Terms and conditions

Date: September 2025 – August 2026

Review Date: June 2026

These terms and conditions constitute the contract
between ALP Active and the hirer(s)
Advance Learning Partnership Multi Academy Trust

ALP ACTIVE Ltd
A Subsidiary Company of Advance Learning Partnership
TERMS & CONDITIONS OF USE

Application

1. Application for hire must be made on the online booking platform (School Hire) which will form the basis of a licence to use ALP Academy premises.

2. If an organisation is hiring the accommodation both the organisation itself and its members are jointly and severally liable under this agreement.

3. The hirer must ensure that everybody making use of the accommodation complies with the conditions of use, failure to do so may result in your letting being terminated with immediate effect.

4. This agreement is personal to the hirer and may not be assigned to any third party.

5. The number of persons using any hired property/premises shall not exceed the number advised by the hirer and authorised by the Academy.

The Premises

6. Access is restricted to the rooms hired and any toilet facilities. Access shall only take place during the designated time and for the permitted purpose.

7. Smoking, including the use of e-cigarettes, personal vaporizes and all devices is not allowed anywhere on site.

8. This agreement does not include the use of any equipment, including PE, except where specifically agreed and subject to any further fees chargeable; kitchens and catering equipment shall not be used unless approved by the Academy subject to any conditions, which may be imposed.

9. No food is permitted on site unless agreed by the Academy or purchased from the Academy.

10. The hirer does not have authority to charge for onsite car parking, as we encourage everyone to park their vehicles within the grounds of the building, unless agreed by the Academy prior to an event.

11. All facilities must be left exactly as found and set up/cleaning time must be factored in when making your booking. Failure to do so may result in additional charges or future bookings being cancelled.

12. Any damage caused to the accommodation (or elsewhere in the school) shall be compensated to an extent considered reasonable at the discretion of the school within 7 days of a written demand.

13. Security Deposit for Large or One-Off Bookings
    For all large-scale or one-off facility hire bookings, a £500 security deposit is required to secure the booking. This deposit must be paid in full prior to the date of the event or activity.
    The security deposit is fully refundable, provided that the facility is left in a clean, undamaged condition and as it was found at the start of the hire period. ALP Active reserves the right to withhold part or all of the deposit in the event of:

    - Damage to the facility, equipment, or grounds
    - Excessive cleaning requirements
    - Breach of hire terms or inappropriate use of the premises

The refund process will be initiated following a post-event inspection by ALP Active staff. Any deductions made will be itemised and communicated to the hirer.

Performing Rights and Licences

13. No copyright works shall be performed in the accommodation without the licence of the copyright owner and the hirer shall indemnify the Academy against any penalty or sanction for any copyright infringement which may occur.

14. The hirer shall not use the accommodation for any purpose or activity for which a licence or permission is necessary, eg preparation and sale of food, unless such a licence has been obtained.

15. The accommodation shall not be used for the sale or display of goods or services or for any public entertainment unless agreed with the Academy.

16. No alcoholic drinks shall be brought onto the accommodation except where the Academy agrees otherwise and where a licence has been obtained.

17. No film or video shall be shown in the accommodation or taken in the facilities without the Academy's prior consent.

Health and Safety

18. The speed limit on our sites is 10 mph. Parking is available in the car park, in the interests of everyone's safety, roads around the site should be left clear for emergency access.

19. The hirer is responsible for the health and safety of everybody using the accommodation (including first aid) and must make themselves aware of the fire precautions and procedures in existence. Hirers must also keep a register of people attending their group/club/class.

20. The hirer has all of the necessary consent from Parents/Guardians for all children and vulnerable adults participating within the hire of the facilities.

21. In relation to activities with children, the hirer must ensure that there are sufficient adults present to be in full control of the children, throughout the whole period during which they are on the Academy site.

22. Electrical apparatus shall not be brought onto the accommodation without the Academy's consent, where they must be PAT tested.

23. Animals, other than guide dogs, are not permitted on the premises without the written prior consent of the Academy

24. The hirer shall leave the accommodation in a clean and orderly state.

25. The disposal of any refuse arising from the hirers use is the responsibility of the hirer.

26. All clubs and organisations that are hiring the facilities must have staff that have the appropriate coaching certificates. The club must also ensure that if working with children under 18 or vulnerable adults, all the necessary safeguarding checks have been completed for their staff. The Academy will require copies of all appropriate documents.

27. All clubs/organisations hiring the facilities must have the following policies in place:
    a. Health and Safety

b. Child Protection (if working with Children)

Consideration for Others

28. We would ask all users to ensure that they do not cause a nuisance or annoyance to the occupiers of any neighbouring properties, surrounding areas or other users. Please ensure that when you are on the site you keep the amount of noise to a minimum and do not use inappropriate language. Any reported incidents will be investigated and this may result in the letting being cancelled without refund.

29. Please ensure you keep to the 10 mph speed limit, refrain from sounding car horns or revving engines. All users must note the whole site is NO SMOKING.

30. I/We understand and acknowledge that Advance Learning Partnership is a Prevent Trust and operates in line with the HM Government Counter - Terrorism and Security Act 2015. In using these facilities I/we certify that I/we will not engage in or promote any activities or behaviours of an extremist or radical nature.

Use of Outdoor Facilities

31. Users must keep noise to a reasonable level so to avoid causing a nuisance to the Academy's neighbours. (e.g. stop excessive noise and needless kicking the ball against fencing etc.)

The person in charge will remind users of the need to avoid the use of abusive language and enforce this throughout the letting.

33. Ensure users do not smoke or consume alcohol whilst on the site and that bottles, cans and food are not taken onto the 3G pitch. In addition to ensure all litter is either disposed of in the bins provided or taken off site.

34. The use of BBQs is not permitted anywhere on site unless agreed beforehand with the Academy.

35. Ensure users use the changing and toilet facilities provided.

36. All bookings will last for 55 minutes unless otherwise stated allowing for a suitable 5-minute changeover period between groups. Active Staff will call 'time' on bookings to help with this process and groups must leave in a prompt and timely manner.