

RADLEY PARISH COUNCIL

RADLEY SPORTS FACILITIES

TERMS AND CONDITIONS OF USE

1. Use of playing fields and sports pavilion should be booked, using the attached booking form, through the Clerk to the Parish Council or the Chair of the Playing Fields Management Committee, both people being responsible to the Parish Council. **ALL BOOKINGS MUST BE MADE THROUGH THE PARISH COUNCIL.**

The booking form should be returned to Miss Sally Raven, Clerk to Radley Parish Council, 9 Cleveland Drive, Cowley, Oxford, OX4 3HA (Tel: Oxford (01865) 774776).

2. The charges are:
 - Use of pavilion: £10.00 an hour
 - Use of Recreational Field only: £17.50 up to four hours
 - Single booking of sports pavilion and recreational field – private users: £50.00 up to four hours
 - Single booking of sports pavilion and recreational field – other local authorities: £110 up to four hours
 - Charges for block bookings are made by agreement with the organisations concerned.
3. A deposit of £100 per booking is required at the time of booking.
4. For block bookings, payment is a quarter in advance
5. Users are expected to carry insurance cover, as necessary, for their activities, making the relevant certificate available to the Parish Council's representative before use.
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 will be responsible for:
 - Marking out football pitches
 - Providing Nets/Goal Posts
 - Cleaning up Sports Pavilion after use - If this does not happen, the Parish Council will arrange the necessary cleaning and recharge the cost to the relevant user
 - Ensure building is secure after use

Users will be 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 through the Parish Council the users will incur the necessary costs.**

8. Users will be expected to adhere to a:
 - “no boots” rule in the pavilion hall and kitchen to prevent damage to the flooring
 - “no-smoking” rule in the pavilion
9. Users will be expected to report in writing within three days any damage whether incurred during the time of use or otherwise.
10. The Parish Council will meet the cost of gas, water and electricity up to a value of £600 per annum. The additional cost will have to be borne by the users.
11. The Parish Council will retain responsibility for the maintenance of the playing field facilities at the current level, keeping to fifteen cuts a year to ensure the fields are suitable for recreational use.

The Parish Council will aim to ensure the cuts correspond with major events on the field, ie Six-A-Side tournament, Fete, start of football season, but any additional cuts required to maintain the grass at a level suitable for football must be paid for by the Football Clubs, with all cuts being ordered via the Parish Council.

Failure to comply with any of these conditions make the booking invalid

The Terms and Conditions of Use will be reviewed annually.

RADLEY PARISH COUNCIL

BOOKING FORM AND AGREEMENT

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

- Playing Field, Gooseacre
- Playing Field, Thrupp Lane
- Sports Pavilion

(b) The facilities are required for:

- During Matches
- For meetings
- Other

(c) Hiring Charges: The sum of £.....will be paid in advance.

(d) Deposit: A deposit of £100 is enclosed

It is understood that the deposit is £100 per game and if the Parish Council incurs any expense the hirer will be expected to pay a further deposit.

(e) 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:

Date:

Agreed:

On behalf of Radley Parish Council

Date: