

## Sports Facility Booking Form 2026

To be completed in BLOCK CAPITALS and returned to Sports Programming Office,  
Active Springfield, Janvrin Road, St Helier, JE2 4LF Tel: 01534 449619. Email:  
[sportsbookings@gov.je](mailto:sportsbookings@gov.je)

|                                                                                                                                                                                                                                                                                                                                                    |                              |                                                                                                                                                                                                                         |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Name of Organisation:                                                                                                                                                                                                                                                                                                                              |                              | Customer Account Number:                                                                                                                                                                                                |                  |
| <input type="checkbox"/> Club or Association<br><input type="checkbox"/> Business<br><input type="checkbox"/> Government of Jersey or School<br><input type="checkbox"/> Private or personal<br><input type="checkbox"/> Other                                                                                                                     |                              | Governing/National body you are affiliated to?                                                                                                                                                                          |                  |
| Name of Hirer:                                                                                                                                                                                                                                                                                                                                     |                              | Name of Club Treasurer:                                                                                                                                                                                                 |                  |
| Address:                                                                                                                                                                                                                                                                                                                                           |                              | Address:                                                                                                                                                                                                                |                  |
| Main Contact Number:                                                                                                                                                                                                                                                                                                                               |                              | Main Contact Number:                                                                                                                                                                                                    |                  |
| Mobile:                                                                                                                                                                                                                                                                                                                                            |                              | Mobile:                                                                                                                                                                                                                 |                  |
| Email:                                                                                                                                                                                                                                                                                                                                             |                              | Email:                                                                                                                                                                                                                  |                  |
| Purpose of booking:<br><input type="checkbox"/> Regular Club Training<br><input type="checkbox"/> Club or School Event (Not open to General Public)<br><input type="checkbox"/> Event Promoted to the General Public<br><input type="checkbox"/> Commercial Hire (To deliver your own service)<br><input type="checkbox"/> Other (please specify): |                              | Sport Activity:                                                                                                                                                                                                         |                  |
| Preferred Sports Facility:                                                                                                                                                                                                                                                                                                                         |                              | Preferred Area for hire:                                                                                                                                                                                                |                  |
| Block Booking Day(s) of the week:                                                                                                                                                                                                                                                                                                                  | Start Date:<br><br>End Date: | Session Time(s) – to include own set up and clearing away time                                                                                                                                                          | From:<br><br>To: |
| Please provide details of any equipment or special requirements and any additional information relevant to your booking request:                                                                                                                                                                                                                   |                              |                                                                                                                                                                                                                         |                  |
| Estimated number of activity or event participants<br><br>Adults: Juniors (Under 18 Years):<br><br>Jersey Residents: Visitors to the island:                                                                                                                                                                                                       |                              | Will your event actively promote and invite the attendance of the General public as participants or spectators? Yes/No<br><br>If yes, please confirm the estimated number of General Public that will be in attendance: |                  |

|                             |                                       |                          |
|-----------------------------|---------------------------------------|--------------------------|
| Preferred Method of payment | 1 Pay at time of booking confirmation | <input type="checkbox"/> |
|                             | 2 Invoice                             | <input type="checkbox"/> |

I apply for the use of the facilities detailed above in accordance with the Terms and Conditions of hire detailed overleaf and available at [active.je](http://active.je).

|                 |  |
|-----------------|--|
| Signed by Hirer |  |
| Date            |  |

### Your Privacy

We take great care to protect your data. For information about how we use and store your data, please view our [Privacy Policy](#) available at [active.je](http://active.je).

## Terms and Conditions of Hire

### Interpretation of Terms

"GoJ" means the Government of Jersey acting through I&E (Infrastructure and Environment)

"The premises" means the building and grounds which the hire or use of facilities takes place

"The hirer" means the person and organisation who has submitted an application to hire or use facilities

**1. Areas of Use:** Activities, including the set up and clear down of the activity, must be confined to the period of hire and areas of the premises which have been approved and all areas used should be left as found. The hirer shall not transfer, assign or sub-let any part of the premises or equipment hired. Alterations to the premises, such as the fixing of apparatus and equipment or decoration are strictly prohibited unless otherwise agreed in writing by GoJ. Repairs required as a result of damage to the premises due to the activities of the hirer, outside of general wear and tear, will be charged to the hirer. **Changing Rooms** – Changing rooms at all GoJ Sport facilities are subject to availability and are not automatically included in the hire charge. If changing rooms are required, this should be specified by the hirer at time of booking. **Storage** – The Hirer must not store their belongings in the premises, unless otherwise agreed in writing with GOJ. Should permission for storage be given, charges may apply.

