

Fleet Town Council

Conditions for Letting Football Pitches

Fleet Town Council (FTC)

The Harlington, 236 Fleet Road, Fleet, GU51 4BY
info@fleet-tc.gov.uk | 01252 625246

1. Applications and Pitch Allocation

All bookings should be made via Hallmaster (or App), which can be found on the FTC website under Services/Football page.

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

Note: once bookings are received, they will be reviewed and checked, then confirmed or cancelled at the discretion of FTC.

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 bookings should be made via Hallmaster Website (or App), which can be found on the FTC website under Services/Football page.
- 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, as a general rule, 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)**.
- **Application review does not guarantee approval**. Bookings are only confirmed once written approval and all required documents are received.

Booking Definitions:

- Casual Hire – An individual booking per day bookings consisting of either a minimum of 2-hour slots or 1-hour slots, depending on the pitch size, up to a maximum of 10 bookings.
- Block Booking
 - All bookings must be made at the same time in advance.
 - A minimum of 10 bookings consisting of either a minimum of 2-hour slots or 1-hour slots, depending on the pitch size.
 - Bookings are made per team. Therefore, per team would have a minimum of 10 weeks' worth of bookings to be classed as a block booking.

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

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