

**Radley Parish Council
Playing Field and Pavilion Booking Form**

Application for booking for						Year		2012
Name of organisation:								
Contact name:				Telephone				
Address				E-mail address				
		Booking for:		Playing field, Gooseacre				Y/N
				Pavilion				Y/N
		Times requested						
Day	Date	Morning		Afternoon		Evening		Total
		from	to	from	to	from	to	hours
Mon								
Tues								
Weds								
Thu								
Fri								
Sat								
Sun								
Mon								
Tues								
Weds								
Thu								
Fri								
Sat								
Sun								
Mon								
Tues								
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Tues								
Weds								
Thu								
Fri								
Sat								
Sun								
Mon								
Tues								
Weds								
Thu								
Fri								
Sat								
Sun								
						Total		
Deposit		Rental						
I confirm that I have read and understood the terms and conditions of booking.								
I agree to abide with the terms and conditions.								
Signed						Date.....		

Confirmed on behalf of Radley Parish Council

Date.....

RADLEY PARISH COUNCIL

RADLEY SPORTS FACILITIES

TERMS AND CONDITIONS OF USE

Users should be aware that there is no parking associated with this booking. Should parking be required, the Village Hall must also be booked.

1. Use of the playing field and sports pavilion should be booked, using the attached booking form, through the Clerk to the Parish Council or the Playing Field Coordinator, both people acting with the authority of the Parish Council.

ALL BOOKINGS MUST BE MADE THROUGH THE PARISH COUNCIL.

SUB-LETTING IS NOT PERMITTED.

The booking form should be returned to Mrs Jane Dymock, Clerk to Radley Parish Council, 73 Eaton Road, Appleton, Abingdon, Oxon, OX13 5JJ. (Email: clerk@radleyvillage.org.uk; Telephone Number: 01865 864360.

2. The charges are:
 - Use of pavilion: £10.00 an hour
 - Use of Sports Pitch only: £30.00 up to four hours
 - Single booking of sports pavilion and Sports Pitch – private users: £60.00 up to four hours
 - Charges for block bookings are made by agreement with the organisations concerned.
3. A deposit is required at the time of booking: £150 for a one-off booking or £250 per block booking.
For block bookings, payment is required three months in advance of the commencement of the booking
4. For block bookings, payment is required quarterly in advance.
5. Users must have appropriate insurance cover for their activities and will be required to make the relevant certificate available to the Parish Council's representative at the time of booking.
6. Users must comply and seek to persuade others on the field at the same time to comply, with all the byelaws in force and Parish Council notices.
7. The football clubs are responsible for:
 - Marking out football pitches
 - Providing Nets/Goal Posts
 - Cleaning up Sports Pavilion after each use - If this does not happen, the Parish Council will arrange the necessary cleaning and recharge the cost to the relevant user
 - Ensuring the building is secure after use. Failure to do this may incur charges.

Users are responsible for the removal and storage of any posts, signs, flags, markers, or any other equipment, effects and litter from the fields after their use unless expressly

exempted by agreement for particular occasions. **If this work has to be carried out by the Parish Council the users will be liable for the costs incurred.**

8. All users are responsible for cleaning the Sport Pavilion after use. **If this work has to be carried out by the Parish Council the users will be liable for the costs incurred.**
9. Users are expected to comply with the following:
 - “no boots” rule in the pavilion hall and kitchen to prevent damage to the flooring
 - “no football boots” on the Play Area equipment rule is to be strictly enforced.
 - “no-smoking” rule in the pavilion (in accordance with the Health Act 2006)
 - House keeping rules as posted in the pavilion
 - All sports equipment must be stored in the garage at all times.
 - No flammable liquids are to be stored in the building.
 - No food of any kind may be stored in the pavilion.
10. Users are expected to report in writing, to the Clerk of the Parish Council within three days, any damage found whether incurred during the time of use or otherwise.
11. The Parish Council retains responsibility for the maintenance of the playing field facilities, keeping to fifteen cuts a year to ensure the fields are suitable for recreational use.
12. Users may not undertake any works on the playing field or sports pavilion without permission.

Failure to comply with any of these conditions means possible forfeiture of deposit and refusal of future bookings, as well as liability for the costs of any remedial work required as a result [of failure to comply] and for loss of income if the facilities are rendered unusable by others.