

## ARRANGEMENTS FOR REGULAR “BLOCK BOOKING” HIRERS

### **Introduction**

Dulwich College Sports Club offers superb, well-maintained facilities available for hire by the local community and local sports clubs. We have many current regular hirers (see “Resident Clubs” page on the website).

There are 360-degree tours of most of the venues, accessed via the website home page.  
Hire prices are shown on the ‘Hire Our Facilities’ web page

This leaflet sets out the process of establishing a block booking at the club.

### **Covid-19 Safety**

We have completed an extensive Covid-19 risk assessment and are complying with all Government and governing body safety guidelines.

### **Availability**

We accept one-off bookings and block bookings.

Due to the volume of regular lets, we are unlikely to be able to accommodate large special events. Check availability by calling Jon Prater or Gary Sharpe (020 8299 9292) or email [sportsclub@dulwich.org.uk](mailto:sportsclub@dulwich.org.uk).

### **Booking Form**

Read the Conditions of Hire on the “Hire Our Facilities” website page.  
Complete the Sports Event Booking Form and return it by email.

### **Booking Times**

It is the Club policy NOT to leave gaps between bookings in order to maximise use of the facilities. Therefore, your booking includes any time you require to set up and break down any kit you may require for your activity.

As a courtesy to other hirers, please make sure you vacate the venue at the agreed time.

### **Courteous Behaviour**

The Club will not accept disrespectful behaviour towards staff or failure to comply with the Conditions of Hire. The Club Customer Charter (Code of Conduct) is available to view on the website “Become a Member” page.

### **Booking & Invoicing Process**

Block bookings are entered onto the booking system 3 times per year: January to April, May to August, & September to December.

Your bookings coordinator will contact you for dates in November, March and July.

Invoices are then issued monthly in advance via the Club Administrator.

Payments are due at the beginning of each month.

The Sports Club is part of “Dulwich College Enterprises Limited”, and as a limited company, is required to charge VAT on all transactions, including block bookings.

## **Refundable Security Deposit**

This will be invoiced with your first month's hire fees. The amount is based on your total hire fees for one month. This is refunded when your block booking ends provided the account is up-to-date.

## **Hirer Contract**

After a "settling-in" period of 1 month, a hirer contract will be drawn up. This lays out the legal framework for the regular hire of facilities. It states that cancellation of the regular hire requires 3 months' notice by either party.

## **Car Parking**

**The Sports Centre car park is for authorised users only.** All others must park in the College main site car park or legally on adjacent roads. Many local roads are now double yellow lines where parking is illegal. A limited number of hirer officials and coaches will be authorised for access to the Sports Centre car park.

## **Access to the Sports Centre (A Cards)**

Where hirer participants require access to the Sports Centre, everyone will require an Activity Access ("A") Card. These are issued at cost (£5) and can be funded either by individuals or the hirer club. In the case of the latter, a club logo is normally added to the cards and they are issued against a deposit. A Cards grant holders the right to book Squash, Tennis, & Badminton & Cycling Studio at non-member prices.

## **Equipment Set Up**

Sports Club staff will assist with any equipment set up where possible. However, hirers should make arrangements for setting up and breaking down equipment.

## **Venue Rules**

The rules for each venue are clearly displayed at the entrances and should be followed at all times. Below are some particularly important points.

### **Astroturf**

NOT permitted inside the enclosure: Studded or bladed boots, chewing gum, smoking and bicycles. Please wear Astro boots or trainers.

### **Cricket Nets**

The Club has up to 6 Cricket nets available at any one time.

The safety net at the bowlers end must always be in place to protect spectators and people entering the Sports Hall.

The nets are in pairs and must be drawn out evenly to avoid damage.

Mats must be turned over, so the back is facing upwards, before rolling up.

### **Swimming Pool**

Please note that the Swimming Pool is fully booked and any slots that become available will be turned over to Club member use or to our own swim school, so there are no opportunities to hire the pool at present, except College holiday mornings.

## **Further information**

For any further queries, please email [sportsclub@dulwich.org.uk](mailto:sportsclub@dulwich.org.uk)