



RAYLEIGH TOWN COUNCIL

KING GEORGE V PLAYING FIELD

RAYLEIGH

CONDITIONS AND REGULATIONS GOVERNING PITCH HIRE

1. The season will extend from the 1st September each year and close on the 30th April of the following year. Fixtures outside of these dates will be at the discretion of Rayleigh Town Council.
2. In the event of alterations or cancellations to fixtures, the club must give at least three clear days notice to Rayleigh Town Council (**01268 741880**) between 9.00am and 4.00pm.
3. Rayleigh Town Council will arrange for its Grounds Maintenance Contractor to mark out the ground and reserves the right to cancel its use. When conditions are likely to cause cancellations, pitches will be examined on Friday morning at which time a decision regarding the suitability of the pitch for play will be given. Secretaries are advised to telephone Rayleigh Town Council (**01268 741880**) on Fridays to determine which pitches are playable at the weekend. Any enquiries regarding same should be made between 9.00am and 4.00pm only.
- 4a. On receipt of the booking form Rayleigh Town Council will issue an invoice for 50% of the appropriate hire charge. Payment must be received prior to the commencement of the season. At the mid point of the season a second invoice for the remaining 50% will be issued.
- 4b. Hirers must understand that failure to comply with condition 4a could result in facilities being withdrawn and reallocated to other clubs.
5. Rayleigh Town Council or its Grounds Maintenance Contractor will not, under any circumstances, accept responsibility or liability in respect of any damage or loss of property, article or belongings whatsoever placed or left in dressing rooms or on Council property by the hirers or other persons.
6. Hirers will be responsible for any damage caused to Council equipment during the period of letting. Hirers should report any damage to the groundsman immediately on taking possession of the changing room for the period of hire.
7. Hirers will be responsible for ensuring that all players are reminded to use the boot cleaning equipment provided prior to entering the pavilion. Hirers are required to clear all litter from pitch and pavilion area.
8. Dressing rooms and other parts of the pavilion in use must be vacated within 30 minutes of the game end, unless a special booking has been made to use the pavilion beyond this period and must be left clean and tidy. Rayleigh Town Council will charge hirers with the cost of any damage occasioned. Particular attention is drawn to economy in the use of electricity; all lights and heating appliances must be turned off prior to vacating the premises.
9. Details of fixtures must be sent to Rayleigh Town Council at least five working days before the game or earlier if possible. Failure to notify will mean facilities will not be available.

PLEASE NOTE: Club Secretaries are deemed to be responsible for supplying fixtures. In the event of failure to produce same, Rayleigh Town Council will assume no facilities are required. Rayleigh Town Council will not spend time chasing secretaries who fail to provide the relevant information.

- 10a. The hirer will indemnify Rayleigh Town Council against any claim made on the Council in connection with the hirer's use of the Council's facilities, 'other than resulting from the Council's negligence or breach of statutory duties'. Hirers are required to take adequate Insurance Cover, i.e. £5,000,000 Public Liability and produce a copy of the policy to Rayleigh Town Council at least 21 days before the start of the season.
- 10b. No bookings will be accepted unless a copy of the relevant insurance document is returned with the booking form which must cover the entire period of intended use.
11. In the event that play takes place on a pitch in spite of the pitch being declared unfit by Rayleigh Town Council:-
 a) on the first occasion, the club responsible for the booking will forfeit the use of the pitch for the period of one month;
 b) should a second occasion arise, all facilities will be withdrawn immediately and the club notified in writing of the action taken, no refund will be made to the offending club/s.
- In any event, the cost of any remedial work necessary will be payable by the club.
12. It is a condition of hire for football pitches that games take place between the hours of 10.00am and 4.00pm and maximum hire period of 2 hours. Any games taking place outside these hours without prior permission from Rayleigh Town Council will be chargeable as extra casual games.

Correspondence will be addressed to the Club Secretary only and Rayleigh Town Council must be notified immediately of any change at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD.

Rayleigh Town Council reserves the right to vary the above in which case the club will be notified as soon as possible.

Please sign and return the cut-off slip together with your booking form and a copy of the Public Liability cover.

Please note that your bookings will not be confirmed until the cut-off slip has been received.

-----cut-off-----

I confirm receipt of the Conditions and Regulations Governing Pitch Hire and that I have read and understood all the conditions and will abide by them.

I also agree that I find the condition of the pitch(es) acceptable at the time of booking.

Date _____ On behalf of _____

Signed _____

Print Name _____