**SPORTS CHANGING ROOMS AND PITCHES**

**SOUTHERN ROAD RECREATION GROUND, THAME**

**C O N D I T I O N S O F H I R E**

All sports facilities must be booked in advance of the date required. Please book as early as possible to avoid disappointment.

The letting of the sports facilities, Southern Road Recreation Ground, is subject to strict compliance with the following conditions and to such additional regulations as the Council may from time to time deem it desirable to make. By signing the application form, the hirer acknowledges that he has read the conditions and has undertaken to comply with them.

Any person or persons authorised by the Council may for any good and sufficient reason or in case of emergency or in the event of breach of these regulations stop the football match, close the sports changing rooms and refuse admission of any persons to the building. Any breach of the regulations may result in further bookings (even if previously confirmed) being cancelled or refused.

1 **PAYMENT AND CONFIRMATION OF BOOKING**

 For casual hirers, full payment is required when the booking is made.

 For block bookings, the appropriate fee will be payable for every date upon which the pitch is allocated to a team. The Town Council must receive a fixtures list for the forthcoming season and full payment must be made at the commencement of the season.

 No application for use of the sports facilities will be accepted until it is made in writing on the form provided and full payment has been received. Following acceptance of the application by the Customer Services Manager, a receipt and written confirmation of the booking will be given. If no confirmation is received by the hirer within fourteen days, he/she should enquire as to whether the application has been refused. If the application is refused, a full refund will be made.

 The Council reserves the right to refuse any application without stating a reason and reserves the right to impose special conditions where the nature of an application so demands. The decision of the Council shall be final.

 If the Council accepts the application, the person signing the form shall be deemed to be the hirer and will be responsible for the strict observance of the conditions applicable to the hire of the facilities. The precise purpose for which the facilities are required (i.e. Option One or Option Two) must be clearly stated on the application form.

 In addition, the Council may require a deposit to be paid to meet the expense of making good any damage, such deposit to be returned, less any amount deducted for the repair of such damage. Should the amount of the deposit not be sufficient to cover the expense of making good the damage, the deficit shall be met by the hirer.

2 **SEASON**

The season will commence on the first weekend in September and end on the second weekend in April. All bookings outside this period will be on a casual basis and will be at the discretion of the Town Clerk.

There will be no football matches over the weekend of the September Thame Fair or Food Festival.

3 **PERIOD OF HIRE**

The period of hire will be per session e.g. morning (from 9.00 am to 1.00 pm), afternoon (from 1.30 pm to 5.30 pm) or evening (from 6.00 pm to 9.00 pm).

If the hirer shall continue his/her occupation of the facilities after the time for which they were booked, he/she shall be liable for an additional hiring fee and be responsible for any loss or damage occasioned to the Council.

4 **CONDITION OF PITCHES**

In the event of any dispute, the Town Council will be the sole judge as to the fitness of the pitch for play and its decision shall be final and irrevocable.

5 **FIRE SAFETY**

As the “hirer” of the premises, in respect to fire safety you are considered to be a “temporary responsible person” under a duty imposed by the Regulatory Reform (Fire Safety) Order 2005 and are therefore responsible for the fire safety of the premises and the safety of all relevant persons, and liable in respect to any offence(s) under the Order committed as a consequence of your actions/inactions during the period of hire; *this does not remove any responsibilities or liabilities from the Thame Town Council (as principle responsible person) to have taken all reasonable steps to ensure the premises are provided with adequate fire safety arrangements that are suitable and sufficient for the proposed use as set out in the hire agreement.*

As “temporary responsible person” you are therefore required to act in accordance with the emergency fire procedures as set out by Thame Town Council (principle responsible person) and referred to in the emergency fire action plan which has taken into account the significant findings of the fire risk assessment.

No additional fire hazards or risks are to be introduced to the premises under any circumstances.

Specific reference should be made to items 6 (c) and 6 (d) below.

As “temporary responsible person” you are required to provide at your own cost the services of sufficient “safety assistants” to help you implement the emergency fire action plan and other associated fire safety measures in the event of an incident in accordance with the emergency fire procedures.

