**Charity Event Facility Hire Update 23/11/2021**

Student Sport Club Charity Events

We’ve considered feedback from student sports clubs and the Sports Officer. Therefore, we are now **trialling** the offer of one free charity event per year to all student clubs. **This pilot will be reviewed by Warwick Sport and Sports Committee during term 3 to determine if this continues into 2022/23 or not.**

**Guidance for What is Included within a Charity Event:**

* + **One per club per year** - this is not transferrable between clubs.
	+ Run on a single day for up to 6 hours.
	+ Take up one of the following spaces:
		- A single zone in the Sports Hub
		- A single outdoor synthetic pitch.
		- Up to 4 squash courts
		- Up to 2 5-a-side pitches.
		- Up to 3 outdoor netball courts
		- Up to 4 lanes of the swimming pool for 6 hours or 8 lanes for 3 hours.
		- Varsity Field
		- Grass sports pitches may not be used for charity events.
	+ Events requesting more courts/ pitches than the above can reduce event time in their request e.g. 2 zones in the sports hub for 3 hours OR 1 zone for 6 hours.
	+ Operate within normal opening hours and fit around existing student sports club and any other bookings.
	+ Clubs to support the operations teams with any set up / take down and all facilities must be left clean and tidy.
	+ **Warwick Sport still reserve the right to withdraw this pilot at any time if the volume of events is too high.**

If you have any queries regarding any of this information, please tag eventrequest, Megan Daly (Guest) and myself in a post to your club's channel.

#TEAMWARWICK CLUBS 2021/22

**Charity Event Facility Hire Update 24/1/2022**

Charity Events:

* The maximum amount of time in advance that we can book facilities for you is **6 weeks in advance**. This doesn’t mean that you can’t have your planning pack/proposal ready, but we cannot confirm booking of those facilities earlier than 6 weeks prior to the event.
* If you are choosing the option of splitting your 6 hour atrium allocation into **two 3 hour sessions across two zones** there are some things to note:
	+ You have 2 available booking times: EITHER 9am to 12pm, OR 5pm to 8pm. (Please note that in the 5-8pm slot, the hub closes at 8pm so events must be finished and participants out of the building by 8pm.)
	+ You can always show a preference for which zones you would like, but Warwick Sport reserve the right to allocate specific zones to your event.
* Charity events are subject to a £100 cancellation fee within 2 weeks of the date of your event. If you can rearrange the date, that is preferable, and please contact me if you think you may not be able to hold your event on the date originally planned to organise this.

There is no change to other facilities, please see my original post on Charity Events.

Cancellation Policy for Paid Facilities (NOT charity event facilities):

* The first thing to be aware of is that when booking facilities, your booking falls under the [Warwick Sport Terms and Conditions](https://warwick.ac.uk/services/sport/terms/terms-and-conditions.pdf).
* The number one step if you realise that you have to cancel an event that has been booked in is to contact me and let me know. Even just giving me a heads up that you may have to cancel is helpful. Where cancellation takes place we will work to find alternatives but please make sure you are aware of the T&Cs above as there is no guarantee cancelled events can be re-arranged.
* If you feel you have no choice but to cancel your event completely, please inform me of the reason. I will have a discussion with my team, but ultimately whether or not to uphold the cancellation policy will be at the discretion of the Director of Sport in line with the Terms above.
* To be clear, you can book paid facilities for normal club events further than 6 weeks in advance.

Just so you are all aware, the cancellation policy as it stands is:

* 14 or less than 14 days prior to the event: 100% of total charge
* Less than 1 month but greater than 14 days: 75% of total charge
* Between 1-12 months: 50% of total charge”