



Coulter Hall

Booking conditions for Badminton sessions

Date: 17/04/2025

To make, amend or discuss a booking, you should contact CCT by telephone on **0300 800 0018** or send an email to bookings@coultercommunitytrust.org.

Booking Coulter hall for a Badminton session binds you to a number of conditions of hire, which are necessary to ensure that your session is carried out safely and responsibly. Please read the following conditions carefully as failure to comply with them may result in surcharges or cancellation of your session.

1. Making your booking

- 1.1. Bookings are arranged on a per-session basis by submitting an online booking form. You should try and make your booking at least two days in advance to allow CCT sufficient time to confirm hall availability and process your payment. Bookings with shorter notice may be possible, but this is solely at the discretion of CCT.
- 1.2. One-off Badminton sessions can be booked in multiples of one hour. If you would like to book regular recurring sessions, you should use CCT's **General Booking Application Form** which is available at <https://coultercommunitytrust.org/hall-bookings>.
- 1.3. CCT will set up the Badminton net ready for your session so that you can start playing as soon as you arrive. Exceeding the times stated on your booking form will result in a surcharge being levied.
- 1.4. The booking charge must be paid to CCT in advance of the session. Failure to pay in advance will result in the cancellation of the booking.
- 1.5. The hall should be used for playing Badminton and no other purpose.
- 1.6. Bookings are not transferrable, and you may not sublet the hall to another individual or body.
- 1.7. Bookings will only be accepted from individuals aged 18 or over.

2. Cancellation

- 2.1. If you wish to cancel a booking, you should inform CCT in advance of the session using the contact details above.
- 2.2. A full refund will be issued for bookings cancelled 24 hours or more before the start of the session. No refund will be issued if less notice is given.
- 2.3. CCT reserves the right to cancel your booking at short notice, without compensation, for reasons of election, major event, safety, repairs, essential maintenance or civil emergency. In such instances, payment for the cancelled booking will be refunded in full.

3. Supervision

The individual making the booking (the “hirer”) will be responsible for the hall, its contents and those attending during the session. The hirer will be required to follow all instructions relating to fire exits, fire procedures and alarms, location of fire-fighting equipment and first aid kits, and must ensure that they are fully aware of the safety features of the hall, including information displayed on notices posted therein. All accidents or dangerous occurrences must be reported to CCT.

4. Loss injury or damage

The hirer is responsible for any damage to the hall or its contents arising from their use of the hall, or for theft or loss of any contents during their session. CCT is responsible neither for property brought into or stored in the hall by the hirer, nor injury to any person attending the session.

5. Cleaning

To enable CCT to operate cost-effectively and offer the hall for hire at a reasonable price, hirers are expected to leave the building in a reasonable state of cleanliness. Failure to comply with this condition will result in a surcharge being levied.

6. House Rules

The hirer must ensure that the following house rules are followed during the session.

- 6.1. No smoking or vaping in the hall or within 5 meters of any external door
- 6.2. No alcohol to be consumed on the premises
- 6.3. No defacing of walls or vulgar, obscene, improper or disorderly behaviour
- 6.4. All safety signs to be strictly obeyed
- 6.5. No cleaning products or chemicals to be used on hall floors
- 6.6. All electrical equipment brought into the hall must be in good condition and have been tested in accordance with statutory electrical regulations currently in force
- 6.7. No nails, screws or other fixings to be driven into any part of the hall structure or furnishings

7. Use of kitchen

Use of the kitchen is not permitted during Badminton sessions, except for access to drinking water or the first aid kit.

8. Parking

Hirers and other visitors to Coulter Hall parking vehicles in the hall car park do so at their own risk. CCT will accept no responsibility for accident, loss or damage to vehicles or their contents.

Vehicles must not be parked on the road or in any position that may cause an obstruction to other vehicles or pedestrians.

9. Vetting and accreditation

CCT reserves the right to make bookings for activities involving children or vulnerable adults subject to a vetting procedure or scrutiny of applicable accreditation.