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**Fleet Town Council Terms and Conditions for Community Event Hire**

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

**1. Applications and Event Approval**

* All event hire applications should be made via Hallmaster (or App), which can be found on the FTC website under the Services / parks-facilities.
* FTC will review all applications and reserves the right to approve or decline event requests at its discretion.
* Priority may be given to established civic and charitable community events.
* First Time applications must be made at least **12 weeks** prior to the proposed event date or a minimum of 14 days because the next meeting of the Recreation, Leisure and Amenities Committee (RLA) (Meeting dates available on the FTC Website)
* For first time events, approval will need to be given by the RLA.
* Additional information may be requested before approval will be given.

**2. Event Types and Eligibility**

* Events must be **community-focused** and open to the public.
* FTC does **not permit** the use of parks or open spaces for:
	+ Private parties (e.g., birthdays, weddings)
	+ Events involving bouncy castles, fireworks, lanterns, balloon releases, or similar items
* All events must adhere to FTC’s policy of supporting events that:
	+ Enhance local traditions
	+ Support charitable causes
	+ Foster community spirit
	+ Promote Fleet as a visitor destination

**3. Locations and Capacity**

* FTC parks and open spaces are available for hire, subject to suitability and scale:
	+ **Calthorpe Park**: Suitable for large-scale, high-footfall events
	+ **The Views, Oakley Park, Ancells Farm Park, Basingbourne Park**: Suitable for small to mid-sized local community events
* Event organisers are responsible for assessing venue suitability and ensuring crowd management and public safety.

**4. Booking and Charges**

* **Application review does not guarantee approval**. Bookings are only confirmed once written approval and all required documents are received.
* Hire charges and deposits (bonds) will vary depending on the type, size, and duration of the event.
* A bond (held against damage or breach of conditions) is required and will be confirmed upon booking:
	+ Amount is at FTC’s discretion based on event type/scale
* Payment must be made in full before the event date.

**5. Event Setup and Site Access**

* Event organisers may only access the site during approved times, including for setup and takedown.
* Timings for:
	+ Site entry
	+ Event duration
	+ Music or amplified sound (start/finish)
	+ Lighting
	must be strictly observed.
* For Calthorpe Park:
	+ No events past **9:30 PM**
	+ Under FTC Policy, No more than **five events per year** permitted, for all event applications.
* Vehicular access is subject to ground conditions and FTC approval. No access during wet weather unless agreed.

**6. Insurance and Licensing**

* Event organisers must provide:
	+ **Public Liability Insurance** (minimum £5 million)
	+ Any relevant licenses (e.g. TENs, music, food, alcohol, street trading)
* FTC will not act as licensee or obtain third-party approvals on behalf of the organiser.

**7. Safety and Risk Management**

* Organisers are responsible for:
	+ Conducting full risk assessments
	+ Ensuring first aid provision
	+ Providing adequate stewards and signage
	+ Implementing evacuation and emergency plans
* FTC reserves the right to halt or cancel any activity deemed unsafe.

**8. Noise and Nuisance**

* Amplified music, PA systems, or other noise sources must be pre-approved.
* FTC may impose noise limits, typically measured at the park boundary.
* Events must not cause nuisance to local residents or damage public property.

**9. Facilities and Equipment**

* Access to toilets, pavilions, or power must be requested and confirmed in advance.
* Organisers are responsible for:
	+ Supplying and removing their own infrastructure (e.g., marquees, gazebos, signage)
	+ Clearing all waste and litter after the event
	+ Avoiding damage to grassed areas, trees, paths, or equipment
* Any damage will be charged and may be deducted from the bond.

**10. Supervision and Conduct**

* The organiser named on the application form is the designated point of contact and is responsible for all attendees, contractors, and suppliers.
* No abusive, inappropriate, or unlawful behaviour will be tolerated.
* Events must comply with safeguarding best practices if children or vulnerable adults are present.

**11. Cancellations and Refunds**

* Cancellations by the organiser must be submitted in writing with a minimum of **14 days’ notice** for a partial refund (less admin fee).
* No refunds will be given for cancellations with less than 14 days’ notice.
* FTC reserves the right to cancel events at any time (e.g. adverse weather, safety concerns). In such cases, refunds will be issued at FTC’s discretion.

**12. Park Keys and Access**

* If access to facilities is granted, keys may be issued for event use:
	+ A refundable deposit applies
	+ Lost keys: £15; lost padlocks: £95
	+ Keys must be returned immediately after the event

**13. Post-Event Requirements**

* Sites must be left in a clean, undamaged state
* All waste must be removed on the same day unless alternative arrangements are approved
* FTC may withhold bonds or charge additional fees for:
	+ Littering
	+ Late clearance
	+ Damage to land, infrastructure, or facilities

**14. Breach of Terms**

* Breach of these conditions may result in:
	+ Immediate termination of hire
	+ Refusal of future applications
	+ Deduction of bond
	+ Additional charges for damage or council intervention

**15. Administrative Requirements**

* Organisers must keep FTC informed of any changes to contact details or event plans
* All documentation (insurance, licenses, site plans, risk assessments) must be submitted by the deadline stated in the event approval confirmation

**Conditions for Letting Football Pitches Fleet Town Council (FTC)**The Harlington, 236 Fleet Road, Fleet, GU51 4BY
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**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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