

INGLETON PARISH COUNCIL

INGLETON SPORTS FACILITIES

BOOKING FORM AND AGREEMENT

(a) The following facilities are required **(Please delete facilities not required)**:

- Playing Field,
- Sports Pavilion

(b) The facilities are required for:

- Matches
- Meetings
- Children's Play Activities
- Other

(if Other, please state activity):

(c) Name of User:

Address:

Telephone Number:

(f) I confirm that the facilities booked will be used for the purpose given, on the dates and times set out below, and I agree to abide by the terms of the users agreement set out above:

Purpose of use:

Dates and Times of Use (for block booking, please give details of start and finish dates facilities required, with days of week and times use required):

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(To be continued on a separate sheet if required)

Signature of User:

Organisation:

Date:

Agreed:

On behalf of Ingleton Parish Council

Date:

A minimum donation of £10 per day, or part thereof, is made for the use of the facility.

1. Users must ensure appropriate insurance cover is in place for any external providers (bouncy castle etc) for their activities.
2. 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.
3. Users are responsible for the following:
 - Clean the 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;
 - Stored equipment must be placed in a safe manner where it can do no harm to others using or visiting the facility. No article that is dangerous or unsuitable may be stored within the facility;
 - The Parish Council accepts no responsibility for any stored equipment or other property brought onto or left in the premises, and all liability for loss or damage is hereby excluded;
 - Insurance cover against loss or theft for any and all equipment stored within the pavilion;
 - No literary, dramatic, musical, film or video work shall be performed or shown at the premises without obtaining all necessary copyright licenses and theatre, film, video and public entertainment licenses. No such work shall be performed or shown without the prior approval of the Parish Council and no alteration to the work shall be made after such approval;
 - The obtaining of any necessary approvals or licenses in connection with the hire, other than those already held by the user;
 - All such licenses shall be made available to the Parish Council before the activity is advertised or takes place;
 - No alcohol is to be sold, distributed or consumed on the premises without prior permission of the Parish Council and suitable licenses have been issued;
 - The user shall not share the use of the pavilion with any other person or group without prior permission from the Parish Council; and
 - Ensuring the building is secure after use. Failure to do this may incur additional 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.

4. Users are expected to adhere to:
 - A strict “no-smoking” rule in the pavilion (in accordance with the Health Act 2006); and
 - A rule stating that NO dog to be permitted in the field or the pavilion without being on a leash and controlled by a person responsible for the animal. Failure to adhere to this rule will place in jeopardy the use of the facility by the user or group.
5. Users must 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. All damage caused during the use by a person or group is to be made good by the user, at the user’s cost, to the satisfaction of the Parish Council.
6. Users must not undertake any works on the playing field or sports pavilion without permission. This includes fixtures of any kind including placards, decorations or other articles without the approval of the Parish Council.
7. The Parish Council reserves the right to terminate forthwith any entertainment, activity or meeting previously permitted that is not properly conducted. Failure to comply with any of these conditions means possible forfeiture of future bookings, as well as liability for the costs of any remedial work required as a result of damage making the facilities unusable by others.

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