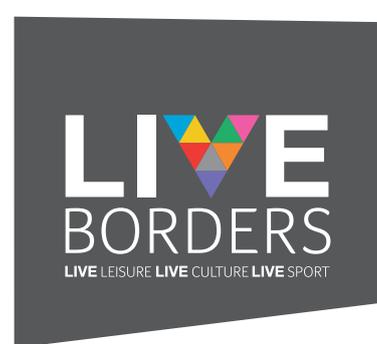


# KELSO HIGH SCHOOL - BOOKING FORM



CLUB/ORGANISATION	
MAIN CONTACT	
ADDRESS	
POSTCODE	
EMAIL ADDRESS	
TELEPHONE NUMBER	
MOBILE NUMBER	
AGE GROUP Adult/Junior	
INVOICE TO	
ADDRESS	
POSTCODE	
EMAIL ADDRESS	
TELEPHONE NUMBER	

Continuous Let	
Single Let	
DATE(S) OF LET	

AREA REQUIRED	ADULT	ADULT Accreditation	JUNIOR	JUNIOR Accreditation	START TIME	FINISH TIME
GYMNASIUM						
GAMES HALL (FULL)						
GAMES HALL (HALF)						
GAMES HALL (SINGLE COURT)						
ATHLETICS TRACK						
OUTDOOR COURT						
2G (FULL PITCH)						
2G (2/3 PITCH)						
2G (1/3 PITCH)						
3G (FULL PITCH)						
3G (2/3 PITCH)						
3G (1/3 PITCH)						
CHANGING ROOM (WITH SHOWERS)						
CHANGING ROOM (WITHOUT SHOWERS)						

Our Accreditation and Club Benefits Package rewards clubs who are a safe, well organised and an effective club in the local community.

Accreditation is a simple step-by-step process that has been designed to make it as easy as possible for clubs to gain recognition for the work they do in improving their quality and infrastructure.

	YES	NO
Communal Kitchen		
Flood Lighting		

**PREFERRED PAYMENT METHOD** PAYMENT ON BOOKING (TICK BOX) INVOICE WHOLE BOOKING (TICK BOX) INVOICE

CHECK LIST	TICK	CHECK LIST	TICK
INSURANCE IN PLACE		RESPONSIBLE PERSON	
RISK ASSESSMENT IN PLACE		USER CONTACT DETAILS	
CONSTITUTED GROUP		ACCREDITED CLUB	

**OTHER / SPECIAL REQUESTS**

<b>APPLICATION DECLARATION</b> I/we hereby apply for the use of the facilities detailed above and undertake that the conditions of hire are properly observed and that the appropriate charges are paid on time.	CUSTOMER	DATE
	ACCEPTED BY FACILITY	DATE

**CONDITIONS FOR HIRE TO OUTSIDE ORGANISATIONS**

- All applications for the hire of the facilities/equipment shall be made on the appropriate application form. Unless expressly stated otherwise it will be presumed that the person signing the form will be the Hirer, and shall have responsibility for the hire charge.
- The facilities/equipment must not be used for purposes other than those stated on the application form.
- The hirer shall be responsible for ensuring users comply with footwear guidelines. For all indoor activities, users must wear clean dry soft shoes, eg training shoes or gymshoes. No outdoor footwear or shoes with heels are permitted in the halls. The failure of users to comply with these requirements will result in exclusion from the use of the facilities. Continued failure to comply may result in refusal to accept future bookings.
- When an organisation is named on the application form, that organisation shall be jointly liable with the Hirer under these conditions.
- In the event of a cancellation by the Hirer of a confirmed booking a cancellation charge up to the hire charge will be made at the discretion of Live Borders.
- The Hirer shall leave the facilities/equipment in a clean and tidy condition. Special cleaning charges may be levied at the discretion of Live Borders where the cleaning of the premises requires more than normal working time.
- The Hirer shall be held responsible for all damages caused to the facilities/equipment and will be liable for all costs incurred to repair such damage.
- Without limiting any other aspect of these conditions the Hirer will indemnify Live Borders from and against all actions, claims, costs and proceedings arising out of the Hirer's use of the facilities/equipment during the term of the let and the Hirer should ensure that there is adequate insurance cover of such use.
- Live Borders will not accept liability for damage or loss of properties belonging to Hirers or users of the facilities/equipment.
- The Sports and Recreation staff on behalf of Live Borders will ensure compliance with the conditions of let and have the right to terminate the let or refuse admission at any time.
- It will be the Hirer's responsibility to ensure that all equipment or property brought to the premises is in a safe condition and complies with all relevant safety regulations. Live Borders reserves the right to exclude any equipment or property it deems unsuitable.
- The Hirer shall observe at all times the stipulated Emergency Action Plans and Normal Operational Procedures. To ensure compliance with these guidelines each let must be supervised by a designated person who will be responsible for the overall control of the let and, in particular, for taking control in the event of an emergency. Hirers are required to nominate on the application form the person who will act in this capacity. The individual must be present throughout the duration of the event. If the Hirer is not able to provide such a person Live Borders will do so and the Hirer will be charged the cost involved. All large events will require stewards to guide people in and out of the building, the number of which will be determined by Live Borders.
- Live Borders reserves the right to cancel any booking at any time and will not be liable for any loss or damage arising from such cancellation.
- Live Borders, whose decision shall be final, shall settle all disputes that may arise.