

Welcome to Vivify

We're excited to announce that **Esher Church Of England High School** has partnered with Vivify Venues to manage our community lettings programme.

We're proud to be working with a team that's passionate about enhancing wellbeing and creating thriving community spaces.



Q: How will my bookings work?

A: Vivify will contact you soon to set up your bookings on their platform. You can book up to a year in advance (based on the academic year).

Q: How do payments work?

A: Payments are required in advance, and will be automatically taken from your saved payment card on the 25th of each month.

Q: Will I receive invoices?

A: Yes, all invoices will be stored in your Vivify account for easy access.

Q: Will I pay VAT?

A: VAT usually applies to sports facility bookings. However, if you're an affiliated organisation booking 10+ sessions for the same sport at the same venue, with at least 24 hours between sessions, you may be exempt from VAT. Sessions must be paid in full with exclusive use of the facilities. (For more details, please visit HMRC for guidance).

Q: What documents will I need?

A: For groups with minors, please provide an up-to-date safeguarding policy, DBS checks for coaches, affiliation, and public liability insurance.

Q: When will Vivify contact me?

A: Vivify will reach out to you in the coming weeks to get you set up. Please keep an eye out for a call from our head office number: 0161 694 0111.

Q: Can I arrive early to set up?


A: We recommend arriving 10 minutes early so you're ready to start on time. If you need additional setup time, please account for this in your booking slot, as other hirers may be scheduled before or after you.

Q: Will prices increase?

A: Prices may be reviewed, but Vivify is committed to keeping rates competitive.

Rest assured, your bookings are protected. Vivify is looking forward to working with you!

 support@vivifyvenues.com

 0161 694 0111



www.vivifyvenues.com