

HALSTEAD TOWN COUNCIL

Queens Hall, Chipping Hill,

Halstead, Essex. CO9 2BY

Telephone: 01787 476480

Email: Reception@HalsteadTownCouncil.org.uk

In line with other Councils around the country, Halstead Town Council has agreed a policy of using email as its preferred means of communication. Please put your email address on every communication you have with us.

**APPLICATION FOR THE HIRE OF COURTAULD SPORTS GROUND**

Please complete in block capitals and delete where necessary.

NAME OF HIRER: ADDRESS: EMAIL:	COMPANY / CLUB NAME (if applicable):		
	ROLE AT COMPANY / CLUB (if applicable):		
	TYPE OF FUNCTION (e.g. match / fete):		
TELEPHONE (at least one required) Home: Mobile:	DATE/S REQUIRED:		
	TIMES REQUIRED:		
WILL AMPLIFIED MUSIC BE PLAYED YES / NO WILL THERE BE A LICENCED BAR YES / NO APPROXIMATE NUMBER ATTENDING THE EVENT			
FACILITIES REQUIRED Please refer to the scale of charges on page 4, then select which facilities you would like to hire, below. (Please select all that apply)			
PAVILION (C0)	Yes / No	TRAINING PITCH (C2A)	Yes / No
FOOTBALL PITCH (C1A)	Yes / No	TRAINING PITCH (C2B)	Yes / No
FOOTBALL PITCH (C1B)	Yes / No	WHOLE FIELD (C3)	Yes / No
FOOTBALL PITCH (C1C)	Yes / No	RUGBY PITCH (C4)	Yes / No
PAVILION HIRE 1. THE GROUNDSMAN WILL ARRANGE ACCESS TO THE PAVILION DIRECTLY WITH THE HIRER. 2. CAR PARK AVAILABLE ONLY FOR THE HOURS THE FACILITY IS BOOKED. There are 40 parking spaces (1 disabled). During the week, some spaces may be used by council staff. You may use the spaces for your events, but you must keep clear the route around the car park to allow access for emergency services at all times. Additional parking is available on the grassed area to the right of the car park. 3. THE PAVILION MUST NOT BE LEFT OPEN AND UNATTENDED. 4. BEFORE YOU LEAVE, TIDY ALL AREAS, HOOVER IF REQUIRED, SWITCH OFF ALL LIGHTS AND APPLIANCES. 5. MAKE SURE ALL DOORS ARE SHUT AND LOCKED 6. THE GROUNDSMAN WILL ARRANGE COLLECTION OF THE KEYS DIRECTLY WITH THE HIRER.			

ALL HIRERS MUST READ THE TERMS AND CONDITIONS OF HIRE BELOW BEFORE SIGNING

I am over the age of 21 years and hereby apply for the use of Courtaulds Sports Ground and agree to pay in advance, the full invoice value prior to the commencement of the booking.

Bookings:

All bookings shall be in accordance with conditions set out below.

Halstead Town Council reserve the right to refuse a booking without giving reason to the hirer.

No booking shall start before 7.30am or continue after 12.00 midnight Monday to Saturday, or start before 8.00am and continue after 9.00pm on Sundays.

Payment of deposit:

A damages deposit is payable with your application. *This also reserves the date(s) you have chosen.* The Town Council will refund your deposit within one month after your booking ends, only if no damage has been caused to ground surfaces*, buildings, fixtures & fittings, no litter has been left and no nuisance has been caused to others using the ground or local residents.

Cancellation of bookings:

Halstead Town Council may cancel your booking, giving at least one month's notice and returning all deposits paid. You may cancel your booking giving at least one month's notice to Halstead Town Council for a full refund. *You may lose your deposit if you do not give the required notice.*

Liability for bookings:

You, the hirer, are responsible for insurance cover for your event. You must ensure you have sufficient cover, including public liability insurance.

