

BOOKING CONDITIONS AND REGULATIONS OR THE HIRE OF SPORTS PITCHES AND ASSOCIATED FACILITIES

REGISTRATION FORM	All teams (with the exception of adhoc or one off' bookings) are required to complete the registration form
INFORMATION REQUIRED	<p>Most pitches are available for hire from the first weekend in September until last weekend in April. For confirmation of site specific availability contact the Streetscene team on 01329 824842.</p> <p>Please visit the webpage for weekly updates.</p> <p>At the time of booking the following information must be provided</p> <ul style="list-style-type: none"> • Date and time of fixture. • Adult, Junior or mini soccer. • The preferred location for the fixture. • Number of pitches required. • Hants FA affiliation number <p>The Council reserves the right to ask for further particulars regarding any proposed bookings.</p> <p>The Council must be notified of any changes to the details provided by the Hirer; such as contact details and treasurer information.</p>
HIRER	The person hiring the facilities must be 18 years of age or over and will be deemed to be the Hirer and personally responsible for the payment of hiring charges to Fareham Borough Council together with ensuring the security and cleanliness of the buildings.
CHARGES	<p>The charge for the hire of the pitches shall be in accordance with the Council's current fees and charges.</p> <p>The Council will charge the full pitch booking fee should the pitch be booked and used for training.</p>
FIXED BLOCK BOOKINGS	<p>VAT exemption is available for the provision of a series of hiring's subject to:</p> <ul style="list-style-type: none"> • The series consists of 10 or more completed sessions The series is for the same pitch and the same sport or activity. • The interval between each session is no longer than 14 days. • The series must be paid for as a whole. An invoice will be raised and sent to you at the time of booking. • No changes must be made to this booking. • If the club cancel a booking within this fixed block booking, ALL GAMES WILL BE VAT PAYABLE <p><i>If the pitch is cancelled by the council or referee due to adverse weather, the VAT exemption still applies.</i></p>

FLEXIBLE BLOCK BOOKINGS	<p>VAT payable on all games.</p> <p>This type of booking allows you to provisionally block book for a whole season but you can make changes throughout. The Council must be informed NO LATER than Tuesday at 4.00pm if NO GAMES WERE PLAYED AT THE WEEKEND – failing to do so will mean you are charged for the booking.</p> <p>Invoices will be raised at the end of each period (December and May) for all games confirmed as played.</p>
ADHOC/ONE OFF BOOKINGS	<p>You will either be charged at the time of the booking or an invoice can be raised and sent to you for payment after the game has been played. The Council must be informed NO LATER than Tuesday at 4.00pm if NO GAMES WERE PLAYED AT THE WEEKEND – failing to do so will mean you are charged for the booking.</p>
WINTER SPORTS (Rugby and Football)	<p>Pitch requests for weekend matches should be made no later than 12 noon on the Friday before.</p>
SUMMER SPORTS (Cricket)	<p>In summer, cricket matches on both grass and artificial pitches at both weekends and in mid week should be booked at least 5 working days before the proposed day of the hiring to allow time for the wicket to be prepared.</p> <p>Booking requests for cricket with less than 5 days notice may be accommodated if they do not cause any disruption to the Grounds Maintenance schedule and the team can facilitate the preparation..</p>
HIRER CANCELLATIONS	<p>If the Hirer cancels a booking later than the Wednesday before the day of the match, the Council <u>may</u>, entirely at its own discretion, decide to charge for the use of the facility.</p>
COUNCIL CANCELLATIONS	<p>The Council reserves the right to cancel the hiring if at any time, in the opinion of the Operations Manager or his deputy, the pitches are deemed unfit or unsafe to play.</p> <p>Where it is deemed that the pitch is unfit, there will be no charge.</p> <p>The Council reserves the right to forbid the use of pitches to a club or league in the event of a breach of these conditions.</p> <p>The Council shall not be liable for any expenditure incurred or loss sustained by the Hirer or any other person arising there from or connected to the cancelation of any fixtures.</p> <p>Where a match has been cancelled by either the referee or umpires on the day of the fixture due to inclement weather and/or pitch conditions, there will be no charge for the fixture upon receipt of a letter, telephone message, voice mail message or e-mail from the secretary of the home club.</p>

