Please return to Booking and Events Officer, Brierton Sports Centre, Brierton Lane, Hartlepool, TS25 4AF

Hartlepool Borough Council

APPLICATION FOR HIRE OF PITCHES 2025 / 2026 SEASON

THE HIRER DETAILS (TO BE COMPLETED FOR EACH TEAM)

Name of hirer ……

Name of team ……

Address ……...

……

…… **Contact no** ……...

Email address ……..

Invoice Name ……

Address ……...

……

…… **Contact no** ……...

Email address ……..

Team Managers Name ……..

Contact no ……

The Hirer must ensure that he/she or a Team Manager must be present at all games.

Hartlepool Borough Council

INSURANCE DETAILS **-** ***PLEASE ATTACH A COPY OF A VALID INSURANCE POLICY***

Please give details of the Insurance Company you intend to use to provide Insurance/Indemnity to cover the period of hire:

Name of company ……

Address ……...

……

……. **Contact no** …….……...

PLEASE INSERT THE MINIMUM AMOUNT OF PUBLIC LIABILITY INSURANCE ALLOWED ON THE ABOVE POLICY.

£ ……..

Number of players available to pick from …… Approximate age of participants ……

Number of players per side …… Sex of participants *(please circle)* Male / Female / Mixed

Site Requested …….

Day Required (please tick)

Saturday [ ] am [ ] pm

Sunday [ ] am [ ] pm

Midweek [ ]

Regular kick off time …….

Please note that we cannot guarantee your preferred site.

Pitch used last session (if applicable) …….

What do you need (please tick)

[ ] Changing rooms [ ] Football pitch

[ ] Rugby pitch

Junior football pitch's

[ ] Mini Soccer U7/U8 - 5 v 5 (30x20 to 40x30yds)

[ ] Mini Soccer U9/U10 - 7 v 7 (50x30 to 60x40yds)

[ ] Youth U11/U12 - 9 v 9 (70x40 to 80x50yds)

[ ] Over 18 & Adult -11 v 11 (100x50 - 130x100yds)

[ ] Youth U13/14 - 11 v 11 (90x50 to 100x60yds)

[ ] Youth U15/U16 -11 v 11 (90x50 to 110x70yds)

[ ] Youth U17/U18 -11 v 11 (100x50 to 130x100yds)

Please give details of any other requirements:

…….....

……

……

……

PLEASE SUPPLY YOUR FIXTURE LIST

Please note that you will need to use this form to supply fixture lists through the season, blank copies are enclosed and available from the Booking & Events Officer.

Date	Kick off Time	Opposition	*Office use* Pitch Allocation

Hartlepool
Borough Council

THE COST OF HIRE WILL BE THAT APPLICABLE AT THE DATE OF THE EVENT(S)
See attached Terms and Conditions

If the hirer refuses or fails to comply with any of the Conditions of Letting or with any instruction conveyed by the Booking & Events Officer, the hirer, his agents or employees may be excluded from the hired premises until compliance is made. No such exclusion shall absolve the hirer of his/her obligations under the Conditions of Letting.

PLEASE NOTE: Any goods/equipment left by any person during or after the period of hire are left at their own risk. The owners must make their own insurance arrangements. The Council will not accept responsibility for any loss/damage to any goods/equipment, howsoever arising.

I HEREBY AGREE TO OBSERVE AND PERFORM ALL CONDITIONS OF LETTING ATTACHED HERETO AND REFERRED TO ABOVE, IF THE APPLICATION IS ACCEPTED.

Signed …….. Date ……

☐ *Please tick this box to confirm you have read and understood the terms and conditions attached to this form.*

ACKNOWLEDGEMENT

With reference to the above, I am pleased to inform you that the facilities you require are available. A booking has been made for you and the charge will be:

£……..

…….. (Booking & Events Officer)

Dated……...

HARTLEPOOL BOROUGH COUNCIL
TERMS AND CONDITIONS FOR THE HIRE OF SPORTS PAVILIONS, 3G PITCHES AND GRASS PITCHES

DEFINITIONS

- "The Council" means Hartlepool Borough Council.
- "The Hirer" means the person who signs the application form. If that person is hiring the Premises on behalf of an organisation, the "Hirer" means the person signing the form.
- "The Facilities" means the Facilities stated in the application form.
- "The Booking & Events Officer means person employed by Hartlepool Borough Council to manage the booking of facilities.
- "The Organiser" means the team manager for the team the pitch is booked for.

