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[www.ingatestone-fryerningpc.gov.uk](http://www.ingatestone-fryerningpc.gov.uk)

## **Terms and conditions for the seasonal hire of football pitches**

### **General**

1. The pitches available for hire are situated in Seymour Field, Ingatestone.
2. Applications for seasonal bookings should be made by completing the form and returning it to the Parish Council office. Pitches will be allocated in strict order of receipt and considering any previous payment record.
3. Applications for pitches will close on the last day of June.
4. Allocations will be advised by email. Please note: If after signing and returning the form, the hirer decides not to utilise the pitch, the hirer will remain liable for payment unless the Parish Council is able to re-allocate the pitch.

### **Usage**

5. To maintain a reasonable surface, pitches will only be allocated two matches each weekend and occasional midweek games, at the discretion of the Parish Council
6. The season extends from the first Saturday in September to the last Sunday in April.
7. No refunds will be given for any pitch that is not used. The Parish Council reserves the right to allocate pitches to casual users when not required by the seasonal hirer.

### **Hirer's Responsibilities**

8. The hirer shall use the pitch only as a football pitch.
9. Hirers are responsible for the security of the site and ensuring that the pavilion is fully locked at the end of the session.
10. The use of the car park is mandatory for hirers and the hirers must open the car park gate at the start of the hire. The car park must be fully used and parking on the verges in New Road is discouraged. At the end of the hire, if there are cars still parked in the car park, it is the responsibility to advise the parish caretaker of this matter and leave the gate open.
11. The hirer shall not use the pitch in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience, or interference to any neighbouring or adjoining property.
12. The hirer shall not do any act, matter or thing which would or might constitute a breach of any statutory requirement affecting the pitch or which might or would make invalid in whole or part any insurance held by the Parish Council in respect of the pitch.
13. Hirers are warned that the charges do not include the cost of insurance against their liability for any damage or injury which their activities may cause either to themselves or to other persons or property and they should themselves insure against these risks.
14. It is REQUIRED that the hirer obtains public liability insurance, to a minimum value of £5,000,000 (£5 million), to protect against all claims arising, other than that due to the Parish Council's negligence. Such cover may be independently obtained from insurance companies, but it may be possible to achieve cover through affiliation to a sporting body for a reduced fee.
15. Team secretaries should make themselves familiar with arrangements for contacting emergency services and notify the Parish Council of serious injuries sustained by players (of either team), by the end of the first working day after the fixture.
16. Sub-letting is not allowed.
17. It is the responsibility of the Hirer to check the Brentwood Borough Council's pitch playability page [https://www.brentwood.gov.uk/w/football-and-rugby?p\\_l\\_back\\_url=%2Fsearch%3Fcid%3D676%26q%3DFootball#football-pitch-](https://www.brentwood.gov.uk/w/football-and-rugby?p_l_back_url=%2Fsearch%3Fcid%3D676%26q%3DFootball#football-pitch-)

playability to ensure that the pitch is suitable for use. The Parish Council are deferring the decision on pitch playability to Brentwood Borough Council.

### **Council's Responsibilities**

18. The Parish Council arranges for the preparation and marking of the pitches and the supply of posts, corner flags and nets. The erection and return of corner flags and nets is the responsibility of the team booking the pitch. Failure to return equipment may result in a charge being made.
19. The Parish Council shall not be liable for the death or injury to, or damage to, or any expenses or other liability incurred by the hirer or any person in the exercise of this agreement.
20. The Parish Council gives no warranty that the pitch is legally or physically fit for any specific purpose.

### **Changing rooms**

21. Changing rooms will be cleaned prior to the beginning of each session. Subsequently, each Team is responsible for the tidying of changing rooms and showers after use. After use, the building should be left clean and clear of debris.
22. Before leaving the building every team should undertake to:-
  - Place all rubbish and litter into the bins provided.
  - Sweep all mud from changing rooms, corridors, toilet areas, and shower areas.
  - Ensure all toilets are flushed.
  - Rinse all handwash basins.
  - Clean shower areas to remove all mud and ensure that no debris is blocking any drains.
  - Pathways adjacent to building should be swept clear of mud.
23. Football boots should be removed before entering changing rooms and mud removed outside the building. The cleaning of boots inside the changing room facility is not allowed. Showers and sinks should not be used to clean boots.
24. Any faults or defects should be reported to the Parish Council.
25. The changing rooms are checked by Parish Council staff, which includes a water check for legionella, checks for repairs and maintenance and cleanliness.
26. Should teams fail to tidy the changing rooms after use then this could ultimately result in their seasonal booking being withdrawn and any costs incurred for cleaning being passed onto the club.
27. The Parish Council reserves the right to close any facility without prior notice should they be deemed unfit / unsafe for use. All clubs using the facility will be informed and the premises re-opened at the earliest opportunity.
28. Equipment should not be stored in changing rooms as these are shared facilities. Should any team store equipment in changing rooms they do so at their own risk and the Parish Council accept no responsibility for any loss or damage.

### **Other conditions**

29. Clubs found to be in breach of any terms and conditions of hire are liable to suspension by the Parish Council. The decision of Parish Council shall be final. Refunds will not be payable if suspended and the total hire fee will be charged.
30. Any variation of this agreement must be made in writing between the parties.
31. All queries in the first instance must be made, in writing to: Parish Clerk, Ingatestone and Fryerning Parish Council, Suite 2, 4 The Limes, Ingatestone, Essex, CM4 0BE