



OUTDOOR FACILITIES WINTER SEASON
TERMS AND CONDITIONS OF HIRE FOR FOOTBALL AND RUGBY

(This is your copy for your references please keep it safe)

Application: Advance application for the hire of any outside facility must be made in writing on the official:- Outdoor Facilities Terms And Conditions Agreement form enclosed for Hire of Council Owned Playing Fields **2009/2010** Season from this office and such applications shall include details of the proposed use of the facility by the hirers along with a fixture list of **All** games to be played as required by the Council.

Insurance: Copies of the Hirers Public Liabilities Insurance along with the Councils signed Disclaimer Form enclosed to be forwarded to this office before the start of the season.

Availability of fields: The training **areas** will be available from **13th of July** for training sessions (where permission have been given by the Park Dept.)

**Special notes
on training:**

- (1) Park Service **do not** encourage Clubs to use their grounds to train on at any time during the year. Clubs **must** apply in writing seeking permission from the Senior Parks Officers, to train on the ground allocated to them during any season.
- (2) Where permission have been given by the Senior Parks Officer, when areas large enough to conduct training on, are indentified. These areas can then be classed as a "designated training area", but the clubs trainer / coach are under strict orders not to allow any training on the main playing area what so ever during training sessions. Any evident of training activities on the main playing surface picked up from ground inspections, will result in the clubs allocation to the said ground being withdrawn.
- (3) Clubs, which are allocated grounds that are used for both football & rugby called "Dual Use" will not be allowed to train on them under any circumstance and permission will not be granted. Clubs who disregard this condition will have their ground allocation rescinded

**Start Dates for
booking fixtures:**

- (1) Football fixtures will start from **1st August 2009** until **16th May 2010**.
- (2) Rugby fixtures will start from **15th August 2009** until **16th May 2010**.

ALL fixtures must be played by the end of this period and there will be no exceptions to these dates.

**Booking grounds
where cricket is
played:**

- (1) Grounds where cricket is played, will **not** be available for training or fixtures until the end of the cricket season on **31st August 2009** (or sooner depending on the cricket league please ring to enquire when the ground allocated to you will be available for use)
- (2) Cricket clubs who are enjoying a successful run in "Cup" they have entered during their season may require their season to be extended beyond the above date to meet the requirement. On occasions like this, this office reserves the right to allow them (within reason) the club to carry on at they're allocated venue to fore fill these fixtures to enjoy the "home" advantage

Booking a fixture:

(3) Football and rugby will come to an end on these grounds on **April 18th 2010**, to allow the grounds maintenance staff to prepare the ground for the coming the cricket season normally around the first week in May

Clubs affected by this will be given alternative venues to play on.

(1) Booking will only be taken between the times of **9am and 3:30pm**.

(2) The dead line for booking and paying for fixture is **Thursday at 12 noon**, after this time no more fixtures will be taken.

Exception

- Rugby clubs who are given a “**WRU pool**” fixture.
- The latest these fixture be excepted is 10am on Friday.
- These fixtures will only be processed, if the club is showing credit on the booking system.
- No payment will be accepted on the Friday.

(3) A current fixture list on **headed notepaper** from the league you are in must be produced at the start of the season before any fixture can be taken by this offices.

(4) All fixtures / training sessions must be authorised by the Council through this office under **No** circumstances will the Hirer approach the pavilion attendant direct for use of the facilities.

(5) The pavilion attendant have been instructed by this office under no account will he or she open the changing rooms unless they have been informed to do so from this office.

(6) Any abuse given to an attendant by club / team members / supporter will result in the team having the ground allocation cancelled.

Any clubs breaking this condition will be suspended from using Council facilities.

Payments:

(1) It is the fixture secretary responsibility to ensure he / she pays for the fixture before the **12 noon dead line on a Thursday**.

(2) Any fixture not paid for by this time, will be **removed** from the booking sheet and will not go ahead **unless** the club show that it is in credit on the booking system.

Cancellation:

(1) **By Hirer:** If Club fails to notify this office of the cancellation of the fixture by Monday the following week the fixture fee will be forfeited.

(2) **By the Council:** The Council reserves the right to cancel any fixture during a long term booking in the event of the facility being required for a special events or tournaments.

As much notice as possible will be given to Clubs in such cases. The Council shall not be liable for any loss arising out of such cancellation.

