

## Do you charge a booking fee?

No, we do not charge a booking fee. All one-off bookings must be paid for at the time of booking. Any block bookings will be invoiced.

## I am hiring one of your areas for a corporate function, is there anything you will need from us prior to this event?

Yes. The exact documents or items we need will depend on the function, so more about that when you come to book.

## I am hiring one of your areas for a sport team that I run, is there anything you will need from us prior to this event?

Yes, we will need to see a copy of your public liability insurance, copies of your risk assessments and your plan of the event. In addition we will also require copies of staff/coach qualifications, a letter confirming DBS check results if your team caters for children and/or vulnerable adults.

## We have an area hired with you, but due to unforeseen circumstances we will need to cancel this, will I get a refund on what I paid for the hire?

- For a cancellation within 7 days or less before the hire period none of the paid fee is returnable.
- For cancellations between 8 and 14 days before the hire period 50% of the hire fee is returnable.
- For a cancellation between 15 and 28 days before the hire period 80% of the hire fee is returnable.

## I want to hire your facility for a family wedding anniversary, can we bring our own music system?

Yes, you can. AcademySport do not have any music system that can be hired out, so it might be a bit quiet without your own!

## We are a swimming club who want to hire the pool, is it OK for us to set up a stall to sell swimming attire and accessories with our club logo on it from within the centre?

Because we already have commercial arrangements with other suppliers of swimwear, you may not sell or supply or permit any other person to sell or supply or offer 'for sale' goods of any kind in the Centre during the hire period.

## We want to hold a wedding reception at your venue can we bring alcohol for guests?

AcademySport does not have a Liquor Licence, and therefore you are not permitted to arrange for the sale of, or consumption of intoxicating drinks unless you hold the appropriate and valid licensing application and permissions granted by the authorities which you can show us prior to your event.

## I want to hire your meeting room one weekend to hold a poker match with some of my friends, can you facilitate this?

No, you are not permitted to hold any sweepstakes, raffles, lottery or any other form of gaming/gambling on site, other than those which are permitted by law and for which we have a licence.