

## ARRANGEMENTS FOR SCHOOL SPORTS DAY

This leaflet sets out the process for booking and running a school sports day at Dulwich College.

### **Introduction**

Dulwich College Sports Club (DCSC) offers superb, well-maintained facilities available for hire by the local community, local sports clubs & schools. 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.

### **Availability**

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. This document supplements the general T&Cs of Hire above.

Once an available date is selected complete the Sports Event Booking Form and return it to the Club.

### **Booking Times**

External sports days normally take place in early to mid-July once the College has closed for the summer.

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.

### **Booking & Invoicing Process**

Prior to the event you will receive a confirmation invoice which will be due for full payment before the event.

### **Public Address System**

A PA may be used for occasional announcements but the volume must be kept down to levels which will not disturb local residents.

**NOTE:** The venue does not hold a music licence, so music is not permitted.

### **Pavilion - Toilets**

There is one toilet and one accessible toilet in the Athletics Pavilion. There is also a sink, water heater and electrical supply there.

School staff and helpers may prefer to use the Sports Centre toilets.

### 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.

### Car Parking

The Sports Centre car park may be used by school staff only. All others must park legally on adjacent roads. Many local roads are now double yellow lines where parking is illegal.

Coaches, if used, should drop off on College Road and park on Hunts Slip Road.

### Equipment

It is preferable to bring the school's own equipment. However, the Club can provide selected items if required.

Please specify what athletics equipment you would like the Club to provide by email.

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

### Astroturf

**NOT** permitted inside the enclosure: studded or bladed boots, chewing gum, smoking and bicycles. Please wear astro boots or trainers.

### Spectators

Spectators are welcome. Please include the number expected on your booking form.

### Litter

All litter should be collected and taken off site. The bins on College Road should not be used.

### Further information

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

### I agree to the above Terms & Conditions

Name			
School			
Signed		Date	

Please return to [sportsclub@dulwich.org.uk](mailto:sportsclub@dulwich.org.uk).

**Enjoy your sports day!**



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