

**SURREY HEATH BOROUGH COUNCIL  
BUSINESS SERVICES  
SURREY HEATH HOUSE, KNOLL ROAD, CAMBERLEY, SURREY, GU15 3HD  
CONDITIONS OF HIRE FOR ALL SPORTS PITCHES 2018/19**

1. Bookings must be made at least 5 working days in advance of each fixture by email or in writing. All bookings are subject to confirmation in writing from the council.
2. If a cancellation is received within 3 working days of a fixture NO CHARGE WILL BE MADE. If a cancellation is received later than 3 working days A CHARGE WILL BE MADE FOR THE PITCH.
3. Hirers will be required to sign the pitch reservation form prior to the start of the game. If the hirer is dissatisfied with the facilities or services provided they should comment accordingly on the pitch reservation form held by the grounds man, who should countersign it.
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 duty grounds man on the day of play and the clubs will be notified no later than 8.30am, unless a pitch has been previously cancelled from this office.
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](mailto:pitch.bookings@surreyheath.gov.uk)
14. Pitches will normally be available as follows:  
**Football/Rugby without Cricket Outfield –**  
 1<sup>st</sup> Saturday in September until the last Sunday in April (inclusive)  
**Football/Rugby with Cricket Outfield -**  
 1<sup>st</sup> Saturday in September until first Sunday in April (inclusive)  
**Cricket**  
 1<sup>st</sup> 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.

<b>CRICKET</b>	<b>£</b>	<b>FOOTBALL/RUGBY/ROUNDERS</b>	<b>£</b>
Pitch – Adult evening	58.50	Pitch – Adult	67.50
Pitch – Under 18 evening	25.50	Pitch 11 Aside – Under 18	34.50
Pitch – Adult afternoon & evening	67.50	Pitch 9 Aside	26.00
Pitch – Under 18 afternoon & evening	27.50	Pitch 7 Aside	23.00
Changing Rooms & Showers – Adult	27.00	Pitch 5 Aside	22.50
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**