APPLICATIONS

All correspondence and applications for the hire of the facilities covered by these terms and conditions must be made to the **Booking & Events Officer, Brierton Sports Centre, Brierton Lane, Hartlepool, TS25 4AF**

ACCEPTANCE

All applications are subject to approval by the Booking & Events Officer or his/her appointed nominee, who may decline an application without giving a reason. The agreement for hire will not come into effect until the application is countersigned by the Booking & Events Officer or their representative. You will receive confirmation once the booking has been made

HIRER

The Hirer must be over 18 years of age. The Hirer will be the person who signs the application form. If the hiring is on behalf of an organisation, the Hirer will be the person signing the form.

The Hirer will be responsible for payment of the hire charge and for ensuring that these conditions are complied with throughout the hire period.

The Hirer is responsible for carrying out a Covid 19 risk assessment and shall produce the same to the Booking and Events Officer at the time of booking or at any time on 24 hours' notice and shall keep the same updated in accordance with any Government guidance.

HIRE CHARGES AND PAYMENT

The hire charge will be the charge (one off or repeat hire) applicable for the premises / activity area at the time of hiring. Upon approval of the application, the Centre Manager will determine if a deposit is required. The Hirer will pay the charge and any deposit before the date of hiring. The Centre Manager may refuse to accept payment by cheque. Special arrangements may be made for repeat bookings.

ACCESS TO PREMISES

The Booking & Events Officer may refuse access to the premises if:-

(i) the hire charge has not been paid in full;
(ii) the Hirer has not complied with these terms and conditions listed

(iii) the Hirer has not provided a copy of their insurance documentation

(iv) the Hirer has not provided a copy of their Covid-19 risk assessment

The Booking & Events Officer shall have absolute right to control and access to all parts of the premises at all times.

USAGE

The Hirer shall use the premises / activity areas for the purpose specified in the application form and for no other purpose. If it appears that the Hirer proposes to use the premises for any other purpose, or in any way to cause damage to the facilities, the Booking & Events Officer may cancel the booking and any further booking by that person and/or group. Any deposit paid will not be refunded.

CARE OF PREMISES

Glass bottles are not permitted in the changing rooms.

The wearing of football boots in any area of Brierton Sports Centre is not permitted by anyone under any circumstances other than in the designated "Boot Area". The Hirer is responsible for ensuring that this is adhered to by anyone using the premises in connection with their booking. For the avoidance of doubt, this includes making sure both the home team players, away team players and match officials follow this condition. Failure to adhere to this condition is a breach of the terms and conditions and would entitle the Council to refuse access and cancel the hire of the premises

The use of mobile phones and devices with photographic capabilities are only permitted outdoors or in the meeting room.

All property brought onto the premises during the hire period shall be removed before the end of the period of hire and the premises shall be left in a clean and tidy state.

Any wilful damage will result in prosecution.

All litter must be deposited into the litter bins on site, if these aren't available the Hirer must ensure all litter is taken away from the site.

SUPERVISION

The Hirer will be responsible for:-

(i) the preservation of good order and decency;
(ii) the efficient supervision of all members of the Hirer's group during the period of hire, including the orderly and safe admission and departure of people to and from the premises and the safe and orderly clearance of the premises in case of emergency under the direction of centre staff.
(iii) providing an adequate number of Stewards/Supervisors, who shall be present throughout any hiring, which admits members of the public into the premises;
(iv) ensuring all exit doors are kept unfastened and unobstructed;
(v) ensuring the number of persons admitted to the premises does not exceed the maximum number stated on the application form;
(vi) ensuring that all parts of the premises are vacated at the end of the period of hire;
(vii) ensuring that all contractors or other persons who enter the premises at the instance of the Hirer, observe all reasonable instructions given to them by Hartlepool Borough Council staff;
(viii)

The Booking & Events Officer will be responsible for the provision of Attendants, where applicable.

