

Conditions for Letting Football Pitches 2024/2025



Applications and Pitch Allocation

Applications for hire of football pitches should be made to The Town Clerk, Fleet Town Council, The Harlington, 236 Fleet Road, Fleet GU51 4BY. The application form can be downloaded from the website or obtained by emailing info@fleet-tc.gov.uk or calling 01252 625246.

Allocations are made at the start of the season and will be made as fairly as possible with preference given to existing user clubs. The decision of the Fleet Town Council Clerk will be binding in all cases.

Football Season and Pitch Usage

The pitches will be marked and ready for the start of the football season from...

Saturday 17th August 2023 until Sunday 25th May 2025 inclusive.

Permission will not be given for football to be played outside of these dates. The reason for this restriction is to allow time for reinstatement to be carried out and to give the pitches adequate rest before the next season.

Training

All training days and times **must** be applied for using the Training Application Form. This must be completed as one form per team and must coincide with any details within the Block Booking Form. Once the form is completed and returned, it will be subject to authorisation. Any clubs found training outside the agreed days and times will have all permissions withdrawn from usage of the pitches and associated facilities with no refund. All keys will be returned.

FTC will allow only one game per pitch on Saturdays and Sundays with mid-week games permitted on Wednesdays. This is in order to preserve the pitches throughout the playing season. Variation from this shall be at the discretion of FTC.

One training day per week will be permitted, normally on a Wednesday, with any additional training days required to be charged as a separate hire.

Mid-week training may also be used for matches where matches have been unable to be played, with permission from FTC.

Mid-week Training bookings will run for 12 months from the first Wednesday after the start date of the season, as stated above. After this a new application will need to be submitted for the following season.

Out of season training (i.e. after the end date stated above) no training will be permitted on any Football Pitches. All training must be done outside the boundary lines of the pitch areas. Training is not permitted within any children's play areas. The use of park equipment for the purpose of training is strictly prohibited including park benches.

Any team found to be using the facilities out of season or when not authorised may have the facilities withdrawn permanently and or lose some or their entire bond.

Bookings and Charges

Seasonal block booking charges will be based on an average of 17 home matches, per season, i.e. one home match every other week. Teams playing less than 17 home games will not receive a refund.

All play on Fleet Town Council (FTC) pitches (including matches and/or training sessions) must be booked in advance through this office. Please note that bookings will only be accepted for specific dates and it should also be stated whether the pitch will be required for the morning or afternoon. Teams that share a pitch with another club on an alternate usage basis will need to liaise with each other prior to booking.

One third of the total season's hire becomes due for payment upon presentation of an invoice on 1st September the balance of the hire being divided between two subsequent invoices presented for payment on 1st January and 1st March respectively. Alternatively clubs can opt to pay in one single invoice for the season. In accordance with the Late Payment of

Commercial Debts (interest) Act 1999 we reserve the right to levy an administrative charge of £10.00 if payment is not made within 28 days of the invoice date and apply interest at the statutory rate until payment.

Teams having to play extra mid-week games towards the end of the season, due to re-arranged fixtures and cup games will not be charged extra so long as it does not exceed the total number of slots booked.

Teams playing two matches in one booking slot will have their booking terminated with no refund.

If game play is cancelled due to adverse weather, use of the ground will still be charged for.

All individual/casual bookings will be charged for unless five days' notice of cancellation is received in writing or the match is cancelled by FTC due to adverse weather conditions or when the pitch is deemed unfit for play by FTC. Clubs are expected to pay for booked matches in advance.

Clubs will be refunded for games cancelled at Fleet Town Council's behest, or may extend the season to run additional matches to cater for the periods during which they were unable to play.

Unauthorised use of any pitch will attract a hire charge of £100 per pitch for a first offence. Further misuse may result in cancellation of the contract between the Town Council and the Club, and withdrawal of the pitches for club use, for the balance of the season.

1hr extensions can be booked for season hires, but only with a full 17 week booking.

The time slots booked shall include setup, game play and pack down.

Hirers are not authorised to arrive onsite prior to their agreed booking time and shall have exited the site in full, including the removal of all equipment by the finish time or their booking.

Pitches are deemed to be formally in use when goal posts are erected.

Bond

All teams are required to deposit a bond with the Council of £100 prior to the first use of the facilities. This bond can be used by the Council to cover additional cleaning costs or other expense incurred by the Council as a result of abuse of facilities or not complying with these rules. If there are no abuses during the season the bond will be refunded at the end of the season.

Changing Facilities

Teams using changing facilities must ensure that they are left clean and tidy, that showers, heaters and lights are turned off and doors locked. Failure to comply with these requirements may result in the withdrawal of facilities or loss of bond or part thereof.

Changing facilities are offered as a "multi-purpose" facility. Each pavilion will be used by other organisations at any time and are not for the sole use of one organisation. Requests must be made at the time of booking for use of a Pavilion. Clear access must be kept at all times for all users.

Insurance

Clubs are required to hold public liability insurance cover for a minimum sum of £5,000,000. A copy of these policies must be provided for inspection by the Town Clerk before the start of the season.

