



Rydal Penrhos School, Pwllcrochan Avenue,  
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# RYDAL PENRHOS SCHOOL

## FACILITIES HIRE REQUEST FORM

<b>Club/Organisation If applicable</b>	
<b>Contact Name</b>	
<b>Contact No. &amp; Mob</b>	
<b>E-Mail Address</b>	
<b>Address</b>	

*Charge (excluding VAT)*

### Sport Facility Hire:

<b>Sports Hall</b>	Whole Hall (non-specific sport)	£45 per hour
	Cricket	£48 per hour
<b>Astro</b>	Full Pitch	£45 per hour
	Half Pitch	£35 per hour
<b>Tennis Courts</b>		£15 per hour
<b>Dance studio</b>		£20 per hour
<b>Gymnasium Hire</b>		£30 per hour
<b>Pitch(es)</b>	Newfield + Pavilion	£65 per hour
	Sports Pitches (other sport)	£50 per hour
	Swimming Pool including lifeguard	£250 per 1.5 hours

### Non Sporting Facility Hire

Memorial Hall	£50 per hour / £100 per half day
Ferguson Centre	£50 per hour / £100 per half day
St John's School Room	£12.50 per hour
Pavilion (for events)	£75 per half day / £150 per full day

*(Prices as of September 2019)*

*Note: Bookings of less than 10 individual sessions (of the same consecutive slot) will incur a VAT charge.  
Bookings are provisional until the booking form has been returned and the request has been confirmed.*

Date(s) of Hire: (Please specify)	Time(s):

Please read and sign the conditions of hire at the bottom of this page.

### **Conditions of Hire For Sports Facilities:**

- Rydal Penrhos reserves the right to terminate any hire agreement at any stage.
- Any property and/or vehicles left on the college premises are done so at the owner's risk.
- Rydal Penrhos accepts no responsibility for injuries or accidents to participants during their hire sessions.
- Users are responsible for leaving all facilities used, including changing areas and toilets, in a clean and tidy condition. Cleaning equipment can be made available if required.
- Users may only use a form of marking tape that does not leave a residue. Any tape or other marking equipment must be removed after every session. Any cleaning costs incurred will be charged to the user(s).
- No food or drink is to be consumed in the sports hall or on the astro. Any cleaning costs incurred will be charged to the user(s).
- Avoidable damage caused to the lights, fire alarms, smoke fittings, window protectors etc, and any other equipment during any session, will be charged to the person/group named on the booking form.
- Please report damage caused to any of the facilities as soon as possible, to the Enterprises Manager as soon as possible.
- Users are only authorised to use the equipment and facilities they have booked. This will be specified during the initial hire agreement.
- Hire slots must not over-run due to late starts.
- **\* No rugby/football boots to be worn in any of the buildings or on the Astro. Only appropriate and non-marking soled footwear can be worn in the sports hall.**
- Rydal Penrhos will notify the user(s) of unfit playing conditions of the sports pitches, giving at least 24 hours' notice (where possible) of cancellation. No fee will be owed if cancellations are as a result of bad weather or necessity by the School.
- Cancellations for sports hall or Astro hire incurred less than 2 days before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.
- Cancellations for sports pitches (cricket/rugby/football) hire incurred less than 5 days before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.
- \*Times of hire for football, rugby and cricket pitches are from one hour before to one hour after completion of a normal time match (unless prior arrangements are agreed).
- Under no circumstances are vehicles to be driven onto the sports field.
- Keys, if required to the sports hall, astro, tennis courts, sports field and cricket pavilion are available from the Enterprises Manager. Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed.
- Codes to building MUST not be given out to anyone.
- **Fire action notices are located in the sports hall lobby and at the entrance to the sports hall. Please read these and ask all group members (all users) to do so.**

*I have read the above conditions and made all of my club members aware of them and agree to abide by them.  
I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.*

.....  
*Signature*

.....  
*Printed Name*

.....  
*Date*

*(Please retain a copy of this booking form as reference.)*

Please read and sign the conditions of hire at the bottom of this page.

## Conditions of Hire:

- Rydal Penrhos reserves the right to terminate any hire agreement at any stage.
- Any property and/or vehicles left on the college premises are done so at the owner's risk.
- Rydal Penrhos accepts no responsibility for injuries or accidents to participants during their hire sessions.
- Users are responsible for leaving all facilities used, including changing areas and toilets, in a clean and tidy condition. Cleaning equipment can be made available if required.
- Users may only use a form of marking tape that does not leave a residue. Any tape or other marking equipment must be removed after every session. Any cleaning costs incurred will be charged to the user(s).
- Avoidable damage caused to the lights, fire alarms, smoke fittings, window protectors etc, and any other equipment during any session, will be charged to the person/group named on the booking form.
- Please report damage caused to any of the facilities as soon as possible, to the Enterprises Manager as soon as possible.
- Users are only authorised to use the equipment and facilities they have booked. This will be specified during the initial hire agreement.
- Hire slots must not over-run due to late starts.
- Rydal Penrhos will notify the user(s) of unfit conditions, giving at least 24 hours' notice (where possible) of cancellation. No fee will be owed if cancellations are as a result of bad weather or necessity by the School.
- **Cancellations for hire incurred less than 2 days before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.**
- Keys if issued must be signed for. Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed.
- Facility must be left in a tidy manner at the end of your hire period, with chairs stacked away from fire escapes and all tables returned to their correct storage.
- All belongings are left on the premises at your own risk and we do not accept any responsibility for loss or damage to these items.
- Any keys lost will be charged for at £25.00
- **Fire action notices are in the building. Please read these and ask all group members (all users) to do so.**

*I have read the above conditions and made all of my club members aware of them and agree to abide by them.  
I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.*

.....  
**Signature**

.....  
**Printed Name**

.....  
**Date**

*(Please retain a copy of this booking form as reference.)*