- 1.4 The hirer is responsible for the care of all the children present at the party. The following supervision ratio is in place to maintain safety in the swimming pool:
 - An adult must accompany every child under the age of four on a one-to-one basis.
 - An adult must accompany children aged between four and seven inclusive with no more than two children to one adult.
 - An adult is someone aged 18 years and over
- 1.5 A photography permit must be completed before any photographs or filming may take place – the hirer must obtain permission from the Duty Manager and complete a photography permit form. It is the hirer's responsibility to seek permission from parents/ guardians to photograph their child during the booking.
- 1.6 In the interest of Health and Safety all guests must attend a compulsory safety briefing at the beginning of each pool party.
- 1.7 The hirer will have sole use of their selected pool for the duration of their party. However, the Centre reserves the right to hire the remaining pool for another party this may take place at the same time as yours.

2.0 Payment

- 2.1 In order to secure the booking, full payment will be requested at time of confirmation.
- 2.2 The preferred payment option is credit or debit card. However, payment can be made by cash or cheque (payable to North Lincolnshire Council) direct to the Centre. Bookings awaiting payment by cash or cheque will be held for a period of 24 hours only before being released to rebook.
- 2.3 The booking form and terms and conditions must be signed by the hirer.

3.0 Booking confirmation

- 3.1 The Bookings team shall provide written confirmation of the party booking within 7 days of receipt of a booking form and on receiving full payment.
- 3.2 Submission of a booking form is not a guarantee that the date or time is available, or the booking has been accepted.
- 3.3 In the event that the hirer's requirements cannot be met, the Centre shall contact the hirer to make alternative arrangements.

4.0 Cancellation by the hirer

- 4.1 Cancellations or amendments to the booking must be received in writing at least 21 days in advance of the party. The hirer will then receive a full refund minus a £25 administration charge.
- 4.2 In the event of cancellations given resulting in less than 21 days' notice, no refund will be made.
- 4.3 If the hirer fails to turn up and has not cancelled by the appropriate method, no refund will be made.
- 4.4 If the party needs to be rearranged due to illness, a £25 administration fee will be taken. The rescheduled party must take place within 3 months.

5.0 Cancellation by the Centre

- 5.1 In exceptional circumstances where the party has to be cancelled for reasons entirely beyond the Centre's control, the hirer will be informed at the earliest opportunity. A full refund or alternative date will be offered.
- 5.2 The Council reserves the right to cancel a booking at any time and offer a reasonable alternative date or issue a full refund without any liability for consequential or indirect loss. In extreme circumstances cancellations may occur at very short notice.
- 5.3 The Centre Management Team reserves the right to refuse an application or cancel or terminate any booking without giving a reason for doing so. The Centre will not incur any liability from such refusal, cancellation or termination. Any payments made will be refunded.

6.0 Health and Safety

- 6.1 The hirer must abide by the swimming supervision ratios detailed in general responsibilities of the hirer.
- 6.2 Weak or non-swimmers should wear floatation aids (i.e. armbands/ life vest) and remain in shallow water.
- 6.3 Appropriate swimwear must be worn in the pool. A copy of this can be viewed at time of booking/ confirmation or on the council's website.
- 6.4 In the event of fire, flooding, public disturbance, terrorist activity or any other threat to the public, Centre staff will be responsible for evacuating the building.
- 6.5 The hirer will be responsible for the safety and security of all personal items brought onto the premises.
- 6.6 Violent, aggressive or abusive behaviour from anyone under any circumstances will not be tolerated, and the Centre reserves the right to terminate the party at any time if any personal safety is under threat. The Centre does not take responsibility for ejecting any unwanted persons from the venue. The hirer will be advised of any problems arising in this respect.
- 6.7 The hirer will provide adequate supervision of guests, including children at the venue, and will be liable for any loss of or damage to any of the Centre's property and personal belongings brought by guests to the Centre. Lockers are available (£1 returnable coin) in the changing rooms to store any valuables or personal items.
- 6.8 A risk assessment is in place for parties. A copy is available on request from the bookings team.

