



## CARDIFF ARMS PARK: ROOM BOOKING TERMS AND CONDITIONS

Please read this information carefully.

In this document Cardiff Blues Limited is referred to as '*Cardiff Blues*'.

The individual making the booking for the hire of the venue and any use of additional facilities is deemed to be the person responsible for the hire arrangements and is referred to as 'the hirer' in this document. The hirer must be present throughout the period of hire. The hirer can nominate a representative who will be present throughout the booking and this person(s) must be stated on the booking form or notified to Cardiff Blues in writing a minimum of 48 hours prior to the hire time. A nominated representative will be considered as assuming the full responsibilities of the hirer.

By signing the booking/ confirmation form 'the hirer' agrees to the following conditions and undertakes to observe them.

### 1. Acceptance, confirmation, charges and payment of bookings

- 1.1 All bookings are made on the basis of the information provided on a signed booking form and are subject to the terms and conditions of hire.
- 1.2 A minimum of 50% deposit is due at the time of booking; the hire fee must be paid in full no later than 14 days prior to the date of hire, unless agreed otherwise in writing.
- 1.3 Should the booking fall within 14 days of the hire activity, payment is required in full on day of confirmation.
- 1.4 If payment has not been received in full by the agreed date Cardiff Blues have the right to cancel the booking.
- 1.5 Where deemed necessary by Cardiff Blues to comply with its General Safety Certificate, the hire cost may include an additional sum for the provision of safety stewards and first aiders appropriate to the event taking place.
- 1.6 In the event of cancellation by the hirer the following charges will apply:

less than 7 days full days before the hire date	Refund of 50% of the fee
less than 3 full days before the hire date	Refund of 25% of the fee
less than 1 full day before the hire date	NO refund will be given

- 1.7 A booking will not be deemed to be cancelled by the hirer until Cardiff Blues has received written notification. If cancellation is by email only weekdays [excluding public and bank holidays] will be used in the calculation of the days stated above.
- 1.8 The basic hire cost is based on you having access to the room 15 minutes before the start of your activity. Therefore, when making your booking you should include enough time for setting up and packing down.
- 1.9 If you run over your booked time allocation, you will incur additional costs.

### 2. Car Park

- 2.1 Free parking for a maximum of 10 spaces for coaching staff and officials is included in the basic hire cost. Additional free parking is only available by prior agreement with Cardiff Blues.



2.2 Hirers must be aware that Cardiff Arms Park operates a pay car park and vehicles entering the car park and not on an agreed list will have to pay. The availability of general car parking is, however, subject to availability and only designated parking spaces can be used.

**3. Cardiff Blues:**

3.1 Will not be held liable or be required to pay compensation for any loss occurred by the hirer as a result of, or in any way arising out of, any cancellation.

3.2 Will make every effort to ensure the booking can take place but cancellations may be necessary on some occasions, for example, the date of Cardiff Blues games [all teams] or other competitive fixtures being changed.

3.3 Reserves the right to refuse a booking to any person/organisation without giving a reason.

**4. Room activities, facilities and equipment:**

The hirer must ensure that he/she or his/her nominated representative is present throughout the booking.

4.1 The hirer will be fully responsible for the activities that take place in that room.

4.2 The maximum number of persons participating in the activity in the venue at any one will be made known to you beforehand.

4.3 The hirer must provide an appropriate number of qualified first aid personnel to deal with any injuries to persons taking part in the activity. Details of first aid personnel must be included on the booking form and recorded on the form provided by Cardiff Blues staff.

4.4 Participants' clothing and footwear must be appropriate for the activities taking place.

4.5 The hirer is responsible for ensuring that the facilities of Cardiff Blues premises included in the hire are properly used and, at all times, left in a satisfactory condition.

4.6 The hirer must not use, or allow to be used, any Cardiff Blues equipment without the prior consent of Cardiff Blues.

4.7 The prompt reporting of any accident, injury, to person(s) during the hire period. In the case of accidents, a form will be available from Cardiff Blues staff and must be completed on every occasion and returned to the member of staff.

**5. The hirer shall be responsible for the following:**

5.1 The supervision of all persons attending the booking to ensure their safety, the comfort of others and the protection of Cardiff Blues property.

5.2 The good conduct of all those participating in the booking.

5.3 Liaison with the Cardiff Blues staff when necessary during the booking. Any concerns regarding the condition of the room, any facilities that form part of the hire or the premises in general must be reported to Cardiff Blues staff immediately.

