

Purley on Thames Parish Council Recreation Ground – Booking Form – Ad-Hoc Request

Please complete this form and return it to the Amenities Manager, Parish Office, Goosecroft Lane, off Beech Road, Purley on Thames, Reading, RG8 8DR.



As there is currently no public telephone facilities at the our grounds please ensure that you have a mobile with you in case of emergency.

Name of hirer			
Address			
Telephone		Mobile	
Email			
Organisation (if relevant)			
Position in organisation			
Organisation address			
Are you claiming a Purley connection? If so on what basis?			
Required hire date		*Upper Goosecroft <input type="checkbox"/>	*Lower Goosecroft <input type="checkbox"/> *Bucknells Meadow <input type="checkbox"/>
Required hire period: start time		finish time	<i>* Please tick as appropriate</i>
Reason for hire			
Number of people expected to attend		Will you require use of the pavilion:	Yes / No
Which pavilion facilities will you require:	Changing Rooms <input type="checkbox"/>	No. required	Referee's Room <input type="checkbox"/> Showers <input type="checkbox"/>
Will any sub-contractors be involved		If yes please give name, address and contact details	
Name of company			
Address of company			
Contact Name		Phone number	
If there is more than one contractor indicate here and add details on separate sheet			

I confirm that:

I am over 18 years old and I have read and understood the terms and conditions of hire for Purley on Thames Recreation Ground facilities dated 9th March 2017 and will comply with them.

I understand that a deposit may be payable and agree to provide payment as soon as the amount is identified by the Parish Council.

Signature _____ Date _____

Name (print please) _____

For Office Use:		
Invoice No:		
Approved by:	Chair of Recreation:	Ground Manager:

Terms & Conditions for the Hire of Purley on Thames Recreation Ground Facilities

General:

1. If a Hirer fails to meet any of the conditions set out below, the Parish Council reserves the right to levy an additional charge or, if deemed necessary, to withdraw the Hirer's use of the facility. In the case of withdrawing use, the Parish Council will refund the Hire Fee and any deposit paid less any costs incurred in processing the Booking up to the time of withdraw.
2. Agreement is for the agreed date and time as specified on the Booking Form. Any changes to these arrangements will need prior approval from the Parish Council. The Hirer must not assume that any change will be agreed as this will depend on any prior agreements that have been made with other Hirers.
3. Invoice payment terms are one calendar month prior to the date of the Hire.
4. A Booking may be cancelled by the Hirer up to 28 days prior to the date of Hire. In such cases the Parish Council will refund the Hire Fee and any deposit paid less any costs incurred in processing the Booking up to the time of cancellation. Any cancellation within the 28 days will require the Hire Fee to be paid in full.
5. The Hirer agrees to:
 - a. Prior to the Hire:
 - i. Keep the Ground Manager and Amenities Manager or their nominated Deputies fully informed of any changes to the Hire as detailed on the Booking Form.
 - ii. Provide a copy of the Public Liability Insurance policy covering all activities associated with the Hire within two calendar weeks of written notification by the Amenities Manager that the dates and nature of the booking are acceptable.
 - iii. Agree location of all activities associated with the Hire with the Ground Manager and Amenities Manager or their nominated Deputies. The decision of the Ground Manager and Amenities Manager, or their nominated Deputies regarding location of all activities will be final.
 - iv. Provide a copy of an appropriate Risk Assessment for all activities associated with the Hire to the Parish Council.
 - v. For Hires at the Goosecroft Facility, Hirers must provide plans and obtain approval from the Amenities Manager for:
 1. Car park stewarding arrangements.
 2. Overflow parking arrangements.
 3. Emergency services access.
 - vi. For Hires at Bucknell's Meadow, Hirers must provide plans and obtain approval from the Amenities Manger for:
 1. Managing public access to and from the facility.
 2. Emergency services access.
 - b. At the conclusion of the Hire:
 - i. Remove all their equipment immediately following the conclusion of the Hire or as agreed with the Ground Manager or his nominated Deputy.
 - ii. Leave the Facility in a litter free condition immediately following the conclusion of the Hire.

6. Liability and Claims
 - a. The Hirer shall indemnify the Parish Council and its officers from and against any claim, demands, actions, expenses, damages, penalties or proceedings arising out of or in any way connected with the Hiring of the Facilities or the activities of the Hirer on the Facilities.
 - b. Under no circumstances will the Parish Council make good or accept any responsibility or liability in respect of any loss, theft or damage regardless of cause of any goods or property of the hirer in or upon the facilities or left with any officer or employees of the Parish Council.
 - c. The Parish Council will not be liable for any loss occasioned to the Hirer as a result of the breakdown of equipment, a failure of electricity, a leakage or penetration of water, a fire or explosion, a government restriction, adverse weather conditions or an Act of God which may cause the facilities to be temporarily closed or the hiring to be interrupted, curtailed or cancelled. Any decision to close all or part of the facilities is at the sole discretion of the Ground Manager or his nominated Deputy.

Additional for Sports activities:

7. The allocation of the pitches/wickets is at the sole discretion of the Ground Manager or his nominated Deputy. Decisions regarding the fitness of the pitches/wickets/ground for play are the responsibility of the Ground Manager or his nominated Deputy. Once an appointed or agreed referee/match official has taken charge of the match, then his decision as to whether the match should start or be abandoned at any stage, will be final.
8. The Hirer is responsible for any line marking of pitches/wickets/ground prior to play, under the direction of the Ground Manager. The Hirer is also required to supply, erect and remove in a proper manner all required pitch equipment that is required to enable play to take place (the Parish Council can supply the goal posts).
9. For Cricket hirers only. The Hirer is responsible for all work required to create a wicket suitable for play, under the direction of the Ground Manager. This includes grass cutting, rolling and marking-out of the pitch as required for the match. The Hirer will ensure that the cricket square is roped off after the conclusion of play.
10. An additional charge may be levied if after the period of play the damage to the playing area is considered to be excessive. The Parish Council will be the final arbiter in deciding whether such an additional charge need be levied.
11. Where the dressing rooms are used, the Hirer must ensure that they leave the home and opponents dressing rooms in a tidy condition and that all lights, taps and shower heads are turned off before leaving the building. It is the responsibility of the Hirer to ensure that the No Smoking Law in the dressing rooms and surrounding areas is complied with. Any damage sustained to the fabric of the premises or the fittings therein must be reported to the Amenities Manager as soon as possible and in writing to the Parish Clerk within 48 hours of the incident. The Parish Council reserves the right to charge the hirer for any damage to or loss of Council property during the hire period.
12. The Parish Council agrees to maintain the pitches/cricket square/ground under the direction of the Ground Manager, to maintain the dressing rooms, shower rooms and toilets in good order and to organise the regular cleaning of the facilities in conjunction with the Amenities Manager. The Parish Council to provide goal posts, a line marking machine and suitable line marking materials.