



BOOKING THE COLLEGE FACILITIES (September 2026)

APPLICATIONS TO HIRE

All correspondence and applications for the hire of facilities of the College must be made using the on-line booking system, which can be found on the College website. All bookings have to be made two weeks in advance and must be approved before any hire can proceed.

[Helston Community College - Booking the College Facilities](#)

The College reserves the right not to accept any applications for hire at its sole discretion. The online booking page has a message system which anyone can use for enquiries.

In order to proceed with a booking the Hirer will be required to create a personal account. The College reserves the right to ask for further information from the Hirer before a booking can be confirmed.

LETTINGS TERMS AND CONDITIONS

1. Definitions

- 1.1 "The College" refers to Helston Community College.
- 1.2 "The Hirer" refers to the individual, club, organisation, or company making the booking. The definition of Hirer extends during the period of hire to any third party person under the control of the Hirer.
- 1.3 "The Facility" refers to any land or buildings owned by Helston Community College eg but not limited to the 3G Football Pitch, Activity Studio, Indoor Sports Hall, Main Hall, Music Room, Muga, the Sports Field and associated areas including changing rooms, access routes, spectator areas and parking facilities where applicable.

2. The Hirer

- 2.1 The Hirer must be aged 18 or older and shall act as the contracting party for the booking. The Hirer assumes full financial responsibility for the hire fee and any additional charges, including compensation for damage caused to the Facility by the Hirer or any third party during the hire period

3. Booking and Payment

- 3.1 All bookings are subject to availability and confirmation by the College.
- 3.2 The College reserves the right to refuse any booking without explanation.
- 3.3 Full payment must be made in advance unless otherwise agreed in writing.
- 3.4 Block bookings will generate a payment schedule. To secure future slots, payments must be made by the assigned due dates, as missed payments may result in the cancellation of upcoming bookings.
- 3.5 Missed payments or failure to pay by the agreed due date may result in cancellation of future bookings.
- 3.6 Prices are set annually by the College and can be viewed on the booking page accessible through the website.
- 3.7 In the event of damage during the hire, the College will assess the cost of repairs. The Hirer will be advised of the costs and be liable. The Hirer will be required to make payment within fourteen days of receiving notification of the cost of repairs.

4. Use of the Facility

- 4.1 The Facility may only be used for the purpose stated on the booking application.
- 4.2 The Hirer must ensure that all participants behave appropriately and responsibly at all times.
- 4.3 The Hirer is responsible for supervising all attendees during the booking period.
- 4.4 Access is only permitted during the allocated booking times, including set-up and pack-away.
- 4.5 The Hirer must vacate the Facility promptly at the end of the booking, no later than 9.10pm. Failure to clear/leave the College by this time could result in additional charges, or refusal and/or cancellation of further bookings.
- 4.6 Only appropriate footwear may be worn on the 3G surface:
 - Moulded football boots with studs
 - Studded bootsRandom checks will be made of users of the facility and persons not wearing the correct footwear will be asked to leave. For persistent use of incorrect footwear future bookings will be subject to cancellation.
- 4.7 The following are strictly prohibited within the Facility:
 - Chewing gum
 - Smoking or vaping
 - Alcohol or illegal substances
 - Glass containers
 - Animals (except assistance dogs)
- 4.8 Food and drink must not be consumed within the Facility except water in suitable sports bottles.

5. Health and Safety

- 5.1 Emergency exits and access routes must remain clear at all times.
- 5.2 The Hirer is responsible for providing adequate first aid cover during activities.
- 5.3 Any accidents, injuries, damage, or incidents must be reported to the College at the earliest opportunity.
- 5.4 The College reserves the right to cancel any hire at any time, without notice, where it is deemed necessary for emergency reasons, for example extreme weather. The College also reserves the right to cancel a hire if the Facilities are required for a school event. In the event of a hire being cancelled for by the College the hire fee paid will be refunded to the Hirer. The College will not be held liable or required to pay compensation for any loss sustained as a result of a cancellation.

6. Safeguarding and Child Protection

- 6.1 The Hirer is responsible for ensuring appropriate safeguarding arrangements are in place for activities involving children or vulnerable adults.
- 6.2 Coaches, volunteers, and staff must hold appropriate qualifications and DBS checks where required by law or governing body regulations.
- 6.3 The Hirer must comply with all relevant safeguarding legislation and guidance.

7. Insurance and Liability

- 7.1 The Hirer shall be liable for any damage caused to the Facility, equipment, or surrounding property during the hire period.
- 7.2 The College accepts no responsibility for loss, theft, or damage to personal belongings.
- 7.3 The Hirer is responsible for ensuring appropriate public liability insurance is in place where applicable.
- 7.4 The Hirer indemnifies the College against claims arising from the Hirer's use of the Facility except if caused by the College's negligence.

8. Cancellation Policy

- 8.1 The Hirer must provide at least 48 hours' notice for cancellations.
- 8.2 Cancellations made within 48 hours of the booking may be charged in full.

8.3 The College reserves the right to cancel bookings due to:

- Adverse weather
- Maintenance issues
- School requirements
- Health and safety concerns
- Circumstances beyond its control

8.4 Where possible, alternative dates or refunds will be offered for cancellations made by the College.

9. Weather and any part or all of the Facility Closures

9.1 The College reserves the right to close the Facility if conditions are deemed unsafe.

9.2 Decisions regarding closures are final and made in the interest of player safety and pitch preservation.

10. Behaviour and Conduct

10.1 Abusive, aggressive, discriminatory, or inappropriate behaviour towards or between staff, players, officials, or spectators will not be tolerated.

10.2 The College reserves the right to remove individuals or terminate bookings where behaviour is unacceptable.

10.3 Persistent breaches of these Terms and Conditions may result in suspension or permanent refusal of future bookings.

10.4 The Hirer must ensure attendees respect neighbouring properties and minimise noise when arriving, using and leaving the site.

11. Parking and Access

11.1 Vehicles are parked at the owner's risk.

11.2 Access routes must not be obstructed.

12. Data Protection

12.1 Personal information supplied during the booking process will be handled in accordance with applicable data protection legislation.

12.2 Information may be used for administration, communication, and safeguarding purposes.

13. Acceptance of Terms

13.1 By making a booking, the Hirer agrees to comply with these Terms and Conditions.

13.2 The College reserves the right to amend these Terms and Conditions at any time.

Contact Information

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