



CHILLESFORD LODGE SWIMMING POOL

SWIM SCHOOL TERMS and CONDITIONS of HIRE

May 2018

Definitions:

Pool Facility/ies are defined as the swimming pool complex which includes car parking and pedestrian access as marked on the attached map.

Fee is defined as the amount charged per 30 minute period and is inclusive of VAT.

Terms and Condition of Hire include Rules of Use, which ensure a safe environment that complies with all regulations.

Hirer is a nominated person/nominated company employee who is responsible for rules compliance within their hire period.

Minimum Hire period is 30 minutes per week.

Minimum Contract Duration is one calendar quarter defined as; Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec.

Notice period to quit is one quarter for all parties.

Chillesford Lodge Estate Ltd is the nominated Management Company for the facilities.

HEALTH and SAFETY

Chillesford Lodge Estate has an all risk Public Liability Insurance which includes all reasonable risk associated with the facilities, copy of this policy can be viewed on request.

All Hirers of the facilities agree to abide by the conditions of hire including compliance with Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

All equipment is operated and maintained according to manufacturer's warranty requirements.

The Hirer will be required to report immediately to the Management Company any accident, defective equipment/property, or reduction in water quality, so that appropriate action can be taken as necessary.

Any action which necessitates an immediate closure of the pool will be communicated by email to all nominated hirers and refunds will be available for any 30 minute period missed on account of such emergency/unplanned closures.

All exits are to be left clear at all times, valuables should be left at home or locked in cars parked at the owner's risk. The management company cannot be held responsible for any loss damage or theft from the facilities or any vehicles parked on the premises.

CONDITIONS of HIRE

Private Hire periods are reserved on a first come first served basis. They are allocated quarterly.

Cancellation of the agreed quarterly hire period is 1 month in advance of the quarter start date.

Any cancellation within the quarter will only be considered by the management company in exceptional circumstances.

Invoices will be issued quarterly in advance and payment terms are 14 days.

Fees will be reviewed annually and any change published on the Estate website.

Access to the changing rooms and swimming pool will be via a coded keypad lock which will be changed quarterly.

Payment will be acknowledged by email with disclosure of the keypad code for the following quarter.

On no account should the key code be disclosed to any third party without prior Management Company approval.

A minimum of two competent people must be present in the pool room at any time during the hire period.

The hirer remains responsible for the health and safety of their pupils and employees during their periods of hire including their fitness to swim and/or teach.

Lone swimming without a second competent person being present in the pool room is strictly prohibited.

As a minimum requirement all children under the age of 16 must be accompanied by at least one nominated adult.

As a minimum requirement all children under the age of 8 must be supervised in accordance with child protection legislation in all areas of the facility at all times.

The Hirer remains responsible for ensuring that no one with contagious diseases, (or any other medical condition which may affect the safety of any other person in their group, or the safety of the facility), is allowed to swim.

The Hirer should ensure that no one in their group swims immediately after:

(i) consuming a heavy meal or alcohol, or (ii) after taking any strong medication or prescribed/recreational drugs (unless specifically approved by a doctor).

The hirer will ensure that any excess water is mopped prior to leaving and all changing room facilities are left clean and tidy within 15 minutes of the end of the hire period.

Persistent failure to leave the facilities clean and tidy and or within the prescribed times will result in an immediate suspension of use by those responsible.

Any accident should be recorded in the Accident Book and reported to the Management Company.

RULES

ALL swim school employees agree to abide by the T&Cs of hire as if they had completed a contact sheet and signed agreement individually.

(Such personal details will be subject to a strict privacy policy compliant with all current Data Protection legislation and at no time will it be disclosed to any third party unless required by law.)

ALL outer footwear and coats should be left in the foyer to avoid dirt being brought into the changing and pool rooms. It is recommended that flip flops or similar indoor shoes are worn into the changing and pool rooms.

(Especially care should be exercised over Training shoes which have been worn outside.)

No food or alcohol is to be consumed on the premises.

The Premises is a non-smoking area.

All swimmers must shower prior to entering the pool.

All children should be encouraged to use the toilet before showering and entering the pool.

No Running, Diving or Jumping is permitted in the pool room.

Only swimming aids/toys expressly BS approved for pool use are permitted into the pool room.

The hirer must ensure that all litter/waste/nappies etc are removed from the facilities at the end of each hire period.

All young children still using nappies MUST wear a disposable swim nappy with a neoprene swim nappy over the top completely concealing the disposable nappy.

All external doors and windows in the poolroom should be left closed at all times unless there is an emergency or Management Company intervention for whatever reason.

All other windows and doors must be left closed at the end of your allotted period.

All internal lights should be switched off at the end of the hire period.

All cars MUST observe the Estate speed restriction and drive with extreme caution at all times parking only in the area shown on the facilities map.

No access is permitted to any part of the wider estate at any time unless prior permission has been given by the Management Company.



CONTACT SHEET

Name of Swim School:.....

Email Address:.....

Emergency Contact Telephone Number:.....

On behalf of the above swim school I agree to make sure that all staff and pupils are managed according to the above Terms and Conditions of Hire of the facilities provided by Chillesford Lodge Estate and at all times comply with the Rules of Use which includes acceptance and understanding of the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) which are published on the estate website; www.chillesfordlodgeestate.co.uk

PRINT

NAME.....*Signature*.....

POSITION in COMPANY

.....

DATE:.....

