



FACILITY HIRE SERVICE LEVEL AGREEMENT

Appendix 1 Rate Card

Revision 5: December 2019

FACILITY HIRE SERVICE LEVEL AGREEMENT

This document is to ensure that a clear agreement exists between London Gymnastics Limited (LG) and any venue that hosts an event organised through LG. This agreement will outline the services that are agreed to ensure the professional delivery of an event.

<i>Name of Facility/Venue:</i>	
<i>Named contact:</i>	
<i>Position within the Facility/Venue:</i>	
<i>Email address:</i>	
<i>Contact Tel Number at venue:</i>	
<i>Emergency contact number:</i>	
<i>Regional Administrator</i>	
<i>Name</i>	Anne McNeill
<i>Email address:</i>	events@london-gymnastics.co.uk
<i>Contact Tel number:</i>	07957 140881
<i>Legal Officer</i>	
<i>Name</i>	
<i>Email address:</i>	
<i>Contact Tel number:</i>	

FACILITY HIRE SERVICE LEVEL AGREEMENT

<i>Required facilities: the venue operator agrees to hire out subject to availability:</i>	Yes	No
Gym area		
Warm-up area		
Additional rooms		

<i>Access: the venue operator agrees that:</i>	Yes	No
The facility is easily accessible and that it is open at the times agreed with the event organiser		
Parking facilities are accessible for all, on the agreed dates		
The car-park will be managed by the host venue		
There is sufficient access to male and female changing / toilet facilities on site for the duration of the event		
Spectator bleacher seating is accessible and provides a good view of the event		
Refreshments are readily available (<i>this may either be in the form of a café or local shops</i>)		

<i>Environment: The venue operator agrees that:</i>	Yes	No
Reasonable working temperature is achieved and suitably ventilated and any air conditioning systems are fully functioning		
Sufficient non-glare lighting within the facility		
Provide adequate changing and toilet facilities that are regularly cleaned and monitored during the event		
Drinking water available during the event. (<i>This may either be in the form of a water fountain or for purchase.</i>)		
The venue is fit for the purposes of the intended hire, without undue or conflicting occupancy or excessive noise (for example: training, birthday parties etc)		

<i>Equipment: The venue operator agrees that:</i>	Yes	No
All equipment required is set up in advance of the event start time/date		
Equipment may be setup in advance of the event start time/date by LG		
All equipment is made readily available on the agreed event dates		
Staff on site to help supervise with the moving of any gymnastics equipment as requested by the event organiser during the competition by mutual agreement.		
All gymnastics equipment supplied by the venue will be safety tested before the event		
The venue has a wheel chair available		

<i>Health and Safety: The venue operator agrees that:</i>	Yes	No
All appropriate members of staff have been informed of their Health and Safety responsibility		
Fire exit routes are adequately signed, emergency procedures are clearly displayed and the LG event supervisor is made aware of the procedures		
Exit routes and fire doors are kept free from obstruction		
A venue evacuation plan including wheelchair users is supplied to the hirer.		
The venue will provide a briefing induction on Fire Safety and Health and Safety.		
The venue confirms that there is a defibrillator available on site and staff have been trained to operate it.		
The venue is responsible for the spectator safety and first aid.		
First aid provision and equipment available at the venue – list to be provided.		
Clear access for emergency vehicles		
Fire Marshals will be provided		
Premises Risk Assessment will be provided		

FACILITY HIRE SERVICE LEVEL AGREEMENT

<i>Communication: The venue operator agrees that</i>	Yes
The event organiser will be provided an emergency contact telephone number	
There is a contact person available on site at all times of the event	
All staff are briefed or made aware that an event is taking place on site in order to assist all those involved on the event	
Any marketing /communications published by the venue/facility must have prior agreement from the LG Marketing Officer	

<i>Merchandise: The venue operator agrees that:</i>	Yes
They will facilitate the promotion and sales of official LG merchandise	
They will facilitate the promotion and sales of LG approved retailers	
Agreement for any additional retailers provided by the venue must first be agreed by the Regional Administrator	

<i>Facility Hire Fee:</i>	Yes	No
Unless agreed otherwise by the LG Regional Administrator or the LG Legal Officer, the venue hire will be as agreed in the Annual Rate Card		
A Pro forma invoice will be issued by the hirer no later than 7 days prior to the event and will itemise all known fees relating to the venue hire and related costs.		
A final invoice will be issued by the hirer within 30 days of the event		

<i>Non-Negotiable:</i>	Yes
All event monies must transact through the agreed appropriate LG account	
All spectator monies must transact through the agreed appropriate LG account	
All merchandise monies must transact through the agreed appropriate LG account	
LG are provided by this agreement, the right to admit or refuse entry to any individual into the venue	

<i>Requirements:</i>	Yes	No
A good 'wifi' connection, within the centre, in order to take payments for tickets via card reader		
A good 3G and above mobile signal/coverage, within the centre, in order to take payments via card reader		

<i>Additional Comments/Agreements</i>

FACILITY HIRE SERVICE LEVEL AGREEMENT

Both parties may request amendments to this agreement during the period of the agreement but with 4 weeks written notice of any amendment.

Amendments can be implemented only if agreed and signed by both parties as below.

The venue operator agrees to hire out the facilities in accordance with the Event Specification

Signature of venue representative

Print Name

Signature of MC Representative

Print Name

Anne McNeill

Date

This agreement remains valid until any changes relating to Health & Safety are notified.

FACILITY HIRE SERVICE LEVEL AGREEMENT

Appendix 1 **ANNUAL RATE CARD**

To be used as the basis for negotiations for individual events.

Venue:

Venue Contact:

Contact Details

MC Representative:

Contact Details:

HIRE RATES

Please add additional information as required at the venue

Location	Hourly rate	Half day am or pm	Full day
Total Venue			

Signature of venue representative

Print Name

Signature of MC Representative

Print Name

Date

Duration of Annual Rate Card