7.0 Supply of food

- 7.1 Hirer to provide their own food
- 7.2 Ancholme Leisure Centre is unable to provide food or catering for parties, however the hirer can provide their own cold food.
- 7.3 If the hirer is bringing in their own party food, they must inform the DM at time of booking to ensure the designated area for food is available and is booked. The designated food area will be made available 30 minutes before the food is to be served.
- 7.4 ALC does not have kitchen facilities so food will need to be prepared by the hirer prior to the party.
- 7.5 If the hirer is providing their own food, the hirer will be responsible for the setting up and clearing away of all food. All party food, waste and rubbish is the hirer's responsibility and all rubbish needs to be packed away and taken home with the hirer to dispose of. Ancholme Leisure Centre can supply rubbish bags.
- 7.6 All rooms used by the hirer must be left in a clean and tidy condition.
- 7.7 Party food will be served in a suitable room on the premises and the hirer will be notified of this on the day of the party.
- 7.8 A time of 45 minutes is allocated for party food to be eaten. Suitable clothing and footwear should be worn. Two responsible adults (aged 18 years and over) must stay with the party.
- 7.9 The designated party area available for food is Badminton court 3, 4 or 5 a pool party.

8.0 Interpretation

- 8.1 The term 'Manager' includes any officer of the Centre authorised to perform any particular duty.
- 8.2 The Centre means the whole of the Centre and any part thereof under the jurisdiction of Ancholme Leisure Centre.
- 8.3 The hirer means the person or organisation hiring any part of the Centre or the facilities. Persons under the age of 17 will not be accepted as a hirer.

9.0 Data Protection Act 1998

- 9.1 Under the Data Protection Act 1998 your signature on the booking form signifies your consent to the Centre using your personal information in accordance with the Data Protection Act for the following purposes: Internal Promotions, Marketing and Mail Shots, unless you have opted not to by ticking the box on the front of the booking form.

10.0 Precedence

- 10.1 Where there is any conflict or inconsistency between the provisions of the agreement and the QR092/02 General Regulations & Conditions of Hire and Use these Pool Party Booking Terms and Conditions will prevail.

1.0 General responsibility of the Hirer

- 1.1 The hirer shall ensure that users comply with QR092 General Regulations and Conditions of Hire and Use (which will be deemed to be incorporated in these conditions), and the hirer shall be liable to the company for breach thereof.
- 1.2 It is the responsibility of the hirer to supervise all children and a minimum of two adults are required to remain on site for the duration of the booking.
- 1.3 The hirer is responsible for the care and supervision of all the children present at the party.
- 1.4 A photography permit must be completed before any photographs or filming may take place – the hirer must obtain permission from the Duty Manager and complete a photography permit form. It is the hirer's responsibility to seek permission from parents/ guardians to photograph their child during the booking.
- 1.5 In the interest of Health and Safety all guests must attend a compulsory safety briefing at the beginning of each pool party. This briefing will cover guidelines relating to the use of the facility and the fire escape routes.
- 1.6 The hirer will have use of the designated party area for the duration of their party. However, the Centre reserves the right to hire the remaining area of the Sports Hall for other activities which may take place at the same time as yours.

2.0 Payment

- 2.1 In order to secure the booking, full payment will be requested at time of confirmation.
- 2.2 The preferred payment option is credit or debit card. However, payment can be made by cash or cheque (payable to North Lincolnshire Council) direct to the Centre. Bookings awaiting payment by cash or cheque will be held for a period of 24 hours only before being released to rebook.
- 2.3 The booking form and terms and conditions must be signed by the hirer.

3.0 Booking Confirmation

- 3.1 The bookings team will provide written confirmation of the party booking within 7 days of receipt of a booking form and on receiving full payment.
- 3.2 Submission of a booking form is not a guarantee that the date or time is available, or the booking has been accepted.
- 3.3 In the event that the hirer's requirements cannot be met, the Centre will contact the hirer to make alternative arrangements.

4.0 Cancellation by the Hirer

- 4.1 Cancellations or amendments to the booking must be received in writing at least 21 days in advance of the party. The hirer will then receive a full refund minus a £25 administration charge.
- 4.2 In the event of cancellations given resulting in less than 21 days' notice, no refund will be made.
- 4.3 If the hirer fails to turn up and has not cancelled by the appropriate method, no refund will be made.
- 4.4 If the party needs to be rearranged due to illness, a £25 administration fee will be taken. The rescheduled party must take place within 3 months.

