

Cippenham Table Tennis Centre Limited
Terms and Conditions of Hire of Cippenham Table Tennis Centre

1. No application to hire Cippenham Table Tennis Centre (“the Centre”) shall be made except on the official hire form.
2. The hire form shall be completed by the hirer to include the following details:
 - 2.1. the name of the hirer (i.e. responsible organization or individual);
 - 2.2. the title of the event for which the hiring is made;
 - 2.3. the date of hire;
 - 2.4. the time at which the Centre is required to be open for administration, arrival of players etc. (which shall be the starting time for the hiring period) and the anticipated finishing time;
 - 2.5. the time at which the event is due to start (i.e. time of first match). The period of time between the time from which the Centre is required to be open until the time at which the event is due to start shall be sufficient for all activities required, whether by regulation or otherwise, to be accomplished (e.g. arrival of players, administrative set-up; pre-match practice, etc.);
 - 2.6. the number of tables required;
 - 2.7. the approximate number of people expected to be present;
 - 2.8. details of any catering required;
 - 2.9. the name and contact details of the person deemed by the hirer to be the contact within the hiring organization;
 - 2.10. the address to which the invoice shall be sent;
 - 2.11. the signature of an authorized official of the hirer agreeing to the terms and conditions of hire.
3. Within 14 days of confirmation of acceptance by CTTC the hirer shall pay a deposit of 20% (which shall be non-refundable if the hire is cancelled with less than six months’ notice) of the anticipated hiring charge. Until such time as the deposit is received the hire shall be considered as being unconfirmed.
4. CTTC has two first aid boxes that it is happy for hirers to use if necessary. Within these boxes are accident books that the hirer must complete in the event of an incident. Serious accidents involving the breaking of bones or hospital visits must be reported immediately to a CTTC committee member. It is the responsibility of the hirer to assess their needs with regard to the provision of first aid trained staff and to meet that need.
- 5.1. Hirers are assured that every effort is made to maintain the safety of CTTC equipment that they might use. However, before use hirers must spot check that they are happy with the safety of the equipment. Hirers are not permitted to use balls belonging to Cippenham Table Tennis Club.
- 5.2. Hirers are not permitted to bring their own equipment on to site unless prior consent has been given and proof of its safety presented e.g. portable electrical appliance test.
6. Hirers may not use any of the cooking equipment provided in the kitchen (although they are welcome to use crockery and cutlery etc.) unless express consent is given and their competence proven to the satisfaction of the CTTC Social Officer.
- 7.1. After the conclusion of the hire CTTC shall calculate the amount payable which shall be based on the time from which the Centre was required to be open until the later of the anticipated finishing time and the actual time of departure. The hiring period shall be deemed to end when the hall is returned to a suitable condition to the satisfaction of the duty officer. This includes equipment having been cleaned down and rubbish taken away. Exceptionally, CTTC may, at its discretion, calculate the amount payable by reference to the actual time of departure if this is earlier than the anticipated finishing time. The amount payable shall be calculated by reference to the following scale of charges unless a different rate has been agreed by CTTC and included in the confirmation:

Whole hall:	£30.00 per hour
Half of hall:	£21.00 per hour
Single table:	£10.00 per hour
Maximum charge per day:	£300
- Ordinarily, the time taken to set up equipment shall not be deemed to be part of the hiring period.
- 7.2. Should the venue require extra cleaning as the direct result of a hire, CTTC reserves the right to charge for this.
8. Within 30 days of the date of the invoice the hirer shall remit to CTTC, in full but less any deposit paid, the amount shown on the invoice.