



Facilities for Hire

at **Runshaw**

3G PITCH
(HALF)

3G PITCH
(FULL)

SPORTS HALL
(HAWKSHEAD)

RUNSHAW COLLEGE

Runshaw's 3G Pitch and Sports Hall



About **Runshaw**

Established as a Sixth Form College in 1974, we have grown into a thriving community, meeting the needs of learners from across the region at our Leyland campus.

One of the most successful colleges in the UK, we are renowned nationally for our outstanding results, friendly and supportive culture and focus on learners' needs.

Likewise, our facilities are equally impressive, available for external booking:

- **Astro 3G Pitch**
- **Hawkshead Sports Hall**

Hourly Rates

Free Parking

Close proximity to major road and rail networks

Woodland surroundings

Who uses our **facilities**?

Our facilities are hired for sport events and training sessions for local & national organisations.

Booking & Payment

Our pricing and availability can be viewed on the next page. Payments are made via invoice and payments are taken in advance for the month ahead. Bookings are only final once you have completed the 'Hire of Facilities' form and once the following documentations have been received:

- 1. Public Liability Insurance certificate**
- 2. Current DBS certificates for staff using facilities**
- 3. Safeguarding and Child Protection Policy**
- 4. Safeguarding Training Records for staff delivering sessions.**
- 5. Company Code of Conduct**

Hire prices

Please see below hire prices at Runshaw College. Facilities are available on an hourly rate (5.30pm to 8.30pm Mon-Thurs, and 5pm-8pm Fridays).

Hire Options	Hour	Availability (Mon-Thurs)	Availability (Fri)
3G Sports Pitch (Half)	£60	5.30 - 8.30pm	5.00 - 8.00pm
3G Sports Pitch (Full)	£90	5.30 - 8.30pm	5.00 - 8.00pm
Hawkshead Sports Hall	£45	5.30 - 8.30pm	5.00 - 8.00pm

Bookings are only available **during term-time only**. The college isn't available for weekend hire or on our Open Evenings. Please see the college calendar for term-time dates and Open Evenings - <https://www.runshaw.ac.uk/events/month/>

Prices correct as of September 2024.



Terms & Conditions for the hire of College Facilities



General

The College is normally prepared to let its facilities for use by all types of commercial activity but reserves the right to refuse any application.

The College reserves the right to determine and vary the location of the accommodation or any part thereof at its judgement both before and during the period of hire.

Representatives and officers of the College have the right to have access to all the premises throughout the period of hire.

In the event of cancellation, if it is less than 7 days until the hire, 50% of the charge for the accommodation will apply.

Runshaw College places the safety and wellbeing of all visitors to our campus, at the heart of everything we do. As a general further education college, we strictly adhere to the latest government legislation including our duties within "Keeping Children Safe in Education" and we require all parties hiring out Runshaw College facilities to comply fully with these requirements.

Hirers of Runshaw College facilities, where activities are being provided to children, must take steps to protect children. For further guidance refer to Department for Education "After school clubs, community activities, and tuition. Safeguarding Guidance for Providers". Bookings are only final once you have completed the 'Hire of Facilities' form. If you are hiring to provide activities for children, Runshaw College requires the hirer to confirm that they have in place, the following documentations.

You will need to send a copy of the following documentation to venuehire@runshaw.ac.uk

1. Public Liability Insurance certificate
2. Current DBS certificates for staff using facilities

3. Safeguarding and Child Protection Policy
4. Safeguarding Training Records for staff delivering sessions.
5. Company Code of Conduct

Duties of the Hirer

Activities by the hirer that present possible hazards to their clients, eg. sport activities, etc. must provide the Commercial Booking Team with a risk assessment before the event takes place. You can do this by emailing venuehire@runshaw.ac.uk.

Activities must be properly supervised by the Hirer, who shall pay for any damage that can be reasonably considered to have been caused during the period of hire.

First aid boxes are in all buildings, and the Hirer must familiarise themselves with the exact location of these boxes.

College furniture or fixtures must not be moved, or in any way interfered with except with the previous written approval of the College. College equipment, including electrical equipment, must not be used except with previous written approval of the College. Full reimbursement must be made by the Hirer for any damage to, or loss of, College property, furniture and equipment.

Intoxicating liquor must not be sold, supplied or consumed on, or brought into the College premises or any part thereof except with previous written approval from the College. Gambling is not permitted.

Safety Precautions

All portable appliances brought to the College for use, need to be PAT tested and certificates showing this, must be provided.

The maximum capacity approved at the time of booking

for a particular function must not be exceeded.

Emergency and other exits must not be blocked. There must be no interference with fire precautions of any kind. Please ensure groups are aware of fire exits and procedures.

At the request of the College, the Hirer must provide, and be responsible for stewards to control the admission of persons, to assist in maintaining orderly behaviour during the period of hire, to assist in the vacation of the accommodation at the end of the period of hire. The organiser of such stewards must maintain contact with the College Commercial Booking Team or a representative during the period of hire. Prior to commencement of the hire, a number of stewards may be required to form a team to be briefed regarding fire precautions.

Smoking is not permitted except in the areas specifically allocated for this purpose.

Runshaw College has two defibrillators at the Leyland Campus. One is located in the Hawkshead Gymnasium. Please ensure all club coaches/leaders are aware of its location and how to use it. The second defibrillator is located at the main reception desk. Instructions on how to use the defibrillators are clearly detailed on each machine.

I hereby take responsibility for the health and safety of all persons attending the event stated here at Runshaw College.

Liability

If applicable, the hirer must provide the College with an up to date copy of their public liability insurance certificate, before the event.

Any property of any description brought to the College is done so at the sole risk of the person or persons bringing it; the College shall in no circumstances be responsible for any damage, whatever the cause, done to any

property so brought, or for its safe custody.

Insofar as is allowed by United Kingdom statute, the College hereby excludes liability in respect of any injury, damage or loss whatsoever sustained by the Hirer and/or any person or persons howsoever caused.

In the event of any claim being made by any person or persons whatsoever in respect of any injury, damage or loss which may have been sustained or incurred by such persons while in the accommodation during any period of hire, and in the event of any claim being made by any person in respect of any injury, damage or loss which they may have sustained or incurred in the accommodation arising out of the function for which the accommodation has been allotted (including the parking of any motor vehicles by the persons booking the accommodation, their agents or anyone authorised or permitted to enter the accommodation); the Hirer alone shall be responsible and shall indemnify the College in respect of such claims provided always that the Hirer shall not be liable for death or personal injury caused by the negligence of the College.



RUNSHAW
COLLEGE



w: runshaw.ac.uk/facilities-for-hire
e: venuehire@runshaw.ac.uk

Whist using our facilities, if you have any concerns,
please email caretakers-1rl@runshaw.ac.uk
or call **01772418644**