

**SURREY HEATH BOROUGH COUNCIL
BUSINESS SERVICES
SURREY HEATH HOUSE, KNOLL ROAD, CAMBERLEY, SURREY, GU15 3HD
CONDITIONS OF HIRE FOR ALL GRASS SPORTS PITCHES 2019/20**

1. Bookings must be made at least 5 working days in advance of each fixture by email to pitch.bookings@surreyheath.gov.uk. Amendments can be made up to 12 noon on the Thursday before the reserved date. All bookings are subject to confirmation in writing from the council.
2. **If a cancellation is received in writing by 12 noon on the Friday before the reserved date NO CHARGE WILL BE MADE. If a cancellation is received later than 12 noon, A CHARGE WILL BE MADE. Cancellations need to be made by email to pitch.bookings@surreyheath.gov.uk**
3. If the hirer is dissatisfied with the facilities or services provided they should inform the duty groundsman or email Sodexo - queries.surreyheath.hs.uk@sodexo.com
4. The Council reserves the right, at any time, to withdraw permission for a booking and to transfer bookings from one pitch to another.
5. Any outstanding fees need to be PAID IN FULL before a booking can be taken.
6. Whilst every effort will be made to accommodate a Club or Hirer on the ground of their choice, the Council reserves the right to allocate pitches as it considers fit in the interests of 'fair wear and tear'.
7. Any question as to the fitness of the ground for play will be decided by the grounds contractor. Should pitches have to be cancelled, teams playing on the Saturday will be notified by no later than 2pm on the Friday and teams playing on the Sunday will be notified no later than 2pm on the Saturday.
8. Surrey Heath Borough Council will not accept any responsibility for charges/fees associated with the cancellation of pitches.
9. The privilege of using a pitch does not carry with it the right of exclusive use of any recreation ground.
10. Clubs are expected to leave the pitch and surrounds litter free at the end of the game. Failure to do so will result in the club being charged.
11. ALL CLUBS ARE REQUIRED TO HOLD A CURRENT THIRD PARTY PUBLIC LIABILITY INSURANCE POLICY INDEMNIFYING THE COUNCIL AGAINST ALL CLAIMS – TO THE SUM OF £10,000,000 IN CONNECTION WITH THE HIRING OF THE FACILITY. Proof of holding such a policy must be produced at least seven days prior to the first booking and at any time thereafter as requested in writing.
12. No responsibility will be accepted by the Council for any injury sustained by any player or official due to the condition of the pitch and bookings are only accepted on this understanding. It is therefore in the Club's own interest to arrange appropriate insurance cover for its players and officials.
13. For bookings or cancellations, please email pitch.bookings@surreyheath.gov.uk
14. Pitches will normally be available as follows:
Football/Rugby without Cricket Outfield –
 1st Saturday in September until the last Sunday in April (inclusive)
Football/Rugby with Cricket Outfield -
 1st Saturday in September until first Sunday in April (inclusive)
Cricket
 1st Saturday in May until last Bank Holiday in August (inclusive)
15. Present charges inclusive of V.A.T are shown below:
15. **V.A.T. Exemption**
 Block bookings must comply with the following rules to qualify for a V.A.T. exemption:
 The Hirer must be a club, school, association or an organisation representing affiliated clubs (such as a local league)
 A minimum booking of 10 sessions must be made and paid for as a whole, in advance
 Each session must be for the same sport or activity
 Each session must take place at the same facility
 The interval between each session must be at least 1 day and not more than 14 days
 No refund can be provided for the cancellation of any sessions of such a block booking by the Hirer without invalidating the V.A.T. exemption. If a refund is provided following a request by the Hirer, V.A.T. will be retrospectively applied to all sessions in the block booking and the Hirer will be invoiced for the balance due.

CRICKET	£	FOOTBALL/RUGBY/ROUNDERS	£
Pitch – Adult evening	59.00	Pitch – Adult	68.00
Pitch – Under 18 evening	26.00	Pitch 11 Aside – Under 18	35.00
Pitch – Adult afternoon & evening	68.00	Pitch 9 Aside	27.00
Pitch – Under 18 afternoon & evening	28.00	Pitch 7 Aside	24.00
Changing Rooms & Showers – Adult	27.00	Pitch 5 Aside	23.00
Changing Room & Showers – Junior	23.00	Changing Room & Showers – Adult	27.00
Changing Room Only – Adult	19.00	Changing Room & Showers – Junior	23.00
Changing Room only - Junior	19.00	Changing Room only – Adult	19.00
		Changing Room only - Junior	19.00

The Council reserves the right to vary and charge without prior notice.
Daniel Harrison, Executive Head of Business



Surrey Heath Borough Council
Business Services

Surrey Heath House
Knoll Road
Camberley
Surrey, GU15 3HD

Tel. 01276 707100
Email. Pitch.bookings@surreyheath.gov.uk

SPORTS PITCH BOOKING FORM

Please complete the following:

Name of Club/Hirer

Sport **Adult/Under 18 (please delete)**

Address

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Contact - Name

Weekday Tel. No.

Weekend Tel. No.

Mobile Tel. No

Current Public Liability Insurance enclosed – YES / NO (please delete as appropriate)

I confirm that I have read the conditions listed overleaf and note that payment is to be made monthly in arrears upon receipt of the Council's invoice.

Signed

Date

LOCATION	DATE	DAY	TIME	CHANGING ROOM ONLY (tick)	CHANGING ROOM & SHOWERS (tick)