**Fleet Town Council**

**Conditions for Letting Football Pitches 2025/2026**

**Fleet Town Council (FTC)  
The Harlington, 236 Fleet Road, Fleet, GU51 4BY  
info@fleet-tc.gov.uk | ☎ 01252 625246**

**1. Applications and Pitch Allocation**

Applications must be made via the website - https://www.fleet-tc.gov.uk/football

Pitch allocations are made at the start of the season, with priority given to existing user clubs. FTC Officer’s decision is final.

**2. Football Season and Pitch Usage**

**Season Dates:**  
The pitches will be marked and ready for the start of the football season from…

**Saturday 16th August 2025 to Sunday 24th May 2026 (inclusive)**

Pitches may not be used outside of these dates to allow for maintenance and rest.

**3. Training**

* All training sessions must be booked in advance via the FTC website on the **Hallmaster app**.
* Each club with a blocking booking shall be allowed one day per week training included in their hire, which will run from the season dates stated above in section 2.
* Extra sessions require separate bookings and FTC approval and may incur additional charging.
* Only booked days and times may be used. Unauthorised use may result in bond forfeiture and cancellation of future bookings.
* Training session requests may be declined at FTC discretion.
* Mid-week training is typically limited to **one session per week**, usually on **Wednesdays**.
* No training is permitted outside the football season.
* Public or children's play areas, benches, and infrastructure must not be used for training.

**4. Use of Pitches**

* Only **one game per pitch per booking** (Sat/Sun).
* **Mid-week games** may be permitted on **Wednesdays**, replacing a training session, with FTC approval.
* **All bookings must be within the reserved time**, including set-up and pack-down.
* Example: For a 90-minute game with 15-minute set-up/clearance, a **2-hour continuous block** must be booked.
* **Double games or additional usage without booking** may result in cancellations and/or additional charges.

**5. Bookings and Charges**

* **Seasonal block bookings** are based on **17 home matches** (average one every two weeks).
* Charges:
  + 17 x 2-hour sessions (standard pitches)
  + 17 x 1-hour sessions (mini pitches)
* Website displays bookings in **1-hour increments**.
* A season booking equals **34 hours (17 x 2-hour bookings)**.

**Booking Notes:**

* Maximum hire: **2 hours per team**
* Clearly state **team name** in all bookings
* **Casual hire:** Under 10 bookings (under 20 hours standard, 10 hours mini)

**Payment Schedule (for block bookings):**

* 3 equal payments raised:  
  1st September | 1st January | 1st March  
  OR
* One full payment upfront

Invoices will be raised on or close to these dates and must be paid within the time stated on the invoice, as standard 28 days.

**Late Payments:**  
A £10 admin fee and statutory interest may apply after 28 days.

**Extra Mid-week Matches (Rearranged):**  
No extra charge, provided total hours aren’t exceeded and bookings are made in advance.

**Cancellations & Refunds:**

* No refund for games cancelled by the team
* Refunds for FTC-cancelled games (e.g., adverse weather) only
* **5 days’ notice** required for cancelling individual/casual bookings
* Season may be extended to accommodate postponed games if availability allows

**Unauthorised Use:**

* First offence: £100 per pitch
* Further offences: Cancellation of bookings and withdrawal of pitch access

**6. Bonds and Liability**

* A **£100 bond** is required before use (refunded at season’s end if no violations occur)
* Additional charges:
  + Lost keys: £15
  + Lost padlocks: £95
* Clubs are liable for damage to:
  + Equipment (e.g., goals)
  + Park infrastructure (e.g., benches, fences)
  + Caused by vehicles or spectators

**7. Changing Facilities**

* Must be left clean and secure (lights off, doors locked)
* Shared, multi-purpose spaces – not reserved for single use
* Request pavilion use at time of booking
* Keep access routes clear at all times

**8. Insurance**

* **Block Bookers** must provide Public Liability Insurance (minimum £5 million)
* **Casual Hirers** must provide proof of PLI or obtain event-specific cover
* Email certificates to **info@fleet-tc.gov.uk**
* Failure to provide may result in delays or cancellations

**9. Marking and Goalposts**

**FTC will:**

* Mark pitches and overmark as needed
* Provide goals for 9v9 & 11v11 (excluding Calthorpe Park)

**Hirers must:**

* Provide their own goals for 7v7 & below
* Bring their own nets, flags, etc.
* Store all equipment safely after use

A £20 surcharge applies for failure to clear and store equipment properly.

**10. Associated Conditions**

**Communication**

* Only the designated club contact may liaise with FTC.
* No instructions may be given to contractors by hirers.

**Conduct**

* All users must comply with FA standards (RESPECT, safeguarding, equality).
* No inappropriate language or behaviour.
* Respect nearby residents and properties.
* No cleaning boots or removing mud on public footpaths.

**Safety**

* Hirers are responsible for safety and risk assessments.
* Participants must wear appropriate attire.
* FTC may halt any unsafe activity.

**Filming & Photography**

* Not permitted without FTC consent
* Must comply with safeguarding and FA rules

**Damage**

* Hirers are responsible for damages
* Costs may be deducted from bonds or invoiced

**11. Park Key Policy**

* One “Park Key” per club. Extra keys: £15 each
* Keys grant access to toilets, pavilions, goalposts, and emergency gates
* Keys must be returned at season’s end
* Lost/damaged keys or padlocks will be charged
* Gates are for emergency use only; must remain shut at all times
* Clubs may not share keys or use facilities without issued Park Key

**12. Breach of Terms**

Non-compliance will result in immediate suspension or cancellation of pitch access.

**13. Administrative Requirements**

* Clubs must ensure FTC has current contact details.
* Changes must be reported via email immediately.
* Failure may result in withdrawal of access and rekeying costs charged to the club.

**14. Site-Specific Conditions**

**General:**

* Clubs are responsible for spectator/vehicle parking
* Parking allowed only in designated areas
* Obstruction of highways is prohibited
* No bollards or barriers may be removed unless by emergency services

**Oakley Park, Ancells Farm Park & Basingbourne Recreation Ground:**

* Clubs erect and dismantle their own goalposts
* Clubs may not use any other park facilities (e.g., playgrounds, trim trails)

**Calthorpe Park:**

* For small-sided games up to 9v9 only
* Only booked pitches may be used
* No Goal Posts are provided by FTC

📞 Fleet Town Council – 01252 625246  
🏢 The Harlington, 236 Fleet Road, Fleet, Hampshire, GU51 5BY  
📧 info@fleet-tc.gov.uk