(3) During inclement weather it is the Clubs **responsibility** to ring the council to find out if their weekend fixture is playable on their allocated ground by either ringing this office on the Games Weather Line telephone number **01495 235460** after 12 noon Friday. **This also applies to midweek training where you can ring 01495 235459** between 9am and 5pm.

(4) The decision of the Council to call off a ground(s) during inclement weather shall be **final** If any Club uses a facility following a decision by the Council that the ground is unplayable then the Club will be liable for **all** costs incurred by the Council in reinstating the facility to a playable condition. It **may** also result in the facility being withdrawn by this office and the Club reapplying for the venue. In addition your clubs action to ignore the decision could result in any claims made by players, officials and spectators attending the game falling on to your clubs insurance.

Any clubs breaking this condition will be suspended from using Council facilities.

Charges:

(1) The Council reserves the right to vary its charges without notice.

- (2) The fixture fees entitles the Hirer to use: -
- a. 2 Changing Rooms.
 - b. Referee Changing Rooms (where available)
 - c. Showers.
 - d. Playing Surface.
- Where several games are played in one morning e.g. mini sections you will need to phone this office for a price to be negotiated.
 - All other faculties on the site such as kitchen, needs to be negotiated via this office where a small hire cost will be incurred.

Use of the changing

rooms:

(1) The Hirer shall use the hired facility for the purposes agreed with the Council and for no other purpose whatsoever.

(2) Access to changing rooms to in connection with the fixture will be one hour prior to kick off unless the club states otherwise and for a maximum of one hour after the game finishing.

(3) Players are not allowed to clean their kits or boots etc. in changing room showers or wash hand basins, players doing this in the past have resulted in the drains getting blocked with mud and sticky tape, if this occurs the club will be invoiced by this office to recover the cost of unblocking the drains. I would be grateful if you could impress this upon your members.

(4) The Hirer will be held responsible for the actions of both home and away sides that use the pavilion. Any abuse to the changing rooms will result in the hirer paying for the damage and may result in having their ground allocation withdrawn.

I would strongly recommend that a club officials from both the home and away sides check both changing rooms to see if they are “fit for use” and that there is no damage to them prior to the start of the game. Any issues should be reported to the pavilion attendant.

(5) Any Club who for any reason brings in an electric appliance e.g. kettle, toaster, etc must ensure it is in good working order before use.

Please note:- Clubs who supply and use their own electrical appliances and leave them on site must have them P.A.T. (Portable Appliance Tested) by a qualified person and have it labelled and registered annually. The club will fund this expense themselves. (This service is now offered by the Manager of the Outdoor Facilities please phone for details and prices)

(6) Any person or persons undertaking the preparing food in the pavilions / changing rooms on behalf of the Club should have attended and obtained a Food & Hygiene certificate. The person / persons must also clean the kitchen surfaces areas before and after use, regardless of the condition which they find them before they start preparing food.

Please Note: - The Council do not endorse or encourage the use of their pavilions / changing rooms for preparing foodstuffs.

(7) It is the club responsibility to remove any refuse / food / drink waste generated by them from any refreshment they may supply to the home and / or away teams.

If you need guidance in Food & Hygiene matters or wish the Council to remove refuse / waste please ring : Environmental Services at the Civic Centre Blackwood on 01495 226622. A cost will be incurred for these services.

Equipment Storage

in changing rooms: (1) The Hirer shall only store equipment used in connection with the hire of any facility at the

hired facility with the **prior** consent from this office. The Council or persons representing the Council or firms carrying out work on pavilion will not be responsible for any damage that may occur to the equipment if consent is given the equipment must be insured by the Club separately against damage, loss, fire and theft.

(2) A Hirer who regularly using the same venue each season will have to seek permission from this office in writing **annually** to carry on storing equipment used in connection with the hire with a copy of the inventory list of the equipment stored in the building.

(3) If any unauthorised storage of equipment / items in pavilions is reported to this office the Hirer will given 5 days notice to remove the equipment. Failure to do so will result in the Equipment / items being removed by the Council. Any costs incurred by the Council arising out costs for removal and storage of equipment will be passed and be recoverable by the Council from the Hirer and only when the costs are paid in full will the Hirer be able to retrieve the said equipment be returned.

