

Affiliated Sport Club Bookings

Terms & Conditions

- Bookings up to 12 months in advance
- Bookings must consist of a minimum of 10 training sessions, for the sport or activity at the same venue.
- The interval between each session must be at least 1 day but not more than 14 days (for the interval to be at least 1 day, 24 hours must have elapsed between the start of each session).
- All required training sessions must be submitted by the given deadline to avoid standard rate pricing and / or loss of previous booking slots.
- Sessions will be invoiced monthly and should be paid directly to our finance department
- There must be no outstanding debt on account or future bookings may be cancelled.
- Sessions cannot be cancelled or amended unless cancelled by the Council due to exceptional circumstances, such as a health and safety risk.
- All relevant documents related to the booking, such as the Club Constitution, Insurance, Safeguarding policies, and Risk Assessments, must be kept up to date by the booker and submitted through the Leisure Bookings Team.
- The booking agreement is only available to schools, clubs, associations, or organisations representing affiliated clubs or constituent associations, such as a local league.

The Affiliated Sports Club Booking Terms and Conditions are in addition to the [General Terms and Conditions of Hire](#). Failure to adhere to the conditions outlined may result in the removal of your Affiliated Sport Club Booking status.

Signed - _____

Date - _____

For office use

Booking Form Received	
Booking Confirmed	
Public liability insurance (min 5 Million) received	
Risk assessment Received	
Safeguarding policy received	
Constitution received	



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