**Cancellation Policy**

Out of respect for our Sports Complex Members, we require you to give a minimum of 48 hours’ notice of cancellation. Providing less than 48 hours’ notice may have an impact on future booking requests.

**Non-Attendance or Late Arrival of Event Organiser.**

If the event organiser does not turn up to the event it will not go ahead, all participants will be advised by Hope Park Sports staff members to contact the Event Organiser to provide explanation rather than HPS staff respond to questions.

If the event organiser does not arrive on time, the event will not begin until he/she does. There will be no additional time allotted at the end of the booking and you will need to end the event at the original time stated.

**Facility/Equipment Use**

Every effort must be made by all staff and players to avoid damage to the facility and any equipment used. Any damage should be reported to a member of Hope Park Sports staff.

You should leave the facility in a clean and tidy fashion. For your reference all bookings will end five to the hour.

**Risk Assessment (RA)**

A general RA of the facility area will have been carried out by the General Manager, however you will be expected to complete a RA for your chosen activity, this can be done in conjunction with HPS to establish the suitability and to make sure the necessary precautions are in place. You will also be required to carry out a visual risk assessment before and during your event booking.

**Emergency Evacuation Plan**

In the event of an emergency you must ensure that all participants evacuate the building through the nearest fire exit and make their way to the Fire Assembly Point.

**Incidents/Accidents and Injuries**

A log of any minor incidents/accidents or injuries should be kept by the event organiser and details emailed to the Sport Development Officer following the event.

Any major incidents/accidents or injuries should be reported to Hope Park Sports staff members at the time and should be recorded according to the University Health & Safety Policy.

**Code of Conducts**

It is advisable that you ensure you, any supporting staff and all participants are aware of and abide to the relevant Code of Conduct.