5.0 Cancellation by the Centre

- 5.1 In exceptional circumstances where the party has to be cancelled for reasons entirely beyond the Centre's control, the hirer will be informed at the earliest opportunity. A full refund or alternative date will be offered.
- 5.2 The Council reserves the right to cancel a booking at any time and offer a reasonable alternative date or issue a full refund without any liability for consequential or indirect loss. In extreme circumstances cancellations may occur at very short notice.
- 5.3 The Centre Manager reserves the right to refuse an application or cancel or terminate any booking without giving a reason for doing so. The Centre will not incur any liability from such refusal, cancellation, or termination. Any payments made will be refunded.

6.0 Health and Safety

- 6.1 Leisure centre staff will be responsible for the inflation/deflation of the bouncy castle.
- 6.2 The hirer must abide by the Sports Hall Inflatable instructions which will be covered in the safety briefing prior to the start of the party. All users must wear socks and not wear shoes on the inflatable. A maximum of 20 users at any one-time on the inflatable, with a height restriction of 1.5 m or lower. Food and drink is not permitted on the inflatable. Children must not be left unattended during the party and must be kept away from the pump, vents and electrics.
- 6.3 In the event of fire, flooding, public disturbance, terrorist activity or any other threat to the public, the centre staff will be responsible for evacuating the building.
- 6.4 The hirer will be responsible for the safety and security of all personal items brought onto the premises.

- 6.5 The hirer is responsible for the care and supervision of all children present at the party.
- 6.6 Violent, aggressive or abusive behaviour from anyone under any circumstances will not be tolerated, and the Centre reserves the right to terminate the party at any time if any personal safety is under threat. The Centre does not take responsibility for ejecting any unwanted persons from the venue. The hirer will be advised of any problems arising in this respect.
- 6.7 The hirer will provide adequate supervision of guests, including children at the venue, and will be liable for any loss of or damage to any of the Centre's property and personal belongings brought by guests to the centre. Lockers are available (£1 returnable coin) in the changing rooms to store any valuables or personal items.
- 6.8 A risk assessment is in place for parties. A copy is available on request from the bookings team.

7.0. Supply of Food

- 7.1 ALC are unable to provide catering for parties.
- 7.2 The hirer can provide their own food and must inform the Duty Manager of this at time of booking to ensure the designated party area is available and booked,
- 7.3 ALC does not have kitchen facilities so all food will need to be prepared by the hirer prior to the party. If the hirer is bringing in their own party food the area where food is to be served will be made available 30 minutes before the food is to be served.
- 7.4 If the hirer is providing their own food; the hirer will be responsible for the setting up and the clearing away of food. All party food, waste and rubbish is the hirer's responsibility, and all rubbish needs to be packed away and taken home with the hirer to dispose of. ALC can provide rubbish bags on request.
- 7.5 Food will be served in the sports hall in the area near to where the party will be held.
- 7.6 The inflatable will be switched off at the time that food is served and will not be switched back on after the food, to avoid illness of the guests.
- 7.7 All rooms used by the hirer must be left in a clean and tidy condition.
- 7.8 A time of 30 minutes is allocated for party food to be eaten. Suitable clothing and footwear should be worn. Two responsible adults (aged 18 years and over) must stay with the party.

8.0 Interpretation

- 8.1 The term 'manager' includes any officer of the Centre authorised to perform any particular duty. The Centre means the whole of the facility and any part thereof under the jurisdiction of Ancholme Leisure Centre. The hirer means the person or organisation hiring any part of the Centre or the facilities. Persons under the age of 17 will not be accepted as a hirer.

9.0. General Data Protection Regulations

- 9.1 North Lincolnshire Council (NLC) is registered under the General Data Protection Regulations and treats all information it holds confidentially and securely. The Council's NL Active function collects and processes your personal data in accordance with the GDPR and other relevant legislation, and will not disclose your personal data to any other third party, unless allowed or required to do so under the GDPR or other relevant legislation. NL Active will collect and process the information you provide on this form to administer and manage your booking. For further details about the processing of your personal data please see the Full Privacy Notice and Data Protection and Privacy webpage on www.northlincs.gov.uk

10.0 Precedence

- 10.1 Where there is any conflict or inconsistency between provisions of the agreement and the QR092/02 General Regulations & Conditions of Hire & Use, these Party Booking Terms & Conditions will prevail.