	<p>Notification in this event must be received no later than Tuesday after the date of the fixture. If a match has started and is abandoned, full payment must be made.</p>
RESPONSIBILITY	<p>The Council accepts no responsibility for any injury to the Hirer or any other person, or loss or damage to the property of the Hirer or any other person, arising by the virtue of their presence on the site or use of any associated facilities (changing rooms etc).</p> <p>There is no access to emergency telephones at the sites. It is the responsibility of the Home team to make the necessary provisions to contact the emergency services, i.e. be familiar with the nearest public telephone box or have use of a mobile telephone.</p> <p>Similarly, clubs must make their own arrangements for the provision of First Aid and facilities.</p>
DAMAGE OR LOSS OF PROPERTY	<p>All items left unattended at any time in the changing rooms are left entirely at their owner's risk and no liability will attach nor will be accepted by Fareham Borough Council for any loss and damage howsoever caused.</p>
INDEMNITY	<p>The Hirer shall indemnify the Council from and against all actions, costs, claims or demands whatsoever arising under statute or common law or in consequence of the licence hereby granted to use the pitches, and shall obtain a public liability insurance policy with an indemnity from £2,000,000 (Two million pounds), noting the Council's interest thereon, a copy of which is to be submitted to the Council.</p>
HIRE TRANSFER	<p>The Hirer shall not transfer the benefit of the hiring to any other person or organisation.</p>
PURPOSE OF PITCHES	<p>The pitches shall not be used for any purpose other than that stated in the application booking.</p> <p>The Hirer's attention is drawn to the fact that pitches are primarily used for the allocated sports (football, rugby, cricket etc) and that he / she must take all proper precautions to avoid unnecessary damage to the playing areas.</p> <p>The Hirer shall be responsible for costs incurred by the Council for repairing and making good any damage to the pitches and associated facilities (changing rooms) whether caused by the Hirer, his / her team members or members of the opposing team.</p> <p>Where several clubs use a facility in rapid succession and damage is caused and blame cannot be apportioned, all clubs will be charged an equal part of the cost.</p>
EQUIPMENT	<p>It is the responsibility of the Home team to collect equipment from the changing rooms, for fixing nets onto goalposts and erecting corner flags etc, and subsequently returning the corner poles/flags, and nets</p>

	<p>removed from the goalposts and to place these in the net bins or boxes provided in the changing rooms immediately after the game.</p> <p>Only net clips supplied by the hirer should be used to attach the nets to the posts. The use of adhesive tape is not permitted. All required accessories for each pitch will be provided in the changing rooms prior to the start of each season.</p> <p>If clubs fail to remove and put equipment away after use, especially the removal of nets from the goalposts, a charge of £25.00 may be asked from the club to cover the cost of travel to the site and manpower incurred as a result.</p> <p>Any losses arising by not complying with this clause will result in Home Clubs being recharged for the cost of replacing this equipment.</p> <p>If the team or the facility has no nets or poles, the Council will allow these to be collected from the depot for the purpose of the game but they must be returned to the depot within 5 days after the game otherwise this may lead to an additional charge of £25.00. (This only applies to adhoc and one off bookings)</p>
<p>CONDITION OF PREMESIS</p>	<p>The Hirer shall be responsible for his/her/their team and his/her/their opposition for keeping the pitches and premises, both inside and outside, clean and tidy and for ensuring that all lights, taps, showers and other equipment in the changing rooms are turned off; doors and windows are closed, gates and security shutters to the sports ground (where applicable) are shut before leaving.</p> <p>In addition where security bollards have been installed, the Hirer is responsible for ensuring that these are secured in place on leaving the facility.</p> <p>If the changing rooms are not left in a clean condition a charge of £25.00 will automatically be charged to the Hirer, there will also be a charge to cover any costs of vandalism caused, where doors are not properly secured and illegal access is gained.</p> <p>Any problems noted upon arrival at the changing facilities or the pitch area should be reported in the morning following the game. Please contact the Streetscene team on 01329 8244842 or email equermonprez@fareham.gov.uk</p>
<p>CARS AND VEHICLES</p>	<p>The Hirer shall ensure that all cars and other vehicles connected with the hirer or his/her/their group / club are parked in the car parks provided, or in some other place so as not to obstruct any public or private right of way or be a nuisance or source of annoyance to any person.</p> <p>The Hirer shall not bring cars or other vehicles onto the grassed areas of the sports ground or allow them to be brought there.</p>

	<p>The Hirer shall comply with all the bye laws and regulations in force and with all requirements of the Council/the Director of Customer Services and the Police.</p> <p>Clubs may lose their booking or right to booking if parked vehicles do not comply with these guidelines.</p>
TRESPASS	<p>Where playing facilities are located in the vicinity of a residential area and when it is necessary for clubs to retrieve their ball from private property, clubs are reminded that unless consent from the owner has been sought, you are requested not to enter private property which may be considered as trespass. Should evidence of trespass and abuse to residents be proven, the Council will cancel the hiring and forbid any further use of these pitches. The hirer shall be responsible for his team and his opposition for any infringements and damage caused to third party property.</p>
STAFFING OF SITES	<p>None of the Council sites are staffed during evenings and weekends.</p> <p>Clubs are advised to check and to make arrangements for the collection and return of keys (on Fridays and Mondays) when booking</p> <p>All teams should ensure that they have been given a key to the height restriction barrier to enable the passage of emergency vehicles. The barriers should not be opened except in an emergency to prevent unauthorised access to the pitches.</p> <p>The height restriction barrier must be secured prior to leaving the site.</p>
PLAYING CONDITIONS	<p>If there is any doubt about playing conditions, the webpage will be updated each Friday before 12 noon.</p> <p>Subsequently referees/umpires make decisions on pitch suitability for play.</p>
FA RESPECT CAMPAIGN (FOOTBALL ONLY)	<p>The hirer is required to adhere to the Football Associations' Respect Campaign which entails all spectators, managers, coaches and substitutes to stand behind the 1 meter respect line when watching a match.</p>
HEALTH AND SAFETY	<p>No portable electrical appliances should be used at any changing rooms unless there is prior written approval, for which evidence that the item of electrical equipment has a current PAT testing certificate will be required.</p> <p>All hirers should make themselves aware of the fire notices located at each site and conduct and record six monthly fire evacuation exercises.</p>