





**Name and address of person hiring facility:**

**Tel:**

**Mobile:**

**Email:**

### Alterations to booking dates

It is important for the Club to understand that if any changes are made to the Agreement Form, after written confirmation and authorisation has been sent, the VAT treatment may affect the whole series of sessions and the amount to be paid, as follows:

- If VAT Exemption is approved and then a session is cancelled by the Club, within the series specified on form, and a refund is given, then the Club is liable to pay VAT on all the bookings specified on the form. A separate invoice will be sent to the Club for the VAT due in these circumstances.
- If VAT Exemption is approved and then a session is cancelled by the Club, within the series specified on form, and a refund **not** given, then the VAT Exemption remains and no additional charges will apply.
- If VAT Exemption is approved and then a session has to be cancelled by the Council, due to unforeseen circumstances, and a refund given, then the VAT Exemption remains and no additional charges will apply.
- If VAT Exemption is approved and the Club wants to increase the duration of some of the sessions – VAT will become chargeable on the extra time booked. A separate invoice will be sent to the Club for the additional time plus VAT on that element only.
- If VAT Exemption is approved and the Club wants to decrease the duration of some of the sessions, the Club will be liable for VAT on all the bookings, if the Club is given a refund. In these circumstances a separate invoice will be sent to the Club for the VAT due. If a refund is **not** given then the VAT Exemption remains and no additional charges will apply.
- If VAT Exemption is approved and the Club wants to book an additional session, either within the series on the form or outside of the series, then a separate invoice will be sent to the Club for the additional session plus VAT on that element only.

## Availability of facilities for sport bookings

- The Council will determine whether the pitch is playable unless it is a league or cup match and then the referee will decide. In the event of the pitch being unfit, the Council shall not be liable to the hirer of any resulting loss or damage whatsoever.
- 48 hours' notice is required to cancel a booking. This must be received in writing and sent to [wasteservices@sholland.gov.uk](mailto:wasteservices@sholland.gov.uk)

## What the Council will provide as part of your booking

**Due to current guidance to restrict the spread of COVID-19, the changing rooms will only be available for National League System Club games and on receipt of a full risk assessment.**

The Council will allow access to the site and unlock the changing accommodation an hour prior to kick-off.

The Council will seek to ensure that the changing accommodation is clean, tidy, well maintained and fit for purpose. The hirer must leave the facility in an equally clean and tidy condition. The hirer is responsible for clearing up and removing any litter and rubbish including biological waste from both the changing accommodation and pitch area.

The Council will be responsible for marking out the pitch and providing goalposts. The hirer will be responsible for providing their flags and corner posts.

## Damage to the facilities

You must notify the Council immediately of any damage that has been caused to the site.

In hiring the facility you agree to pay the Council the cost of making good all damage (fair wear and tear excepted) to the pitch, dressing accommodation and all fixtures and fittings, equipment and other property of the Council included in or incidental to the hire.

You must take out your own insurance to the value of £5 million to indemnify (and keep indemnified) the Council against all claims for damages, compensation and/or costs in respect of injury (fatal or otherwise) to any person or persons and/or damage to property caused by, or arising out of, or incidental to, or in any way connected with, the exercise by the team of the use of these facilities.

### General

The Council will not accept any liability for loss or damage to any clothes, money, valuables, personal effects or other articles left anywhere on the land or premises subject to this hire agreement.

The hirer will ensure that all reasonable steps are taken to safeguard young people and vulnerable adults and that the hirer complies with the provisions of the Children's Act 2004.

## COVID-19

The Hirer will provide the Council with a COVID-19 Risk Assessment which is suitable and sufficient for the purposes of the hire. The Risk assessment is to be provided within 5 days of the date of hire. The Hirer will follow all relevant guidance issued during the COVID-19 pandemic and any guidelines and restrictions imposed by the Council in respect of preventing the spread of COVID-19. The Hirer is responsible for the safe use of the premises during the period of hire.

## Declaration

I confirm that I have booked and paid to hire the facilities on the dates specified above. I also agree to the Terms and Conditions of hire as detailed in this form.

**Name** .....

**Position in Team or Club** .....

**Signed (on behalf of the hirer)** .....

*Please note that pitch bookings can only be accepted from people aged over 18. Where there is any doubt as to the age of the signatory to this agreement a parent or guardian 18 years of age or over will be asked to sign on behalf of the hirer.*

## Service Standards: Football Pitches

1. The Council seeks to maintain all of its football pitches to a standard appropriate for general community use. This may vary from site to site and varies throughout the year.
  - Grass is cut all throughout the year, the frequency varies dependant on need. The area is fertilised each spring and autumn.
  - Vertidrain work is undertaken in the autumn/winter if it is required. Seeding is undertaken in May - June.
  - Selective weed killing - early August time.
  - The area is rolled as needed to deal with divots etc.
2. The pitch is marked out prior to the football season and then it is over marked through the season.
3. Goalposts etc are removed on completion of the football season to storage.
4. The goalposts, fixtures, nets, pitch itself etc are inspected and checked on a weekly basis.

## Service Standards: Cleaning

1. Cleaning by the Council will be to the whole of the interior of buildings and including, but not limited to, drains, gullies, urinals, toilets, sinks and plug holes. Windows and showerheads will be cleaned on a monthly basis.
2. In respect to the Sir Halley Stewart this clause also refers to the spectator standing and seated areas.