**EMAIL THIS FORM WHEN COMPLETED TO** [**ballcourt@crawleytownfc.com**](mailto:ballcourt@crawleytownfc.com)

**CLUB/GROUP NAME:**

**AGE OF USERS:**

**YOUTH ADULT (Youth is under 16s)**

**FACILITY REQUIRED (PLEASE DELETE AS APPROPRIATE):**

FULL PITCH / HALF PITCH

**DAY AND DATES REQUIRED:**

**TIMES REQUIRED:**

**IS THIS A RECURRING BOOKING?** YES/NO

**3G Community Ball Court Hire (approx. 41mx31m) - hourly rates**

**-------------------------------½ PITCH ------------------------------------------------------------ notes**

**Youth £35 £45 (pitch & floodlights) …………………………………………………**

**Block booked 10 wks: £295 £395 (pitch & floodlights) ………………………………**

**Adult £45 £55 (pitch & floodlights) ……………………………..…………………**

**Block booked 10 wks: £395 £495 (pitch & floodlights) …………………………..**

**-------------------------------FULL PITCH -------------------------------------------------------- notes**

**Youth £50 £55 (pitch & floodlights) …………………………………………………**

**Block booked 10 wks: £445 £495 (pitch & floodlights) ………………………………**

**Adult £55 £65 (pitch & floodlights) ……………………………..…………………**

**Block booked 10 wks: £495 £595 (pitch & floodlights) …………………………..**

**METHOD OF PAYMENT (internal use only)**

**Cash (please don’t send cash in the post) Card**

**Cheque (please allow 3 weeks for clearance) BACS**

**BACS details Post Details**

Crawley Town Community Foundation Crawley Town Community Foundation

Account Number 31663966 Checkatrade.com Stadium

Sort Code 60-06-20 Winfield Way, Broadfield Crawley RH11 9RX

**Total Paid………………………………………….. Taken by………………………………………………….**

**Date Signed**

**PLEASE CONFIRM YOU HAVE THE FOLLOWING IN PLACE:**

PUBLIC LIABILITY INSURANCE RISK ASSESSMENT

SAFEGUARDING POLICY DBS CHECKS (WHERE NECESSARY)

**CONTACT NAME:**

**ADDRESS FOR CORRESPONDENCE:**

**TELEPHONE: EMAIL:**

**CONSENT:** Photographs/Videos of your team may be taken for promotional purposes please indicate below whether you consent or not:

YES: NO:

Any photographs/videos taken involving children, young people and adults at risk must be with the explicit consent of parents/carers. Please indicate below that this has been obtained, it is your responsibility to do so.

YES: NO:

***Please note: We are unable to accept bookings that have not completed the above in line with Crawley Town Community Foundations Data Security Policy.***

**DECLARATION**

I/We have read, understood and agree to abide by the conditions of hire as listed within this document. The information we have provided is correct to their best of our knowledge. We agree to inform Crawley Town Community Foundation if any of these details change. We agree and understand that our booking is not secured until payment is received.

SIGNED: PRINT NAME: DATE:

**Payment must be made & cleared a week in advance to secure your booking**

**Contacts: Tel 01293 410 000 Email** [**ballcourt@crawleytownfc.com**](mailto:ballcourt@crawleytownfc.com)

**Website** [**www.ctcommunityfoundation.com**](http://www.ctcommunityfoundation.com)

**3G Terms and Conditions of Use**

***Lettings Procedure***

1. Each hirer will have a lead contact, who will be responsible for making a booking on behalf of their group. The lead contact will be responsible for ensuring all users are made aware of the terms and conditions of hire. The lead contact must apply using the 3G Facility Booking Form and must sign to confirm that they have read and agreed to the terms and conditions.

2. Users may be asked to provide evidence of their own Public Liability Insurance at the time of booking.

3. On acceptance of a booking, Crawley Town Community Foundation will send confirmation of the letting to the hirer via email. A further copy of the 3G Facility Booking Form will be kept by Crawley Town Community Foundation.

