

# ST STEPHEN PARISH COUNCIL

## Park Street Recreation Ground Football Pitch Booking Form

### 1 TEAM DETAILS

Team name \_\_\_\_\_

Manager \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Treasurer \_\_\_\_\_

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Coach \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_

### 2 PAVILION

Pavilion facilities required?

YES

NO

(delete as applicable)

### 3 PITCH Please tick which pitch is required – a separate form is required for each pitch

Pitch	(tick)	Pitch	(tick)
Pitch 1 (closest to Pavilion)		Pitch 2 (near play area)	

### 4 DAY & TIME OF HIRING Please enter the match times against the relevant day

Day	Time		Day	Time	
	From	To		From	To
Saturday			Sunday		

### 5 INSURANCE DETAILS

Please provide proof of appropriate Public Liability Insurance for the full hire period.

One form to be completed for each pitch hire. Completed forms must be returned to the Parish Office, with a fixture list. Once agreed a countersigned copy will be returned for your records.

**By signing this form you agree to abide by the terms and conditions of hire as listed overleaf.**

Signed on behalf of the Team named above \_\_\_\_\_ Date \_\_\_\_\_  
(Manager)

Signed on behalf of St Stephen Parish Council: \_\_\_\_\_ Date \_\_\_\_\_  
(Groundsman)

# FOOTBALL TERMS & CONDITIONS OF HIRE

- Current hirers will be offered first option on pitches as booked in the previous season providing all terms & conditions have been adhered to.
- Available pitches thereafter and pitches relinquished, will be hired out on a 'first come first served' basis.
- The season will run from the third weekend in September till the second weekend in April inclusive.
- A booking form must be completed for each team wishing to hire a pitch and will only be valid if signed by the Team Manager and Groundsman. The dates and times required must be entered on the form and it must be accompanied by a fixtures list. Our acceptance of these will be confirmed by the return of the signed hire agreement booking form.
- Match play is to be confirmed with the Groundsman **no later than the Wednesday** prior to each scheduled match. Failure to do so may result in the match being cancelled.
- The Groundsman has the authority to cancel a match due to unsuitable pitch conditions or inclement weather and will make every effort to contact each team affected.
- We will endeavour to replace matches cancelled by the Grounds Man although this cannot be guaranteed.
- No match or training is to take place without the prior permission of the Groundsman.
- Payment is to be made at the beginning of the season unless alternative arrangements have been made with the Clerk.
- Payment is to be made by cheque to St Stephen Parish Council and delivered to the Clerk at the Parish Office or by BACS transfer to:  
Cooperative Bank Sort Code: 089078 Account no: 61003295.
- Each team must provide proof of adequate public liability insurance.
- Teams are to provide their own first aid kits.
- Teams providing their own equipment are to ensure that they comply with current health & safety legislation.
- Any defect/fault found with the facilities/grounds/equipment provided are to be reported to the Groundsman or the Clerk as soon as practical.
- Facilities hired are to be left in a clean and tidy condition after use.
- Home teams are entirely responsible for the actions and behaviour of the opposing 'away' team.
- Litter is to be removed from the pitch after a match.
- Teams may leave only one clear bag of general waste and one clear bag of mixed dry recyclable waste per match. Any surplus must be taken away by the team representative.
- Nets and flags are to be put up/taken down immediately preceding/following each match and must be returned to the designated storage.
- All keys issued are to be returned promptly to the Groundsman and pavilion doors locked.



## ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE, STATION ROAD, BRICKET WOOD,  
ST ALBANS, HERTS, AL2 3PJ

Web: [ststephenparishcouncil.gov.uk](http://ststephenparishcouncil.gov.uk)

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