

Terms and Conditions for the use of the Football Pitch and Changing Rooms at Castlethorpe Sports Ground

1. General

- 1.1. The hiring Club must be affiliated to the County Football Association and must carry Third Party Liability insurance.
- 1.2. The Club must provide email and telephone details for at least one Officer of the Club.

2. Fees

- 2.1. The Club shall pay the fees according to Schedule 1 below in advance of each match.
- 2.2. The pitch may be booked by email to CSA at csa@dorien.me.uk. Current bookings are available for review at <https://calendar.google.com/calendar/embed?src=Y3NhQGRvcmllobi5tZS51aw>
- 2.3. The Club shall pay a deposit according to Schedule 1 before keys are issued. The deposit will be returned on return of the keys, unless:
 - the Club has been responsible for damage or loss of CSA property beyond fair wear and tear, in which case an appropriate amount will be withheld, or
 - the Club has been found to be using the facilities without paying the appropriate fee, in which case the entire deposit will be withheld.
- 2.4. No fee will be payable if a booked match cannot be played. The fee will be held over until next use of the pitch, or returned if the keys are returned. However, if the Club repeatedly fails to use the pitch when booked without good reason, then CSA may at its discretion deduct a charge to allow for loss of use up to the maximum in Schedule 1.

3. Responsibilities

- 3.1. The Club will be given a set of keys to the car park, changing room and equipment store. The Club will not make additional keys without written permission of CSA, and will return all keys when requested by CSA.
- 3.2. The Club and the key holders shall ensure that any building doors and windows and car park gates must be locked after each use, and that all electric items are turned off, unless it has been agreed that heaters should be left on in order to prevent pipes from freezing.
- 3.3. The Club shall be responsible for damage to the Ground or Equipment arising from use by the Club, excluding normal wear and tear, and accidental damage that could not reasonably have been foreseen or prevented.
- 3.4. The Club will report any damage, including damage to the sports field or field equipment, to CSA as soon as such damage becomes known to the Club. Where the Club does not accept responsibility for the damage, the Club will provide details of the circumstances under which the damage became known.
- 3.5. The Club will report missing equipment (including specifically the goal nets, line marking equipment and First Aid kit) to CSA via email or text.
- 3.6. The Club will return all equipment, including goal nets, pegs and line marking machinery, to the Store Cupboard following each use.
- 3.7. The Club is responsible for ensuring that the Ground and Changing Rooms are left in a tidy condition. Specifically, all drinks bottles and litter will be collected, and the floor of the changing will be swept. Football boots must be removed before entering the Changing Rooms and must not be cleaned anywhere within the building.
- 3.8. The Club will respect the recycling policies of Milton Keynes Council, placing recyclable drinks bottles and cans in the pink sacks, and all other waste in the black sacks.

- 3.9. The Club will not use the ground if notified by CSA that the pitch is unplayable. The Club is responsible for inspecting pitch conditions on the day of the game, including the condition of the goalposts, and for determining whether the pitch is safe for use.
- 3.10. The Club may not sublet, licence nor permit the use of any part of the Ground by any other team, club or third party organisation.
4. Safety
 - 4.1. The Club is responsible for the safety of players and for First Aid provision at matches. In the event of an accident or emergency, the Club should contact the emergency services.
 - 4.2. The Club shall be responsible for ensuring that health and safety practices are followed where such practices have been notified in Schedule 2 or have subsequently been notified in writing and acknowledged. The Club will report in writing any issues or defects which pose an actual or potential safety risk, and will take such reasonable steps as are within its power to mitigate such risks.
5. General Sports Ground Usage
 - 5.1. The Club and its opponents will park only within the paved and gravelled areas of the car park, and the grassed overflow area south of the car park. Parking in Thrupp Close, and driving anywhere else on the Sports Ground, is prohibited.
 - 5.2. The Club will be aware of other users of the Sports Ground and make reasonable efforts to ensure that spectators and players behave safely and responsibly. No alcohol is to be consumed in any part of the Sports Ground at any time.
 - 5.3. The Club notes that a Dog Exclusion Order is in force on the ground.
6. Termination
 - 6.1. The Club may relinquish the right to use the allocated pitch and facilities at any time on presentation of written notice to CSA together with payment for any outstanding invoices due. No refund can be made in respect of fees and charges already paid in relation to the hire.
 - 6.2. CSA reserves the right to terminate any agreement with the Club, including the right to use pitches and facilities, if the Club breaches any of these rules or defaults on the payment of any invoices due.
7. Liability
 - 7.1. The Hirer is responsible for all loss, damage and claims arising out of this agreement.
8. Complaints
 - 8.1. CSA wishes to be notified should you have any complaints or problems
9. regarding the use of the pitches. Please address all correspondence to csa@dorien.me.uk, or by post to

Castlethorpe Sports Association
Woodley
Forest Road
Hanslope
MILTON KEYNES
MK19 7DE

07813 160 009

Signed

.....

(Name and Position)

For and on behalf of the Club

Date:

Signed

.....

(Name and Position)

For and on behalf of CSA

Date:

Schedule 1

The fee for a single match shall be £55. A £10 rebate will be issued if CSA has been unable to mark the pitch in advance of the game, for whatsoever reason.

The key deposit shall be £55.

The loss of use charge shall be £15.

Schedule 2

The person responsible for ensuring that the Club adheres to all health and safety statutory and regulatory requirements shall be:

Name.....

Address.....

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Telephone Number.....

Email Address.....

Specific procedures are:

- the Club is responsible for inspecting pitch conditions, including the state of goalposts, on the day of the game and for cancelling the match if the pitch is unsafe
- the Club is responsible for displaying the "Caution Wet Floor" sign provided by CSA if the floor becomes wet, and for reporting the absence of the sign if not available
- any accident or dangerous occurrence must be reported to CSA via email, as soon as is practicably possible. An accident record book is kept in the Changing Room which must be completed after any accident or dangerous occurrence leading to injury. The Accident Record Book is kept in accordance with the requirement of the Data Protection Act 1998.