**2. Specialist/Sport/Coaching Bookings:** Bookings of a coaching; teaching or instructing nature will only be granted where the appropriate coaching qualifications from the recognised sport or coaching body or association are held. GOJ reserves the right to inspect such qualifications.

**3. Safeguarding:** The hirer is responsible for ensuring that all those attending the activity, comply with the current equality and safeguarding legislation relevant to their activities. The hirer is required to provide proof of the clubs policy for safeguarding and their own enhanced DBS certification for any activities involving children and/or vulnerable adults and is responsible for ensuring checks are in place for all staff and volunteers assisting with their activities. GOJ reserves the right to inspect such certifications. This condition may also apply to the delivery of regular activities to adults during times where children will be, or may likely be, present on the premises.

**4. Health and Safety:** The hirer shall appoint a competent and responsible "person in charge" who shall be present and in charge during the period of use, and an adequate number of competent persons for supervisory duties including fire evacuation, who shall take appropriate action to safeguard the health and safety of all participants and to prevent any form of damage to the premises or any misuse of the facilities granted by GoJ. Efficient door control must be maintained at all doorways leading to and from the premises to ensure that free egress by the various exits is maintained during the period of use. The person in charge will be responsible for completing and signing any attendance log. **Evacuation** – On hearing the fire or gas alarm all hirers must leave the facility. It is the responsibility of the hirer to appraise themselves of the evacuation procedures for the premises, full evacuation procedures can be provided on request. **Risk Assessments** – hirers are responsible for undertaking a sufficient risk assessment for their activities. The Hirer is required to present a copy of such risk assessment to GoJ on request. **Event Plan** – Hirers of facilities for Public Events will need to submit Event Plans ahead of their event, for the avoidance of doubt, this will be required in all cases where members of the general public are actively encouraged, through promotional activity, to attend events. **Covid-19** – The hirer is responsible for following current GoJ guidelines in relation to Covid.

**5. Reporting of Accidents/Incidents and First Aid:** The hirer is responsible for any damage to the premises and equipment and for the conduct and safety of the participants in their activities during the period of use. Any injury to a person or damage to property must be reported to a member of GoJ staff and a report completed. **First Aid** – Adequate first aid provision and precautions must be taken by the hirer as appropriate to their activities.

**6. Uncontrolled Hazards:** GoJ will be responsible for informing the hirer of any uncontrolled hazards which may pose a risk to the members of any group using the facilities, and which may not be readily identifiable by the hirer (e.g. hazards which may be of a temporary nature due to construction works etc).

**7. General conditions: Advertising** – Permission to display advertising materials on the premises is only permitted following written authorisation from the GoJ Marketing Officer. All materials agreed should be removed at the end of the agreed period. (Charges may apply). **Footwear and Clothing** - it is the responsibility of the hirer to ensure that the correct clothing and footwear are worn for specific activities. Indoor non-marking soles and, for outdoor activities, appropriate outdoor studded boots and track shoes are mandatory. Cultural differences and the specific needs of those with disabilities will be respected. **Photography** - the use of cameras, videos and other equipment with the capacity to photograph is allowable provided the hirer has obtained GoJ permission, and from parents of children or persons being photographed. GOJ reserves the right to inspect such permissions. **Personal Property** - the GoJ will not be liable for any loss or damage to property brought to or left in the premises or the premises car park by persons using the premises. **Electrical Equipment** - Portable electrical equipment may only be used in the premises if it has been PAT tested to ensure that it has no electrical defects which could constitute a safety hazard. This may be audited at any time during the period of hire by a GOJ representative.

Information on PAT testing certification can be obtained from the British Standards Institute. **Use of Equipment** - the use of GoJ equipment and furniture may incur additional charges and is subject to availability and approval. **Use of Personal Equipment** - the hirer is responsible for ensuring any of their own equipment used on GoJ premises is suitable for the activity and is maintained to the standards required. GoJ reserves the right to refuse its use if it is deemed to be unsafe.

