



EVENT FACILITIES BOOKING FORM 2024

Contact Name/Organisation:

Tel:

Mobile:

Contact Address:

Postcode:

Email:

Purpose of Booking:

BOOKING REQUIREMENTS

SCHEDULE

Day:

Date (DD/MM/YY):

Time

Please give as much detail about the event you plan to run, including arrival, set-up times and schedule, requirements (cabin, field etc.), what you will be providing and what you require us to provide. We also need to know the number of people expected to attend and whether it will be open to the public. If you need more space, please continue on the back or attach an additional sheet of paper and please give as much detail as possible:

Detail of Booking and Facilities Required	Cost
Total Cost for the Event	

PLEASE CONFIRM THE DETAILS ABOVE THEN AN INVOICE WILL BE SENT.

I have read the terms & conditions of booking and confirm that my group will abide by them.

Name:

Signature:

Position in organisation (if applicable):

Deposit Enclosed: £

(Please make cheques payable to "ACT")

Please return to: The General Manager, Arundel Lido, Queen Street, Arundel BN18 9JG

Admin Use Only:

Event to be invoiced or paid through the till? Event booking on Calendar and in Diary?

Booking taken by Date

Terms & Conditions for Hiring Arundel Lido Facilities

Important – Please read and keep for your records

1. **Bookings are not guaranteed unless confirmed by the Manager.**
2. The **minimum hire period is one hour**, which - if you are hiring the pool(s) - includes cost of 1 or 2 lifeguards, as appropriate. Additional lifeguards will be required if there are over 40 bathers in the Main Pool and/or if you hire 'Sid the Sub', our large inflatable Submarine.
3. The **period of hire** is from the time of entry to the site to the time of exit from the site
4. **Exclusive use** of the site is only available outside of public opening hours.

Hiring times are:

7pm up to 10pm (Monday, Wednesday, Friday, Saturday and Sunday).

5. It is the responsibility of the Hirers to provide adequate supervision of their group, and to familiarise themselves with the Pool's Normal Operating Procedures (NOPS). Copies of the NOPS are held in both Lido Reception and the Lido Office.
6. **Under-8s must be accompanied**, on site and in the water, by a responsible adult. Ratio of 1 adult to 3 children under 8. Non swimmers will be asked not to pass the 1.2m section of the main pool. Please note that the Children's Pool is generally viewed as suitable only for children under the age of 8 years.
7. Special requirements and/or extra facilities must be negotiated prior to the finalisation of the booking.
8. Maximum group size on site is at the discretion of Lido Management and is subject to the nature of use. Maximum bather loads are: Main Pool 100 (including supervising adults) and Children's Pool 60 (excluding supervising adults).
9. Barbeque hiring includes lighting up of the barbeque. Gas is supplied.
10. No glassware may be brought onto the site, the Lido is strictly a non-smoking site and no dogs are permitted on site, except for guide dogs.
11. The Trust does not accept any responsibility for loss or damage to property or personal belongings.
12. Arundel Lido reserves the right to refuse an application without offering a reason.
13. Lido Management reserves the right to terminate the hire during the period of hire should it consider behaviour to be contrary to NOPS.
14. The site does not have a permanent licence for the Sale of Alcohol or for Public Entertainment. It is therefore the responsibility of the hirer to satisfy the relevant authority of the need for any such licences. The Trust's permission must be obtained before any application for such licences is made.
15. Hirers are requested to respect our neighbours by leaving the site quietly and in an orderly manner.
16. **Payments:**
 - a) **Bookings will be invoiced in advance and MUST be paid in advance of the Booking Date.** The Trust cannot be held responsible for bad weather or other circumstances.
 - b) **Bookings can be paid for in full at the till prior to the booking.** Receipt must be attached to your booking form.