TIME LIMITS FOR HIRING

Hiring's on weekdays shall terminate not later than 9pm on weekends not later than 5pm. In special circumstances and for reasons which appear reasonable and proper, the Booking & Events Officer may extend these times provided he / she are given 21 days notice in writing

CATERING

The Pavilion has a vending machine which meets the needs of the venue. Additional catering services may only be utilised subject to the following conditions:

(1) Prior written consent of the Booking & Events Officer must be obtained 21 days in advance

(2) Where any catering services are provided to members of the public the Hirer must also contact Hartlepool Borough Council's Environmental Team and complete at "Food Registration Form" The Booking & Events Officer can refuse to allow additional catering services to be used at the premises should a "Food Registration Form" not be completed, and or conditions of the said form are not adhered too, and or the proposed provision of catering services will fall outside of the normal opening hours and or where the terms and conditions for the hire of the premises have not been adhered to, presently or in the past

(3) Where catering facilities are used an additional charge will be incurred by the Hirer as laid out in the Council's Fees and Charges

FURNITURE/EQUIPMENT

Furniture and equipment shall not be moved except by prior arrangement with the Booking & Events Officer. The Centre staff shall be responsible for all such removals.

GAMING

No gaming is allowed, except where, in accordance with the conditions of the Gaming Act 1968 s.41, the gaming is carried out at an entertainment promoted for raising money for purposes other than private gain. Written permission is required 21 days in advance. A copy of these conditions is available for inspection at the Civic Centre during normal office hours and the Hirer shall be deemed to have knowledge of the contents thereof, whether or not he/she has availed him/herself of the opportunity of inspection.

ENTERTAINMENT PROGRAMME

The Hirer shall, if called upon to do so by the Booking & Events Officer, provide for approval a copy of the programme of entertainment to be given during the hiring. If the Booking & Events Officer disapproves of the programme or any part of it, the programme or those parts shall not be performed. In that event the Hirer will be allowed to cancel the hiring without payment.

TEMPORARY ENTERTAINMENTS LICENCE (TEN)

Where the Hirer intends to apply to the Local Authority for a Temporary Entertainments Licence (TEN) the Hirer must also give 21 days prior written notice of the application to the Booking & Events Officer. The Centre Manager can refuse to allow the premises to be used for the purpose of the TEN if the conditions laid out in the TEN should fall outside of the normal opening hours of the premises or where the terms and conditions for the hire of the premises have not been adhered to, presently or in the past

SMOKING AND INTOXICATING LIQUOR

All buildings are no smoking zones, smoking is prohibited in all buildings.

No intoxicating liquor may be brought onto or consumed on the premises at any time unless the Hirer has obtained a TEMPORARY ENTERTAINMENTS LICENCE (TEN) from the Council and has obtained written permission from the Centre Manager to use the premises for the purpose of the TEN.

Intoxicating substances must not be consumed by anyone within the facilities.

ELECTRICAL SYSTEMS

No alteration or addition may be made to any electrical or heating system, unless written permission has been granted by the Booking & Events Officer. Permission may be subject to conditions, which the Hirer will be required to observe.

COPYRIGHT

The Hirer shall comply with all of the provisions of the Copyright Designs and Patents Act 1988 and any subsequent amendment thereto.

The Hirer shall indemnify the Council against all actions, proceedings, Costs, claims and demands whatsoever, arising out of the performance of copyright works on the premises during the hire period.

LEGAL REQUIREMENTS

The Hirer shall comply with all statutory regulations and enactments relating directly or indirectly to the hire of the premises.

INSURANCE/INDEMNITY

The Hirer shall indemnify the Council against all actions, proceedings, claims and demands whatsoever which may arise directly or indirectly from the hiring.

The Hirer shall produce the Certificate of Public Liability Insurance to the Booking & Events Officer at the time of booking, and at any time thereafter upon 24 hours' notice.

The Booking & Events Officer reserves the right to cancel the hire, if the Hirer fails to produce a valid certificate of insurance upon demand.

CLUB REQUIREMENTS

Hartlepool Borough Council would like to see Clubs and Teams have qualified Coaches, a Safeguarding Policy and a First Aider. If you would like more information and advice on how to obtain the aforementioned, you can contact the Sports Development Team on 01429 284050.

