



## ANNAN ATHLETIC FC CONDITIONS OF LET

### 1. Application for Let

- a) All applications for bookings within the Annan Athletic facilities must be made on an official application form. At least seven days notice shall be given for hire of the facilities.
- b) The receipt of an application form for does not constitute an acceptance of the application by Annan Athletic FC. The premises shall not be deemed to be let until the applicant has received confirmation from Annan Athletic FC.
- c) All applicants must be over the age of 18 years and proof of identity/age may be required.
- d) All bookings made in respect of Annan Athletic FC facilities are subject to the times stated on the booking form. Hirers must ensure that the facility is cleared at the appropriate time. Entry to the facilities will be from the time specified on the application for let. Additional time will be charged after the event, if necessary.
- e) All applications must state the specific areas of accommodation within the facility required for the let. Additional areas requested on the day of let may not be available.
- f) All applications must state the specific requirements for the let. Additional requirements requested on the day of let may not be available.
- g) No application for let will be accepted while any accounts for payment by the hirer to Annan Athletic FC remain outstanding.
- h) Annan Athletic FC reserves the right to grant or refuse any application for let in whole or in part without giving any reason for same.

### 2. Child Protection / First Aid

- a) The hirer is required to ensure they have adequate compliance with child protection / vulnerable adult policies.
- b) The hirer is required to ensure they have adequate first aid cover and access to a first aid kit at all times.

### 3. Booking Annan Athletic FC Facilities in Advance

- a) A booking will be confirmed on receipt of a correctly completed application form and signed conditions of let form.
- b) Advance applications for lets of a continual/repetitive nature are accepted solely on the condition that should the premises be required for other individual events, these would take priority. At least seven days notice shall be given to the hirer in all cases.
- c) Advance applications for lets of a continual/repetitive nature will only be granted for maximum hire duration of 12 months and will be reviewed each year.

### 4. Payment

- a) Bookings of a sole/one-off nature must ensure that payment is received 48 hours before the date of booking.
- b) Payment for lets of a continual/repetitive nature will be invoiced and must be paid in full by the hirer within 7 days of dated invoice.
- c) Annan Athletic FC reserves the right to bill additional charges as a result of any damage or additional outlay caused as a direct result of the let.
- d) Failure to pay any accounts within the time required will result in no further availability of premises until the account is paid. When necessary, legal action may also be pursued.

### 5. Cancellation

- a) Annan Athletic FC reserves the right to cancel a let without being liable for compensation.
- b) Notification of hirer's intention to cancel or alter a let must be made in writing.
- c) In the event of cancellation by the hirer the following charges are payable by the hirer:
  - i. More than 14 days - No charge
  - ii. 7 to 14 days in advance - 50% of hire charge
  - iii. Less than 7 days in advance - 100% of hire charge

### 6. Loss, Injury or Damage

- a) The hirer is responsible for any loss or damage to the building, fixtures, fittings, contents and decor during the let.
- b) The hirer is advised that Annan Athletic FC can accept no responsibility in respect of loss or theft of articles from the premises during the let or of any articles left on the premises at any time.

- c) Annan Athletic FC accepts no responsibility for any loss or damage, including personal injury resulting from hirer poor practices.
- d) The hirer is required to take out appropriate insurance to cover their specific activities. Copy of the hirers insurance may be requested on application.
- e) When an event is open to the public, the hirer is required to take out at least public liability insurance and the premises are let on the understanding that this will be done. Copy of the hires public liability insurance may be requested on or before the event.
- f) The hirer must indemnify Annan Athletic FC against any loss or damage as described within these conditions.

**7. Equipment**

- a) All equipment brought into the Annan Athletic FC facilities by hirer must be removed at the end of the let unless otherwise authorised.
- b) The erecting and dismantling of all equipment necessary for the purpose of the let is the responsibility of the facility.

**8. Alcohol**

- a) The hirer shall not permit or allow any person to bring any intoxicating liquor or other alcoholic refreshment into the facility and retain the right to expel any drunken or disorderly person from the facility.

**9. General**

- a) The hirer will be required to remove all reasonable waste from the facility.
- b) AAFC shall have access to all parts of the facilities at all times during periods of let.
- c) Advice and instructions of Annan Athletic FC staff must be strictly adhered to at all times during the let.
- d) Annan Athletic FC or persons authorised by Annan Athletic FC shall have the right to suspend or take action at his/her discretion on any matter which does not comply with the terms of these conditions, or which he/she considers necessary in the interests of safety and good order or to deal with any contingency not covered by these Conditions of Let.
- e) The hirer shall, by submission of the Application Form, accept the conditions of let of which these conditions forms part.
- f) Annan Athletic FC reserves the right to terminate this agreement by notice in writing from the hire and at any time in the case of non-compliance with any of the terms and conditions of the agreement or for any other reason. In this respect the Annan Athletic FC shall not be under any obligation to pay compensation.

I have read and agree to abide by the Terms and Conditions of the booking.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**You must return a signed copy of these terms and conditions with your application form.**