5.4 Complying with any reasonable request from a member of Cardiff Blues staff concerning the use of the pitch, the activities taking place, any Cardiff Blues equipment and the premises in general.

5.5 If any damages are incurred during the hire period to Cardiff Blues property, the hirer agrees to cover the costs of all remedial work.



## **6. Expected behaviour for under 18 year olds:**

- 6.1 Cardiff Blues welcomes appropriately supervised children to use the pitch for a specific activity or watch the activity from spectator areas. However, please note that some restrictions on use may apply.
- 6.2 Children are expected to show responsible behaviour whilst using the pitch, changing rooms and other facilities in the ground.
- 6.3 Children are not allowed to climb over seats, run around seated/ terraced areas or any general areas where vehicle movement may occur.
- 6.4 Children are expected to respect the rights of other users of the ground and facilities.
- 6.5 Children are expected to follow any reasonable request or instruction by Cardiff Blues staff.

The hirer will be held responsible for any damage caused to the pitch/venue area, facilities [e.g. changing rooms] or any part of Cardiff Blues premises and for any unacceptable behaviour demonstrated by children.

## **7. General Health & Safety and ground regulations**

- 7.1 The hirer must make all their users and guests aware that they must adhere to Ground Regulations, instructions issued by Cardiff Blues or its employees, the general principles of Health & Safety legislation and guidance, and any rules/ regulations of a representative body of the sport.
- 7.2 Authorised representatives of Cardiff Blues shall have access at all times.

## **8. Liability**

- 8.1 Cardiff Blues does not accept liability for the loss of, or damage to property, articles or items placed or left on Cardiff Blues premises by the hirer or guests. Such items remain the responsibility of the hirer at all times.
- 8.2 Cardiff Blues does not accept any responsibility for the action of minors who don't behave or act in a reasonable manner. Minors must always be under the control of the hirer. Where large groups of minors are present an appropriate number of adults must be present e.g. 1-12.

## **9. General Conditions of use:**

- 9.1 No food or drink [except water in plastic bottles] to be taken onto the pitch area or brought into the venue unless previously arranged with Cardiff Blues.
- 9.2 Smoking is not permitted in any seated area or on the terraces and under no circumstances on any part of the pitch area.
- 9.3 Animals, with the exception of Assistance Dogs, are not permitted in any spectator area of Cardiff Blues premises.
- 9.4 No alcohol is to be sold by the hirer.
- 9.5 Alcohol must not be brought onto Cardiff Blues premises at any time.
- 9.6 The use of any illegal substances is strictly forbidden.
- 9.7 The hirer is not to grant broadcasting or filming rights without the prior written consent of Cardiff Blues.
- 9.8 No publicity material may be affixed to any Cardiff Blues property without the prior written consent.



Please note: It is important that all activities are notified to Cardiff Blues in advance of the hire date. Authorised activities must not be concentrated in one area of the pitch. Cardiff Blues reserves the right to cancel any activity during the period of hire.

#### **10. Non-sporting activities**

- 10.1** No publicity material may be affixed to any Cardiff Blues property without the prior written consent.
- 10.2** Full details of all equipment being used for activities must be submitted to Cardiff Blues in advance of the hire date. Cardiff Blues reserve the right to prevent the use of any equipment during the period of hire.
- 10.3** Only authorised structures are permitted on the blue area of the pitch. The hirer may be required to provide appropriate protection to the pitch surface before the structure is placed. Under no circumstances can any fixings penetrate the pitch material. It is important that all proposed structures are notified to Cardiff Blues in advance of the hire date. Cardiff Blues reserve the right to prohibit structures on the pitch during the period of hire.

The playing of music is subject to prior approval by Cardiff Blues.

#### **Complaints**

Complaints regarding the services and facilities provided should be made in writing and addressed to either:  
The Stadium Operations Manager, **Cardiff Blues Limited, BT Sport Cardiff Arms Park, Westgate Street, Cardiff, CF10 1JA**

Or by email to [enquiries@cardiffblues.com](mailto:enquiries@cardiffblues.com)

**Disclaimer: Cardiff Blues Ltd will accept no liability in respect of people hiring the pitch or associated facilities, for the loss of or damage to property or any injuries sustained, or damage to third parties. Persons wishing to indemnify themselves against any of these liabilities should arrange their own insurance.**