The “safety assistants” are to act as “fire marshals” to ensure everyone leaves the premises in an orderly and efficient manner (including anyone who may be in the toilets at the time the alarm actuates) and to manage the assembly point and roll call (as far as is practical), while the “temporary responsible person” act as overall “fire co-ordinator” to ensure a 999 call is made to the fire and rescue service, to be present to receive the fire and rescue service and to inform them as to what is on fire, where the fire is (if known), and if anyone who was in the building is believed to be missing. The fire and rescue service should be advised of the hazard/information plan adjacent to the front doors provided for their use. In addition, as soon as possible the responsible person should make contact with a Thame Town Council official to request their attendance.

6 **CHANGING ROOMS**

A set of keys will be signed out to a representative of each football club only on receipt of the fixture list for the forthcoming season. Changing rooms will be unlocked at the beginning of the session and locked at the end of the session by the representative of the football club.

(a) Security of Building - The hirer must ensure that the changing rooms are locked when matches are in progress. Thame Town Council accept no liability for loss or damage of personal effects of the hirer, a club's members or their guests. No liability for personal injury will be accepted if the injury was caused by the misuse of the equipment or facility.

(b) Showers - The hirer shall be responsible for ensuring that if there are adults and children's teams in the Changing Rooms at the same time, children do not stray into the adults changing rooms.

(c) Emergency Procedure/No Smoking Policy - Nothing shall take place which will invite any increased risk of fire. The conditions of the emergency procedure are attached. Smoking in all parts of the Changing Rooms (including toilets) is strictly forbidden.

(d) Exits - All doors giving egress from the Changing Rooms shall be unfastened and any obstructions removed by the hirer before anyone else is permitted into the changing rooms.

(e) Damage - No person shall affix any nail, hook, screw or fastening of any kind into any wall or partition, or in any way damage any part of the building, seats, furniture, equipment etc.

 The hirer is responsible for the preservation of order. He will be held responsible and accepts full responsibility for any damage to the premises, its furniture and fittings etc. Four corner flags, goal nets and line marker are included in the pitch hire and any breakages or damage must be reported to the Asset Manager at the earliest opportunity. The hirer will be liable for the full value of any such breakages or damage caused in any way during the period of hire.

(f) Intoxicating Liquor - No intoxicating liquor shall be brought into the Changing Rooms.

(g) Cleanliness - The facilities must be left in a clean and tidy condition to the satisfaction of the Council. There will be an additional charge levied if additional cleaning is required by the Attendant. All litter created by players or spectators on or surrounding the football pitches must be placed in the litter bins provided.

(h) Apparatus - Any furniture, apparatus and appliances brought into the premises by the hirer shall be with the written approval of the Council. All electrical appliances must be tested at least every 12 months to comply with the original safety standard. It is the hirer's responsibility to ensure that the electrical supply voltage and installation facilities are suitable for the equipment and that such equipment is properly earthed.

(i) No football boots may be worn inside the changing rooms at any time.

(j) If the clauses stated above are not adhered to, the Town Council reserves the right to rescind the hiring of the changing rooms and all future hires will be cancelled.

7 I**NSURANCE**

Hirers will obtain adequate indemnity from a reputable insurance company for any claims which may arise out of their use of the ground or buildings which are not attributable to negligence on behalf of the Council or any of its employees. A minimum of £1m. Public liability insurance must be held by the hirer. A copy of the Hirer’s Public Liability Insurance will be required by Thame Town Council.

8 **CANCELLATION BY HIRER**

Pitch bookings must be cancelled in writing by the hirer.

Less than 28 days but more than 14 days’ notice - 50% refund.\*

Less than 14 days’ notice - no refund.

\* If more than 28 days’ notice is given or a substitute booking made, a 10% administration fee will be payable.

9 **CANCELLATION OF HIRING BY COUNCIL**

(a) The Council reserve the right to cancel any hiring at any time without warning. In this event, the Council will refund in full the hiring fee. As much notice as possible of any such cancellation will be given. The Council shall not be liable to pay any compensation to any person in respect of the cancellation of the letting.

