

**HOLBROOK PARISH COUNCIL**  
**TERMS AND CONDITIONS FOR THE HIRE OF THE FOOTBALL PITCH**  
**AT THE READE FIELD**

**1. Fees and Charges**

(a) A charge will be made for the hire of the pitch for the forthcoming season towards the cost of grass cutting and maintaining the pitch.

(b) All fees and charges will be reviewed annually and revised at the absolute discretion of the Parish Council.

**2. Use of Pitches**

(a) Pitches for regular use on Saturdays and/or Sundays will be allocated for a twelve month period. Teams wishing to use a pitch must apply before the beginning of the playing season to the Parish Council, giving details of the preferred day of play/hire, with a fixture list if possible. If not available at the time, a fixture list should be presented before the first match of the season.

(b) If there are more teams than available pitches applicants will be added to a waiting list (held by the Parish Council). Pitches will be allocated in the following order: 1. Existing hirers i.e. those who have held the pitch for the previous 12 months. 2. New applicants based in Holbrook who are on the waiting list. 3. New applicants from out of the area who are on the waiting list.

(c) The pitch shall not be used for any purpose other than football and the Hirer shall not sub-hire or use the pitch or allow the pitch to be used for any unlawful purpose or in any unlawful way nor do anything that may endanger the same or render invalid any insurance policies in respect thereof.

(d) No team may use the pitch without authorisation from the Parish Council. The use of a pitch may not be assigned. Individual teams must obtain separate authorisation even when they are part of the same club.

(e) Any application to use the pitch for one-off matches or charity matches must be made in writing to the Parish Council. Application forms can be obtained via the Parish Clerk or can be downloaded from the website [www.http://holbrook.suffolk.cloud](http://holbrook.suffolk.cloud) Applications will NOT be accepted at less than 48 hours' notice.

(f) Any team hiring the football pitch must ensure they keep the pitch and equipment in good order and tidy away any debris left by either the players or the spectators following each match.

**3. Pavilion**

(a) Users are responsible for unlocking and locking the pavilion prior to, and after, the match being played.

(b) The security of the pavilion is the responsibility of the Hirer. The Parish Council will accept no responsibility for loss, theft or damage to any equipment or personal items. It is recommended that the changing rooms are locked during play.

(c) The pavilion must be left in a reasonable state of tidiness. All football boots must be removed before entering.

(d) Failure to leave the pavilion in an acceptable state will lead to a charge being levied for extra cleaning costs.

(e) Equipment is not to be left in the pavilion.

#### **4. Goal Posts/ Nets**

Nets are to be provided by the team responsible for the pitch hire and it is important that the team responsible for the pitch hire checks the safety of the posts prior to the commencement of the match. If there is any doubt that the posts are unsafe, the match should be abandoned. The Parish Clerk should be notified immediately on the Monday morning following the match on 01473 327663 or by emailing [holbrookparishclerk@outlook.com](mailto:holbrookparishclerk@outlook.com)

#### **5. Insurance**

(a) All teams must hold the relevant insurances.

(b) A copy of the appropriate insurance schedules must be provided to the Parish Clerk prior to the commencement of the first match of each season.

#### **6. Health and Safety**

(a) Hirers should be aware of other users of the Reade Field and make reasonable efforts to ensure that spectators and players behave safely and responsibly.

(b) In the event of an accident or emergency, the hirer should contact the emergency services.

(c) Any accident or dangerous occurrence must be reported to the Parish Clerk, as soon as possible. An accident record book is kept by the Parish Clerk which must be completed after any accident or dangerous occurrence leading to injury. The Accident Record Book is kept in accordance with the requirement of the Data Protection Act 1998.

(d) Hirers who run activities involving children and young people using paid employees and volunteers are required to declare that they have a Child Protection Policy in place and that they update their DBS checks on a regular basis.

#### **7. Car Parking**

(a) No parking is allowed on the Reade Field, or on the grass at the entrance to Reade Field gate.

(b) Players are encouraged to car share to reduce the number of vehicles using the car park.

(c) The Hirer should encourage players and spectators to park in the Community Car Park next to the Village Hall on The Street, Holbrook. If no spaces are available in the Community Car Park, then players and spectators must be encouraged to park sensibly and with due consideration for other road users, pedestrians and local residents.

#### **8. Cancellation of Matches**

(a) The Parish Council reserves the right to cancel a match at any time due to unforeseen circumstances, although every effort will be made to avoid this.

(b) The Parish Council will not be liable to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination of this agreement

#### **9. Termination of Hire**

(a) The Hirer may relinquish the right to use the allocated pitch and facilities at any time on presentation of written notice to the Parish Clerk together with payment for any outstanding invoices due.

(b) The Parish Council reserves the right to terminate any agreement with the Hirer, including the right to use the pitch and facilities, if the Hirer breaches any of these rules or defaults on the payment of any invoices due.

**10. Liability**

The Hirer is responsible for all loss, damage and claims arising out of this agreement.

**11. Complaints**

(a) The Parish Council wishes to be notified should you have any complaints or problems: Holbrook Parish Clerk, 4 Shepherds Lane, The Street, Holbrook, IP9 2QA, or email [holbrookparishclerk@outlook.com](mailto:holbrookparishclerk@outlook.com)

(b) The Parish Council reserves the right to vary any of these terms and conditions at its absolute discretion.

**12. Application of Terms and Conditions**

(a) It is the Hirer's responsibility to ensure that all players and spectators associated with their team, and those of their opponents at each match, are advised of the terms of conditions of this agreement.

**13. Agreement**

**Hire of the football pitch**

on:.....(day) Times.....

For the 2021/2022 season

Signed on behalf of Holbrook Parish Council: .....

Position: .....

I agree to abide by the foregoing terms and conditions throughout the duration of the agreed hire period

Signed: .....

on behalf of .....Football Club

Name in block capitals: .....

Position in club: .....

Name and address of Treasurer.....

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