***Terms and Conditions of Hire***

All lettings shall be subject to the following terms and conditions:

1. It is the hirer’s responsibility to leave the pitch in a satisfactory state and to ensure the facility is left clean after each use. Any hirer’s abusing this term may be liable to additional charges, or may be refused additional bookings.
2. All organisations will be expected to have their own Public Liability Insurance in place. Evidence of the insurance may be asked for at any time. .
3. No food is allowed on the pitch. Plastic water bottles may be taken onto the pitch but must be disposed of after the booking time. No other drinks are permitted.
4. Smoking and alcohol are not permitted anywhere on the facility.
5. Users must ensure they are wearing the correct footwear. Please note that artificial ground (AG) and hard ground (HG) boots are recommended. Firm ground boots, with round or hollow studs, and astro turf trainers are also permitted. Metal or mixed studs, or blades are **NOT** permitted. Trainers or indoor boots are permitted, but users must be aware of the associated risks.
6. Hirers are expected to bring their own equipment to the session, excluding small sided goals, which can be provided by Crawley Town Community Foundation. It is the lead contact’s responsibility to ensure that all users respect the equipment and the facility. The lead contact accepts that they are liable for any damage to the facility caused by the group.
7. Any dispute relating to the hire of the facility will be referred to the Head of the Community Foundation.
8. All users must observe the conditions and regulations. The contract of hire MUST be signed by the lead contact, who must remain on the premises at all times during the booking. It is the lead contact’s responsibility to inform Crawley Town Community Foundation should this lead contact need to change. No young person, under the age of 16 years should be using the facility without adult supervision.
9. Full payment must be made a week in advance of the start of the booking to secure your booking. If payment has not been received with less than 7 days before the day of your booking, Crawley Town Community Foundation will have the right to cancel your reservation. Payment method should be indicated on the booking form. Block booking hirers to be invoiced will receive the invoice at the start of each term.
10. All minors must be accompanied by adults when using the toilets. Any person or group abusing any part of the on-site facilities and/or surrounding area may be asked to leave, have their booking (s) cancelled and lose any payments made, as well as be liable for damages caused.

***Usage Policy***

1. Crawley Town Community Foundation will have priority use of the facility between the hours of 09:00-18:00 Monday to Friday. Bookings requested within these times will be evaluated against community use and reviewed regularly. The Community Foundation Manager reserves the right to refuse bookings, or amend any bookings accepted within these times.
2. The facility will be opened up for public use between the hours of 18:00-22:00 Monday to Friday, and upon request for weekend use.
3. Bookings will be granted on a first come first served basis, based around availability at the time of enquiry.

***Cancellations and Refunds Policy***

1. Should Crawley Town Community Foundation require any area of the facility for special events, the hirer will be informed in writing, with a minimum of 7 days’ notice.
2. Bookings will only be accepted once payment has been received with no less than a week in advance, or if agreed via invoice for long term bookings.
3. Refunds on cancellations or any modifications will not be accepted unless in exceptional circumstances and at the discretion of the Manager
4. Repeated failure to appear for the booking will result in termination of the entire block booking and no refund will be available. All customers failing to attend a pre-booked activity will be charged the full fee for the booking in question.
5. Any block booking applicant wishing to terminate their block booking must forward their request in writing to the Community Foundation Manager no later than 28 days before the requested termination date.
6. Crawley Town Community Foundation reserves the right to refuse admission, or to evict, any person from the facility if they are in breach of these conditions.

***Charges***

1. All charges include use of the defined pitch space, floodlights (if booked) and VAT.

***Booking Time***

1. We request that all hirers vacate the facility swiftly once the booking time ends, to ensure smooth turnaround for other hirers.
2. All booking times include time for setting up and packing away of equipment. We ask all hirers to be mindful of this when making a booking.

***Photographs***

1. From time to time photographs/videos may be taken of activities for promotional purposes.
2. It is the hirer’s responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child’s parent / guardian.

***Please complete the consent section of the booking form, we are unable to accept bookings that have not completed the section.***

***Liability***

1. Crawley Town Community Foundation will not be held liable for accidents to person(s) or loss or damage to property by any person or organisation during bookings. Anyone entering or using the facility does so at his or her own risk and Crawley Town Community Foundation accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer’s responsibility to undertake a risk assessment of their activities. Any accidents that do occur will be noted in the facility accident book by the relevant member of staff.