Thank you for choosing Velocity. Please read the following terms and conditions carefully then complete & return the attached booking form.

**Terms and conditions**

* Acces to the activity space will be provided between the times identified on the form. The hall must be vacated by the end time on the form to allow the next group in.
* The minimum booking length is 1 hour.
* Where a whole hall is booked you will have exclusive use of that space however there may be other bookings in adjacent space.
* The hirer must ensure that all participants exercise reasonable care to ensure the facility is left as it is found and is responsible for rectifying any damage caused during their booking.
* Suitably qualified adults must be present to supervise the activity. They will endeavour to ensure that all actitivy is carried out in accordance with recognised safe practice for that piece of equipment. Coaches can be provided upon request.
* The hirer will be ultimately responsible for of all participants and spectators and must ensure adequate supervision to that end.
	+ Any participants age 4 and under (who are not yet in full time education) must have a responsible adult moving with them, from activity to activity, at all times.
	+ The hirer must maintain a list of all participants along with emergency contact details, a copy of which is to be available to Velocity staff throughout the booking.
	+ Where Velocity are providing coaches it is the responsibility of the hirer to report any relevant medical conditions or additional needs to be accommodated prior to the commencement of each session.
	+ Were necessary Velocity may retain a copy of personal details which will be held in accordance with our privacy policy.
* The hirer must have adequate public liability insurance in place for the activities being undertaken.
* Velocity coaches have the right to:
	+ Prohibit any activity they they do not believe to be safe.
	+ Restrict the apparatus available in the interests of safety.
	+ Refuse entry to the gym to any participant not suitably dressed or is ill/injured.
	+ Temporarily or permanenty exclude participants, without refund, from the activity and/or the venue should they fail to follow instructions, deliberately cause damage to the venue or apparatus or are abusive towards staff.
* No outdoor shoes will be allowed into the activity space without prior arrangement.
* No food or drink is allowed in the activity space.
* No smoking is allowed in or around the venue.
* Only food supplied by velocity may be consumed on the premesis.

**Payment & Cancellation**

For one off bookings made by individuals payment must be made at the time of booking. Where bookings are made by organisations payment must be made, when invoiced, within 14 days of the invoice date. Cancellations less than 14 days prior to any session will be liable for the full cost of the booking, between 14 days and 28 days prior to the session will receive a 50% refund and more than 28 days prior to the booking a 25% refund. Wherever possible we will accommodate a transfer of dates if more than 14 days notice is given.

**Booking Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s) of hire |  | Times of hire |  |
| Number of participants |  | Hirer address |  |
| Hirer name |  |  |
| Hirer email |  |
| Hirer phone |  |

**Area(s) required**Peak rate is from 4pm to 8pm Monday-Friday and 9am to 4pm Saturday & Sunday

|  |  |
| --- | --- |
| Trampoline hall only *(£40ph peak, £30ph off peak)* |  |
| Gymnastics hall only *(£40ph peak, £30ph off peak)* |  |
| Trampoline & gymnastics halls *(£70ph peak, £50ph off peak)* |  |
| Individual trampoline alongside existing sessions *(£7.50ph)* |  |
| Meeting/education space *(£15ph peak, £12.50ph off peak)* |  |

Venue cost £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coach(es) required**We reserve the right to vary the supplied coaches based on their availability in order to achieve the necessary coach to participant ratio. Assistant coaches cannot lead a session and must only be used to supplement. Please discuss your requirements with us before completing this part of the form.

|  |  |
| --- | --- |
| Trampoline coach *(£20ph)* |  |
| Assistant trampoline coach *(£15ph)* |  |
| Gymnastics coach *(£20ph)* |  |
| Assistant gymnastics coach *(£15ph)* |  |

Coaching cost £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Subtotal £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Discount £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total £**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hirer) agree to the terms and conditions stated above, and understand that the Velocity will not be held responsible for any personal loss and/or injury during the use of the facility and its equipment unless caused by the negligence of its staff.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booking confirmed as above by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Velocity manager) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Please note that until Velocity sign & return the form the booking should be considered as provisional.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Office use only**Form received (date) |  | Added to calendar |  | Coaches confirmed (initials)*Sign & copy to customer* |  | Balance paid |  |