**Catering Facilities** – the provision of all food and refreshments will be by the GoJ's nominated site caterer, unless otherwise agreed at time of booking. **CCTV** - The GoJ operate a system of CCTV cameras in and around their premises for the purposes of security, public safety and good management. **Conduct** – Poor behaviour by users may result in the cancellation of a booking without refund. GoJ reserves the right to investigate any incidents or where complaints have been received. **Car Parking** – where car parking is available, this must be limited to the duration of which you have hired the facility or the maximum parking periods as notified in our car parks, whichever is the least. The cost for parking, where appropriate, is not included in the hire fee.

**8. Public Liability Insurance:** The hirer shall indemnify GoJ against all costs, expenses, liabilities, injury, loss or damage howsoever arising due to any act or omission of the hirer, or any of his agents, volunteers or staff in connection with the hire of the premise. Hirers must maintain in force a policy of public liability insurance to cover such indemnity. Such insurance shall be for the minimum sum of £5 million in respect of any one incident. The hirer must provide to GoJ, if requested, a certified copy of the insurance policy.

**9. Cancellation, Changes and Payment:** The Sports Programming Team must be notified in writing by email to [sportsbookings@gov.je](mailto:sportsbookings@gov.je) of all cancellations, cancellations by telephone will not be accepted. GoJ reserve the right to apply a total charge for the original booking unless the facility is re-let. It is to the hirer's advantage to notify any cancellation as far in advance as possible. If the Hirer cancels on a regular basis, the permanent booking may be reviewed for the next season. **Playing fields** - In the case of the playing surface being unfit for use, the match referee will have the final decision on cancelling the booking within two hours of the booking starting. The GoJ site representative reserves the right to contest the referee's decision to play if the long-term condition of the playing surface is likely to be damaged for the remainder of that season. The GoJ reserves the right to cancel or close any facility at its discretion for essential maintenance or in an emergency. In the case of the playing surface being unfit for use the GoJ site representative has the right to cancel the booking up to two hours before the start time. In these instances, monies paid for a booking will be refunded in full. GoJ cannot be held responsible for cancellations due to circumstances beyond their control including inclement weather. Decisions in such matters rest with the Site representative. **Programme Changes** - In response to programme changes GoJ reserve the right to relocate or cancel your booking. GoJ will endeavour to relocate your booking but this cannot be guaranteed. The GoJ reserves the right, in the interest of the community, to change the advertised programme(s). GoJ aims to notify organisations and clubs within twenty-one days where practical, of a need to vary the usual programme. In these instances monies paid for a booking will be refunded in full. **Late Arrival and Non-Attendance** – GoJ reserves the right to offer your timeslot to other hirers if you arrive more than 15 minutes late for the booking without notifying us of your delay. Customers who fail to attend without any prior notice of cancellation will be charged the full hiring fee. **Booking amendments** - Upon acceptance of a block booking, a confirmation will be issued to the Hirer by email. Any amendments or cancellations made by the hirer, after confirmation of the booking, will incur an administration fee of £5.00. **Payment** – Where possible payments should be made in advance. Where agreed, an invoice will be issued monthly in arrears for the facilities used. Payment of invoices should be made within 30 days of invoice by Debit or Credit card, BACS or cheque made payable to 'The Treasurer of the States' and sent to, **Shared Services, Accounts Receivable, 19-21 Broad Street, St Helier, JE2 4WE** and attached to the invoice slip. Any invoice disputes must be emailed to [sportsbookings@gov.je](mailto:sportsbookings@gov.je) within 5 working days of receiving your invoice. Once an invoice has been paid in full it cannot be refunded. If the hirer fails to comply with the payment arrangements, GoJ may cancel existing and reject any future bookings.

**10. No smoking Policy:** It is the policy of GoJ that smoking, including use of e-cigarettes and vapes is prohibited in all of our Sports Facilities with no exceptions. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Restriction on Smoking (Amendment No 2) (Jersey) Law 2006 and the Restriction on Smoking (Workplaces) Regulations 2006.

**11. Responsibility;** It is the responsibility of the hirer to familiarise themselves with these terms and conditions prior to hiring or using GoJ premises.

