## APPLICATION TO USE THE PAVILION 2021-22

**Name of Team:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Application**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pitch required:** 1st Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2ndChoice.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of League**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Normal day and time of play**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fees to be paid prior to using the facilities - £** (details of charges shown below)

**Chairman’s** Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Home Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Secretary’s** Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Treasurer’s** Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forename. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### Home Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In accordance with the law, Berinsfield Parish Council has a policy of no smoking in the pavilion building and this must be adhered to at all times.**

**Charges for 2021-22 Season to take effect from 1st April, 2021**

**Berinsfield Teams/Organisations** Football training sessions £16.50 per session plus VAT at 20%

 Football matches boys/girls £33.50 per day plus VAT at 20%

 Football matches men/women £52.50 per match plus VAT at 20%

 Hire of meeting room & Kitchen £16.50 per hour plus VAT at 20%

 (Minimum hire 2 hours)

**Outside Teams/Organisations** Football matches £75.00 per match plus VAT at 20%

 Hire of meeting room & Kitchen £16.50 per hour plus VAT at 20%

Hire of meeting room & Kitchen for children’s parties £16.50 per hour plus VAT at 20%

**DECLARATION:**

# By signing this application, I agree on my own behalf and on behalf of the organisation/team to comply with the Terms and Conditions of Hire for the Pavilion provided with this form. This signature is also confirmation that your club/organisation has in place the appropriate insurance’s with a minimum Third Party Insurance with a liability of £2,000,000.

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Whilst every effort will be made to allocate you the pitch of your choice, unfortunately, due to the limited number of pitches available, this may not always be possible. Please ensure that all the above requested contact details are supplied, and subsequent changes notified to The Clerk to the Council, Berinsfield Parish Council.

**Please forward completed booking form to**  Mrs. A. Loveland, Clerk to Berinsfield Parish Council,

Highsett, Alchester Road, Chesterton, Bicester, Oxon, OX26 1UN

Tel : 01869 354135. e.mail Clerk@Berinsfield-pc.gov.uk

Terms and Conditions of Hire of Pavilion

1. All fees for casual hire of the pavilion or meeting room and kitchen must be paid prior to using the facility.
2. For block bookings the hirer will be invoiced on a monthly basis. Failure to pay hire charges will result in the cancellation of future bookings.
3. The hirer will indemnify Berinsfield Parish Council against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer’s use of the premises. It shall also be the responsibility of the hirer to effect adequate Public Liability Insurance to cover risks arising out of the use of the facilities by the group/organisation and its or the hirer’s invitees and visitors and should be to be a minimum of £2,000,000.00.
4. The caretaker will unlock the building 45 minutes prior to the start of play unless any other arrangement is made prior to hire. The building will remain unlocked until the end of the hire period.
5. The hirer shall not sublet or transfer this booking to any other person or organisation.
6. No betting, gaming or lotteries shall take place on the premises
7. Fire exits must not be obstructed in any manner at all. Fire doors should not be left open at any time. The hirer must ensure that all the users present are aware of the fire procedures. The hirer and all users should comply with the instructions of the Caretaker in the event that the building has to be evacuated.
8. Hirers must not cause annoyance or nuisance to local residents or adjoining occupiers by parking in front of drive ways etc.
9. With the exception of guide dogs, no animals will be allowed within the Pavilion. All dog owners should be made aware that dog fouling is prohibited on its sports grounds and all owners must ensure that they clear up after their animal/s.
10. **Berinsfield Parish Council has a policy of no smoking in all the building and this must be adhered to at all times.** The hirer is responsible for ensuring that this policy is adhered to by all users.
11. All equipment hired can only be used on the premises and must not be removed. Hirers must leave the premises clean and tidy and all equipment and furniture should be stored away or placed tidily as required. Regular users will be liable for a deposit for non-compliance of this clause and any other relevant clause. The hirer is liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which occurs during the hire period. Refund of any deposit is at the discretion of Berinsfield Parish Council
12. Users must not leave their own belongings or equipment on the premises without the written consent of Berinsfield Parish Council and any items left in the building with Berinsfield Parish Council’s approval, are left at the owners risk. Any belongings left in the premises without prior agreement from Berinsfield Parish Council will be treated as abandoned and may be disposed of by Berinsfield Parish Council. Users must not use unallocated storage space nor overfill allocated space.
13. Approval for the use of Council premises by political parties shall be determined by the nature of the occasion. Public meetings such as rallies will not be permitted.
14. The premises shall be used for community/leisure purposes only and shall not be used as the hirer’s postal address..
15. No advertising or publicity material will be displayed inside or outside the building without the prior approval of Berinsfield Parish Council
16. Berinsfield Parish Council reserves the right to close the premises at any time for emergency or periodic maintenance.
17. Barbecues must not be used on the premises.
18. All Pitch bookings must be made giving 5 working days notice of the date of play.
19. Additional requirements other than the hire of a pitch and changing rooms must be made in writing at least 14 days before the date of the proposed hire. Any reinstatement works required following an event shall be completed at the hirer’s cost and to Berinsfield Parish Council’s satisfaction.
20. Hirers must remove all litter left behind after any booking.
21. Cancellation of a seasonal booking must be made in writing at least 14 days prior to the start of the season. Any team cancellation made part way through the season will be charged according to how many booked dates have passed up until the cancellation date.
22. Cancelled games, when the pitch is declared unfit, will be accommodated by the authority, where possible, during or at the end of the season through an extension period at specified venues.
23. Cancellation of casual bookings must be made at least three working days before the date of hire or a refund will not be given.
24. Cancellation of a booking by a seasonal hirer should be at least 3 working days before the booking or it will form part of the seasonal match allowance.
25. The Hirer will be notified at the earliest opportunity should the pitch be declared unfit by Berinsfield Parish Council All teams should provide Berinsfield Parish Council Bookings Officer with at least one contact telephone number for the team.
26. Users must not tamper or move any of the fixed apparatus e.g. goal posts
27. If a pitch is declared unfit then play is prohibited.
28. Any team playing on pitches declared unfit or without permission will be liable for the costs of pitch reinstatement and may have any future bookings cancelled at Berinsfield Parish Council’s discretion.
29. Vehicles must not be parked on the playing fields at any time.
30. Any change to the hirers invoicing address must be notified to The Clerk to the Council.
31. Berinsfield Parish Council reserves the right to cancel the hiring if the hirer breaks any of the above conditions.
32. Berinsfield Parish Council reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.