

The Parish and Ward Church of  
St Botolph without Bishopsgate  
in the City of London  
EC2M 3TL

Team Name.....Summer 2014

## TERMS AND CONDITIONS FOR HIRING THE COURT AT ST BOTOLPH CHURCH

- All payments must be received prior to every booking.
- A member of staff from the Church will inspect the court each day.
- Visual checks should be made each time the court is used by the Hirers and a safety inspection check-list completed before play begins.
- Once completed, the Hirers must sign the safety inspection check-lists and post in the main church post box on the Bishopsgate Door.
- Safety inspection check-lists will be retained for audit purposes and will be inspected by The City of London.
- Any damaged or defective surface or equipment that requires attention should be reported as soon as possible to the Church who will then inform the City of London, who deal with maintenance issues.
- **If the court is unsafe or contains any unsafe equipment the court should not be used. It is the Hirer's responsibility to judge if this is the case before each session.**
- All Hirers must be aware of the location and contact details of the nearest A&E.
- All Hirers must provide details of a person who is to be the main contact. They will be responsible for each session and will hold the set of court keys.
- All Hirers must have the details including any health issues of all the participants who are using the court during their session and this must be available to them when they are on the court in case of an accident.
- All Hirers must have a first aider on site and ensure a mobile phone is available for calling emergency services.
- All Hirers are responsible for ensuring that all participants wear the correct footwear, appropriate for the sport played. Anyone not wearing correct footwear should not be allowed to use the court, in order to avoid injury to themselves or damage to the court surface.
- In the event of serious incidents or accidents, the Hirer must inform the Court Manager and City Gardens Manager as soon as possible. Contact 020 7374 4217 or alternatively, call 020 7332 1920 to report details to City of London Health & Safety Incident line. Hirers will need to provide all relevant details including weather conditions at the time and the contact details for all people involved.
- The Nearest Hospital is: **St Bartholomew's Hospital** Tel: 020 3416 5000  
Address: West Smithfield, London, EC1A 7BE  
(Down London Wall, left on to Aldersgate St, Left on to Long Lane).

Signed Hirer \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_