Use of ground:

(1) The Hirer is responsible for ensuring that **all** access to and from the ground are kept clear of motor vehicles belonging to team members and spectator at all times. Failure to do so **may** result in the facility being withdrawn by this office if complaints are received by outside parties.

(2) No motor vehicles shall be parked on or driven across any hired facility and any costs incurred by the Council arising out of any damage to any hired facility as a result of any motor vehicle being parked on or driven across it shall be recoverable by the Council from the Hirer.

N.B. It is the Club responsibility under Health & Safety guidelines to exercise a “Duty of Care” to both players and spectators to ensure all approaches to the playing area are kept clear at all times, to allow entry for Emergency Services to the ground.

(5) The Club shall indemnify the Council in respect of any damage caused and any actions proceedings costs claims or expenses to persons or property arising out of or from the hire and the Council may in its absolute discretion require the Club to arrange insurance cover in respect thereof and produce to the Council evidence of adequate insurance cover.

(6) The Council by themselves their servants, agents or insurers accept no responsibility for any injury, loss or damage to persons or property however caused arising out of or from the hire of any outdoor facility.

(7) While every effort is made to ensure all your venue and fixture requirements are met if for any reason fixture clashes arise and cannot be resolved by clubs, then this office reserve the right to make the final decision.

Ground Management:

(1) More and more clubs are asking for tournament during the “**close season**” which results in the grounds not having chance to recover from the previous season. Tournaments can now only be held during any current playing season, around the start of August to the middle May each year (except for dual use grounds).

(2) Organised training session / tournament during the close season by clubs and organisations on CCBC grounds have increased. These activities have resulted in expensive renovation and repair works on our grounds being unsuccessful.

(3) Clubs who are seen and identified using the grounds for training out of season or during the season will be contacted by this office and warned if this practise do no stop it may lead to the ground being taken “off line” at the start of the season until it recovers. The club will not be allowed to use any other ground within CCBC until their allocated ground recovers.

Ground Management continued:

(4) Clubs who are seen and identified using **another** clubs ground, in order to save wear and tear on their own ground they normally use , will have their application for use of CCBC

facilities withdrawn for the season.

It is in the interest of ALL clubs to look after their own ground they normally use during the season and report any unauthorised “organised” training session / tournaments to this office.

Please make every effort to fill out and return the Evaluation Cards after each fixture this is your chance to have your say!



PARK SERVICES

OUTDOOR FACILITIES

Caerphilly County Borough Council does not accept any responsibility for Loss, Theft or Damage to property or Injury to Persons whilst using our facilities. Any people using these facilities do so at their Own Risk. It is agreed that any hazards or broken equipment which may be identified, will be immediately reported to the Outdoor Facilities Manager.

I fully accept the above statement:

Site name:-

Club / Organisation:-

Name:
(Please print)

Title:

Date:

Signed:
(Authorised signatory for and on behalf of Club/Organisation)

Contact Phone No.....

CAERPHILLY COUNTY BOROUGH COUNCIL

OUTDOOR FACILITIES TERMS AND CONDITIONS AGREEMENT OF HIRE

WINTER SEASON 2009 to 2010

I confirm that I have read and understood **all** of the above “TERMS and CONDITIONS” along with the “IMPORTANT NOTES” and accept them as Conditions of Hiring playing fields and facilities from CAERPHILLY COUNTY BOROUGH COUNCIL for sporting fixtures for the coming season.

**CLUBS / TEAMS WHO DO NOT RETURN THIS FORM SIGNED AND DATED
WILL HAVE THEIR APPLICATION REJECTED NO EXCEPTIONS!**

Name of Club:.....

Signed for on behalf of :.....

Address.....

.....

Dated: / /

Contact telephone number for:-

Club Chairman Name..... Contact Phone No

Club Sec. Name.....Contact Phone No.....

Have you enclosed?

1. Copies of your Public Liabilities Insurance.
2. The Councils signed Disclaimer Form.
3. Copy of your sports fixture list for the coming season.

Please note if you fail to enclose these documents if may prevent your application being processed.

Please keep the terms and conditions for your reference and return the Terms and Conditions Hire agreement too: -

Mr. K. Perkins,
Outdoor Facilities Manager,
Park Services Dept,
Ty Pontllanfraith,
Blackwood,
NP2 2YW.

Telephone No. 01495 235458.

Fax No. 01495 235471.