It is recommended that Clubs and Teams have a qualified Coach and a First Aider. Clubs and Teams who have a junior section or work with children, it is expected that they have or are working towards a Safeguarding Policy. For further information or help in attaining the qualifications, please contact the Sports Development Team on 01429 284050.

Where more than 100 children attend an entertainment for which the majority or all of the audience are children, the Hirer must see that a sufficient number of adult Attendants, properly instructed as to their duties, are stationed, wherever necessary, to prevent the admission of more people and children into the premises than can be properly accommodated.

The Hirer must ensure that all Attendants take all reasonable precautions to ensure the safety of the children, whilst on the premises and upon their entering and leaving the premises.

A Police Constable or any authorised officer of the Licensing Authority shall be allowed to enter the premises if either believe the Hirer is not complying with this provision, which is under Section 12 of the Children and Young Persons Act 1933. Failure to comply is a summary offence, which on conviction, may lead to a fine, not exceeding Level 3 on the Standard Scale.

SUB-LETTING

The Hirer shall not sublet the premises or any part of it. If the Hirer sublets or attempts to sublet the premises, the hire agreement will be cancelled, the charges paid forfeited and the Hirer and the Sub-Hirer will be excluded from the premises.

GRATUITIES

No employee of the Council is permitted to demand or accept any gratuity.

CANCELLATION BY THE COUNCIL

The Council may cancel the hiring if:-

(i) the Booking & Events Officer considers that there has been or may be a breach of these conditions;
(ii) the premises are unavailable for hire on the day required by the Hirer;
(iii) the weather or ground conditions make play dangerous or unsuitable.
(iv) the Covid-19 Government guidance on team sport is changed so that it can't be played

In the event of cancellation by the Booking & Events Officer, any hire charges and deposit already paid, will be refunded to the Hirer. The Council will not be held liable or required to pay compensation for any loss sustained as a result of, or in any way arising out of, the cancellation of the hiring.

CANCELLATION BY THE HIRER

Subject to the requirements of the Booking & Events Officer, the Hirer will be allowed to cancel or postpone bookings on the following conditions:-

- if more than 14 days' notice is given, a cancellation fee may be payable;
- if less than 14 days' notice is given, full fees may be payable.

COMPLAINTS

Complaints concerning the management of the premises or arrangements made in connection with the hiring should be made, in writing, to the Booking & Events Officer within 72 hours of the occasion of each complaint. The Council has a corporate complaints procedure which may be used.

COVID-19

The Council reserves the right to amend the terms and conditions at any time to comply with any legislation or follow Government guidance.

NHS Test and Trace

NHS Test and Trace is a key part of the country's ongoing COVID-19 response. The service can rapidly detect people who have recently come into close contact with a new COVID-19 case, and can take swift action to minimise transmission of the virus.

The Council will maintain records of its customers and visitors and will share these with NHS Test and Trace, where requested.

Your personal information will be handled in accordance with the General Data Protection Regulation and further details on how personal information is handled by the Council can be found on the Council's web site at www.gethartlepoolactive.co.uk/privacy

It is the organiser's responsibility for maintaining the records of participants, both home and away teams, for test and trace.

The Hirer must ensure that they or the organiser is present at all bookings.

Facilities

During the Covid-19 crisis, the changing rooms and toilet facilities will not be available for use.

Government Guidance

The Hirer shall ensure that they and any organiser shall comply with all up to date Government guidance relating to grass roots football. This guidance can be found on the following;

- https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework

- https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation
- COVID-19 | The Football Association (thefa.com)

Pre-attendance official symptom check

The Hirer shall ensure that they or the organiser make sure that All players, officials, volunteers and spectators undergo a self-assessment for any COVID-19 symptoms. No-one should leave home to participate in sport if they, or someone they live with, has symptoms of COVID -19 currently recognised as any of the following:

- A high temperature
- A new, continuous cough
- A loss of, or change to, their sense of smell or taste

Should an individual have demonstrated any such symptoms, they must follow NHS and PHE guidance on self-isolation