Marking and Goal Posts

The Council will carry out an initial line marking of all football pitches at the start of the season in line with the appropriate FA guidance for pitch sizing and layout. The Council shall carry out over marking, as necessary, prior to each game. For 9 v 9 and 11 v 11 pitches goal posts are provided by FTC whilst for small sided games goals are provided by renters. Nets and corner flags are the responsibility of the hirer, including any damages caused to said property by visiting teams. Any hirer failing to clear away said equipment will be subject to a surcharge £10.00. Additional charges will be incurred for fixings for the goal posts.

Associated Conditions

FTC and their contractors will seek to ensure fit for purpose facilities for football on a best endeavours basis. Renters or match officials who identify problems, Health and Safety risks that prevent or risk football not being played should report them to FTC at the earliest opportunity once identified.

Hirers are not permitted to give instruction to any FTC contractors. All suggestions and requests should be given directly to the Facilities & Open Spaces Manager (FOSM) or an associated member of FTC.

Any information which needs to be passed to FTC/FOSM will only be acted upon if it comes from the Main Contact of the club/organisation.

FTC expects and endorses renters to be compliant with regards to FA guidelines in line with the RESPECT campaign, Charter standard status, child protection and equality policies. The Council does not tolerate the use of inappropriate language.

FTC expects all users to be respectful of residents and their properties. Users will ensure that; their guests keep noise levels to a minimum when in close proximity to residential properties. Guests do not "clean" or remove dirt or mud from footwear on public footpaths or using residents' property such as walls or fences. Should FTC receive any complaints from residents regarding actions from hirers, FTC shall notify the Main Contact hirer and inform them of the complaint. FTC expects the hirer to act on the information, investigate and take action to rectify any issues.

It is the responsibility of all user groups to risk assess the facilities prior to and during use that ensures participants are appropriately dressed including footwear for the activities being undertaken. Cultural differences and the specific needs of disabled people will be respected. It is the responsibility of the user group to ensure that any potential risk associated with an activity is minimised. The management of the facility reserves the right to terminate any activity where FTC considers the situation is unsafe and in breach of Health & Safety regulations.

No person, except with the express verbal and/or written consent of the management of the facility, and subject to any rules of copyright which may exist, take any photographs or films, or make any recording by any means whatever of any event or activity taking place in a facility.

Clubs will be expected to pay for any damage caused to assets initially from the bond if this is sufficient but by way of invoice if it is not.

On sites where equipment such as goals have been provided by FTC, hirers are responsible for any damage due to wear and tear or miss use. This includes assembling, disassembling and moving of the goal posts.

Additionally, charges will be made for loss of keys (for the sum of £15 per key) or padlocks (for the sum of £95 per lock).

Clubs will be provided with one "Park Key" per club. If additional keys are requested, there will be a charge of £15 per key. The keys remain the property of Fleet Town Council. Each key will be allocated to an individual and shall be returned if and when said person departs from the Football club.

All keys must be returned at the end of the playing season unless authorised by Fleet Town council. Any keys not returned will be charged for. Any lost or damaged keys will be charged for and any associated cost i.e. the need to replace padlocks will also be charged.

Keys shall not be lent out to any other group, persons or organisations under any circumstances.

No clubs may use the facilities without being in possession of a Park Key allocated to their club. This is because the key will open the gates/barriers for emergency vehicles.

Failure to comply with any of the Terms & Conditions will result in immediate suspension.

Administrative Requirements

It is the responsibility of each club to ensure Fleet Town Council has up to date contact details for the club, any changes should be emailed immediately to info@fleet-tc.gov.uk failure to do this may result in the facilities being withdrawn and the return of all keys. Failure to comply will result in the cost of any locks being changed and charged to the club in question.

Site Specific Conditions

At all sites:

Where goal posts are erected and/or pavilions/changing rooms used, any football pitch usage shall be deemed 'formal' usage and must be booked and paid for.

Oakley Park, Ancells Farm Park and Basingbourne Recreation Ground

Goal posts shall be erected by the clubs hiring the pitch. Clubs shall also be responsible for taking down the goal posts and securing them appropriately including fixings.

Clubs using Parks will be held responsible for the proper control of the parking of their teams and any spectators' vehicles, ensuring that the surrounding highways are kept clear of obstructions at all times.

Failure to comply with these requirements may result in the withdrawal of facilities.

Clubs may be charged for damage made to fencing, bollards, benches or any barriers caused by spectator vehicles.

Clubs do not have permission to use or utilise any other facility within the parks unless agreed by FTC. This includes use of playground sports equipment.

Calthorpe Park

Pitches are for use for small sided games only. Only those pitches designated shall be used. Only those pitches booked shall be used.

Goal posts shall be erected by the clubs hiring the pitches. Clubs shall also be responsible for taking down the goal posts and securing them appropriately including fixings.

Clubs using the pitches at Calthorpe Park will be held responsible for the proper control of the parking of their teams and any spectators' vehicles, ensuring that parking **ONLY** takes place in designated areas and that the surrounding highways are kept clear of obstructions at all times.

Failure to comply with these requirements may result in the withdrawal of facilities.

Clubs may be charged for damage made to fencing, bollards, benches or any barriers caused by spectator vehicles.

No bollards or barriers may be removed at any time unless done so or instructed to by emergency services.

**Fleet Town Council 01252 625246
The Harlington, 236 Fleet Road, Fleet, Hants GU51 5BY**