(b) The Town Clerk will consult the Chairman and Vice Chairman of the Culture and Leisure Committee in all cases of cancellation.

(c) In case of any breakdown, accident or of any repairs or renewals consequent on any such breakdown etc. whatsoever rendering necessary the temporary closing of the Changing Rooms or an interruption of a session either before or during the match, the hirer agrees to hold the Council and any and all persons acting under their direction, absolutely harmless in every respect.

10 **RIGHT OF ENTRY**

The Council reserve to themselves the right of entry at all times to the changing rooms for their duly authorised officers.

11 **INCREASE IN SCALE OF CHARGES**

 The Council reserve the right in all cases to vary the letting charges at any time upon giving the hirer notice in writing prior to the date of a confirmed booking. In such circumstances, the hirer shall be at liberty to cancel the booking within seven days of the date of such notice. The whole of the letting charge shall be refunded in these circumstances.

12 **COMPLAINTS**

Any complaint concerning the use of the facilities or of any of the arrangements connected therewith must be made in writing to the Asset Manager.

13 **INTERPRETATION**

In these conditions, the following expressions have the meaning:

"Council" means the Thame Town Council.

"Hirer" means the liable payee named on the application form.

"Premises" means the Sports Changing Rooms.

"Facilities" means the Sports Changing Rooms and the football pitches.

14 **ACCIDENTS**

 A first aid box is available in the referees’ room. In the event of an accident causing injury to any person, the hirer shall make an entry in the accident report book beside the first aid box. The accident must be reported to the Asset Manager and a written report of the accident must be made to the Town Clerk within 24 hours of the accident (this requirement is without prejudice to the duties imposed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985).

15 **RISK ASSESSMENTS**

 A copy of the Hirer’s Risk Assessment will be required by the Asset Manager prior to the commencement of the football season. In addition the details of the appointed First Aider for each club will be required.

16 **DAMAGE**

 If any damage is caused, the hirer is responsible for the full cost of repair and the Council has the right to cancel all future hiring’s.

17 **DATA PROTECTION**

Thame Town Council regards your privacy as important and any personal information

 you give to us will be used in accordance with the law. Please read our Privacy Notice

 at [www.thametowncouncil.gov.uk/privacy](file:///%5C%5Cttc01%5CCompany%5CDATA%5CWP%5CTown%20Hall%20Hire%5CUpper%20Chamber%5Cwww.thametowncouncil.gov.uk%5Cprivacy)

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**E M E R G E N C Y P R O C E D U R E**

The hirer of the changing rooms is the responsible person and must familiarise him/herself with the requirements set out below of the Emergency Procedure during occupation of the building.

In the event of FIRE in the building, the building should be evacuated immediately and at the earliest opportunity an emergency call (999) made to the emergency services from the nearest telephone box (outside the Old Post Office, High Street) and quoting "Fire at Changing Rooms, Southern Road Recreation Ground, Thame".

The responsible person must:

1 Appoint a fire marshall and instruct assistants of the Emergency Procedure.

2 Ensure that he/she acquaints him/herself with the emergency equipment and emergency exits.

3 Ensure that the building is evacuated immediately as soon as a fire is discovered.

4 Ensure that people gather on the Recreation Ground and be accounted for (he/she is responsible for accounting for the number of persons on the premises).

5 Ensure that no person re-enters the building until the Fire and Rescue Service issues instructions accordingly.

In the interests of safety, your co-operation is requested to ensure that the instructions are adhered to.

IN THE EVENT OF ANY DIFFICULTIES DURING YOUR OCCUPATION OF THE PREMISES, CONTACT THE ASSET MANAGER DURING NORMAL WORKING HOURS ON 01844 212833.

**EMERGENCY EXITS**

**ENTRANCE FOYER**

**REAR EXIT**

**FIRE EXTINGUISHERS**

**ENTRANCE FOYER**

**CORRIDOR (NEAR REAR EXIT)**