Halstead Town Council accepts no liability for the following:

1. Accidents, injury, illness or death to persons, pets or livestock attending events or functions at Courtauld Sports Ground, or those using Sports Ground equipment or facilities.
2. Those entering or exiting the ground in vehicles that have, or will be, attending functions.
3. Damage to vehicles whilst on the premises resulting from accidents, vandalism, theft, or fire.
4. Damage or loss of personal possessions, including money.
5. Damage or loss of equipment being used on the ground resulting from accidents, vandalism, theft, fire, misuse, or explosion.
6. Halstead Town Council do not accept any liability or responsibility for bookings being cancelled due to weather conditions, poor attendance, illness, or ground conditions.

* Beyond that which might be reasonably expected from the relevant sporting activity.

THE BALANCE OF YOUR BOOKING IS DUE ONE MONTH PRIOR TO YOUR BOOKING TAKING PLACE.

Bank Details for Deposit Return	<u>For official use only:</u>
Bank:.....	Damage Deposit & Date: £
Account holder:	Invoice No & Date:
Account No:	Category(s):
Sort Code:	C0 C1A C1B C1C C2A C2B C3 C4

I AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF HIRE WHICH I HAVE READ AND UNDERSTOOD

SIGNED:

DATE:

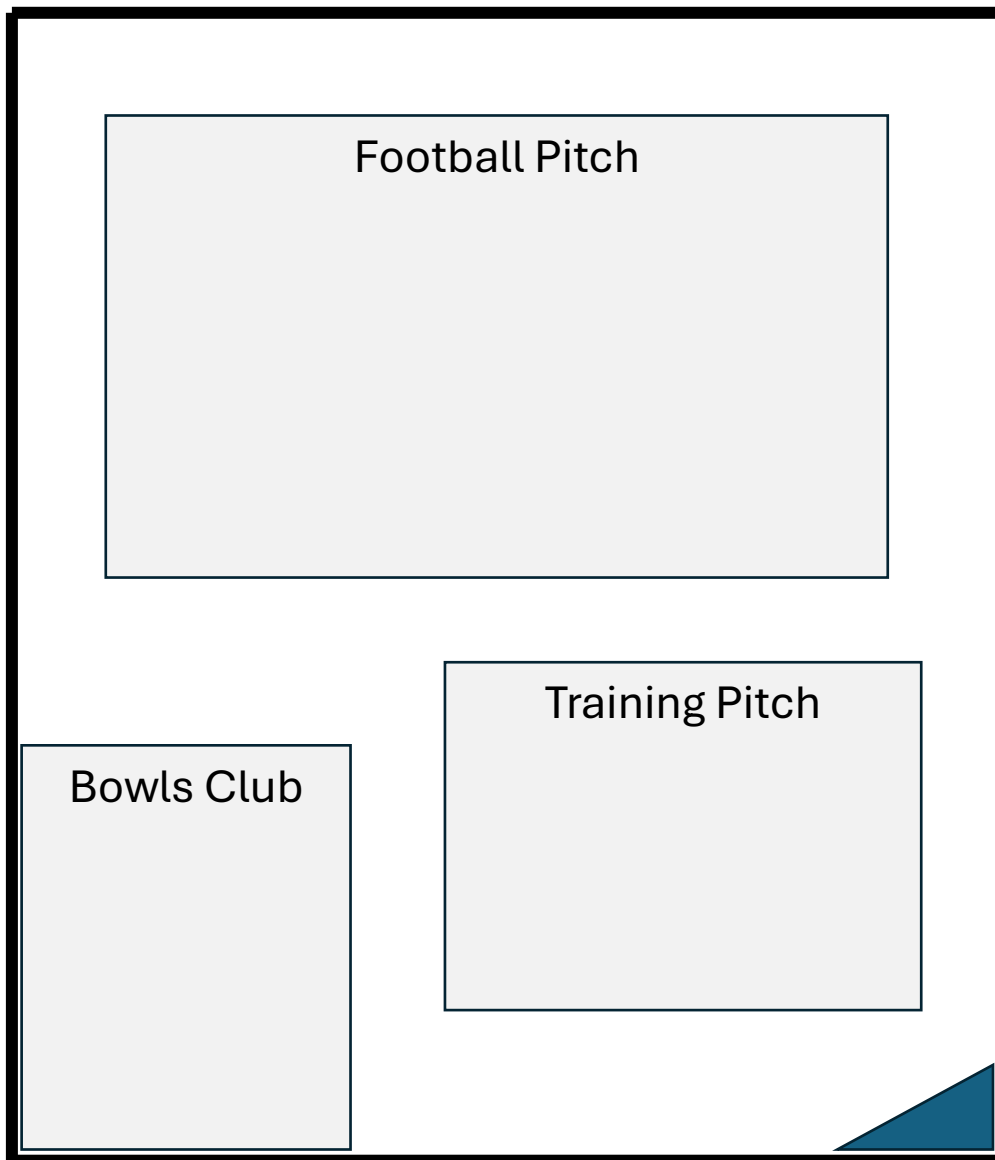
PLEASE RETURN COMPLETED FORM TO:

HALSTEAD TOWN COUNCIL
Queens Hall, Chipping Hill,
Halstead, Essex. CO9 2BY

Email: reception@halsteadtowncouncil.org.uk

Map of Pitches

If selecting C2B (see page 4), please indicate where and how large an area you require;



Whilst every effort will be made to accommodate your request, we can not guarantee the exact location of your event set up if it impinges on maintenance work on the ground, or other users who may already be booked in.

Any additional information we might need regarding your booking i.e. hot water needed for showers;

**COURTAULD SPORTS GROUND
COLCHESTER ROAD, HALSTEAD CO9 2ES
SCALE OF CHARGES**

PAVILION HIRE (C0)

Access to, and use of, **all** facilities within the pavilion area, including kitchen, changing rooms and showers* **£12.75 per hour**, for the first two hours.

Each additional hour: **£14.50 per hour**

FOOTBALL PITCH

C1A Large Pitch, suitable for adult matches and training. **£46.00 per session**

C1B Large Pitch, suitable for u16 matches and training. **£27.00 per session**

C1C Small Pitch, suitable for u11 matches and training. **£24.00 per session**

TRAINING AREA

C2A Training Pitch, suitable for u7 football matches and small scale training. **£18.50 per session**

C2B Bespoke training area elsewhere on the field (please mark on diagram above). **£18.50 per session**

WHOLE FIELD (C3)

Includes use of whole field **and** pavilion for 10 hours. **£317.00 per hire**

Each additional hour: **£33.00 per hour**

RUGBY PITCH / OVERFLOW PARKING (C4)

Maximum 10 hours. **£103.00 per hire**

Special rates approved by the Council on an individual basis for hirings where exceptional circumstances prevail.

A £100 REFUNDABLE DAMAGE DEPOSIT IS REQUIRED FOR MAJORITY OF BOOKINGS

Regular Bookings Discount

For groups wishing to make a regular booking of the facilities the above categories will be applied subject to certain discounts. Any discount must be agreed in advance and approved in writing by the Town Clerk.

Payment

Deposits and invoices can be paid by debit/credit card at our offices at Queens Hall, or by telephoning 01787 476480 although payment by bank transfer is preferred. The account details are:

Barclays Bank Plc	Account name: Halstead Town Council
Account No: 10447870	Sort code: 20-97-40

Bands/Disco

If your function includes the provision of a band or disco, please ensure that the time booked includes sufficient setting up and clearing up time. Overrunning your booking time may result in the loss of part/all of your deposit.

Private Bar Hire

If you hire a company to provide a private bar, that will be selling alcohol, you must notify the Council and provide a copy of their licence to sell alcohol. A copy of your Temporary Event Notice will also be required.

* there is to be **no use** of the accessible shower, other than by those for whom showering in the main showers would be impossible. Able bodied users are to use the main showers **only**.