

Hillsborough Arena Sports Association

Hillsborough Sports Arena, Middlewood Road, Hillsborough,
SHEFFIELD, S6 4HA. Tel: 0114 – 2335310

TERMS and CONDITIONS GOVERNING the use of HILLSBOROUGH SPORTS ARENA

1: Use of the Arena

Use of the Arena and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2: Applying to use the Arena

Application for the use of the Arena shall be made to the General Manager.

The right to refuse any application for the use of the Arena's facilities is reserved to the Management Committee, or the General Manager, provided that the General Manager reports their action to the next meeting of the Management Committee.

All arrangements for the use of the Arenas facilities are subject to the Management Committee reserving the right to cancel bookings when the Arena is rendered unfit for the intended use.

Sections and affiliated groups of HASA shall normally have priority use of its facilities, but all arrangements to hire the facilities made with outside bodies and individuals shall be honoured by the Management Committee as provided for in c) above.

3: Hours of opening

Facilities at the Arena are normally available for the use of its members and of outside hirers between the hours of 5:00 pm and 11:00 pm on weekdays (9:00 am and 5:00 pm by prior arrangement), 9:00 am and 11:00 pm on Saturdays and 9:00 am and 3:00 pm on Sundays (3:00 pm and 10:30 pm by prior arrangement). In exceptional cases, these hours may be extended on written application to the Management Committee (subject to payment of £50 fee).

4: Maximum Capacity

The following rooms have a maximum capacity and on no account shall these figures be exceeded.

Lounge area:	50 Seated
Multifunction Room:	200 Seated or 250 dancing

These figures include helpers and performers.

5: Safety requirements

All conditions attached to the granting of the Arena's Public Entertainment Licence, stage play, or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its content.

In particular:

Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;

Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose; The fire brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the General Manager;

Performances involving danger to the public shall not be given; Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the consent of the Management Committee

No unauthorised heating or electrical appliances shall be used on the premises. Authorised appliances must be in good, safe, working order and have a current PAT test certificate. HASA will take no responsibility for damage or personal injury from any such heating or electrical equipment. The first aid box shall be readily available to all users of the premises. The General Manager shall be informed of any accident or injury occurring on the premises.

6: Supervision

The member, hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The member/person in charge shall not be engaged in any of the duties which prevent him/her from exercising general supervision. **The member/hirer shall report to the General Manager any damage to Arena property.** It is the responsibility of the member/hirer to supervise all under 18 year olds and to ensure that children are not allowed to cause damage or disturbance to other users. **A £50/£100 damage waiver will be charged on booking to be returned within 7 days after the event if there are no problems or damages. Any damage or other problems will be reported to the hirer within 24 hours and the cost of repairs or excess cleaning will be deducted from the damage waiver.**

7: Intoxicating Liquor and other refreshments

No intoxicating liquors or other refreshments (either food or drink) are permitted to be brought into the premises without the express permission in writing of the Management Committee.

8: Betting, Gambling and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to the betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Arena premises shall ensure that the requirements of the relevant legislation are strictly observed.

9: Storage

The permission of the management committee must be obtained before goods or equipment are left or stored at the Arena, except that the General Manager is authorised to grant overnight storage of goods and equipment brought to the Arena for a particular function or event.

10: Loss of property

The Management Committee cannot accept responsibility for damage to, or the loss or theft of Arena users property and effects.

11: Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Arena. Where parking accommodation is provided and available, this must be used. Disabled Car Park spaces are for Permit Holders only.

12: Nuisance

Litter shall not be left in or about the Arena premises.

Except in the case of trained guide dogs for the blind and puppies in training, no dogs are allowed in all of the Arena area.

Hirers and organisers of events in the Arena are responsible for seeing that the noise level of their functions is not such as interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.

All users of the Arena should avoid undue noise on arrival and departure

13: Cleaning and Security

All use of the Arena premises and facilities is subject to the member, user or hirer accepting responsibility for returning furniture and equipment to their original position.

All users shall also leave the premises and surrounds in a clean and tidy condition.

14: Payment Terms

The Arena reserves the right to amend the price upon written notice to the hirer in order to reflect any cost beyond the reasonable control of the Arena (e.g. increases in VAT and import/export duties or a rise in price of any item supplied to HASA) HASA reserves the right to vary prices to an extent which reflects such changed circumstances. Quotations are an estimate of the costs at the time of booking only & prices may be subject to change.

15: General

Any typographical, clerical or other error or omission in any sales literature, quotation, price list, acceptance offer, invoice or other document of information issued by HASA shall be subject to correction without any liability on the part of HASA.

The Terms & Conditions of our Lease from Sheffield City council stipulate that All Members and Users of the Arena must be “off the premises” no later than 11:30 pm (unless an extension to the bar licence has been granted)