

## **Seasonal Sport - Terms and Condition of hire**

### **Office Hours**

Very few staff are office based, therefore it is essential that visits to the office are kept to a minimum. Visits should only be made by prior agreement only, therefore anyone turning up without an appointment will not be seen.

### **Booking of Pitches and Payment**

Seasonal application forms will be taken at face value. Please ensure you instruct us in advance if your team is a junior team (you will be asked to provide the necessary evidence); failure to do this will result in you being charged at the senior rate.

Any additional pitch bookings must be made in writing by 12 noon on the Wednesday, prior to the date of play.

All resident teams who have settled their account in full at least two weeks before the start of the season but preferably upon immediate receipt of the invoice.

Sub-letting of pitches by teams is not permitted under any circumstances.

Payment for all games must be made at least two weeks before the start of the season. Failure to pay by the start of the season will result in a 15% late administration charge being added.

After payment, a permit ('Booking Confirmation') is issued. Play is not permitted without a valid permit. All teams are required to carry a valid permit on their scheduled dates of play and permits must be made available for inspection if requested.

Teams must remove all litter left after any match from the pitches, pavilions/changing rooms, car parks and surrounding areas. Failure to do so will result in fines of £50 being issued and permits revoked.

### **Cancellations and Credits**

Cancellations of a seasonal booking must be made in writing 14 days prior to the start of the season. Unless advised by the Lettings Office the 'Application Form' constitutes the agreement of a booking with the London Borough of Barnet. Any teams cancelling after the date stated on the invoice, and up to two weeks after the start of the season, will be charged for those games booked since the start of the season, plus VAT and a 15% administration charge (the 15% administration charge is applied to the original invoice). Teams cancelling after this date will be liable for the full cost of the season.

The letting of sports facilities is usually subject to VAT at 20%. However, in accordance with H M Revenue and Customs (HMRC) regulations some bookings may qualify for VAT relief.

Credits will automatically be issued should the London Borough of Barnet deem it necessary to cancel a team's game (information about pitch playability is covered under the section headed 'Pitch line').

If a team finds that on the day their pitch is unplayable then the team should apply to the Lettings Office for a credit. Credits are issued at the discretion of the Lettings Office and are not given for the following:

- Dates falling on public or bank holidays, or dates that the team decide they do not require the pitch
- Games cancelled by teams/referee's due to bad weather
- Credit requests received more than 14 days after the cancellation

Please note that the credit requests must be made by e-mail to the Lettings Office, and within 14 days of the scheduled date of play. On receipt of your written request an acknowledgement of your credit request will be sent to you. If an acknowledgement is not received within 14 days then please contact the Lettings Office. It is the team's responsibility to ensure that the written acknowledgement has been received and to retain it until it is used. Credits must be used in the current season or extension

period (if one is deemed necessary). Unfortunately, they can not be carried over to the following season (under usual conditions). Please contact the Lettings Office to check for availability.

### **Pitch Line**

The pitch line numbers are 020 8359 7328 or 020 8359 7329 or the information can also be accessed via the web by using the following link:

[http://www.barnet.gov.uk/info/940377/sports\\_pitch\\_bookings/1048/sports\\_pitch\\_bookings](http://www.barnet.gov.uk/info/940377/sports_pitch_bookings/1048/sports_pitch_bookings)

Pitch line is updated weekly to provide teams with up to date information regarding the playability and condition of pitches for the week's fixtures. The message is updated by Friday 3:30pm. Please do not contact the Lettings Office for this information.

Any team caught playing on a pitch declared unfit will be liable for the full cost of reinstatement and repairs.

### **Pavilions and Pavilion Keys**

Due to Covid-19 pavilions are not currently being provided. If this changes you will be notified separately.

Additional costs associated with the misuse of facilities or equipment will result in fines of £50 being issued to the offending teams. Failure to pay will lead to the withdrawal of permits.

The London Borough of Barnet does not accept any liability personal injury, loss, or damage to personal property whilst on the premises

### **Insurance**

It is essential for all teams playing on London Borough of Barnet pitches to have £2 million Public Liability cover. If teams' insurance runs out during the season then they will have to supply the insurance certificate that covers them for the start of the season and subsequently send the replacement in when it is issued.

### **Penalties**

Fines of £50 will be imposed on any team found playing on pitches not designated to them, or playing when the Local Authority has called off the games. Permits will also be revoked and relevant leagues informed.

Any team wishing to change their dates once they have been issued with an invoice will be charged a £12.34 administration charge per date change (subject to annual increase).

Any teams who cheque is returned by the bank will be charged £62.16 (subject to annual increase).

### **Parking**

All teams must nominate a parking representative who will ensure all home and away teams' cars are parked legally. Vehicles are parked completely at the owner's risk and the London Borough of Barnet does not except any responsibility for them. Vehicles are not permitted on the playing areas under any circumstances, and are only permitted in designated car parks. Any parking restrictions at the time of play should be observed.

### **Players / Visitors Conduct**

All players and visitors are expected to behave in an appropriate manner and must adhere to the points below. Failure to do so will result in the immediate cancellation of the team's bookings and they will be reported to their league for misconduct.

All players and visitors MUST: -

1. Under no circumstances urinate or defecate in public.
2. Behave in an appropriate manner - no physical violence will be tolerated.
3. Not use inappropriate, inflammatory or offensive language. Swearing is strictly prohibited.
4. Remove all litter and debris.

The home team is responsible for making sure that the away team and supporters follow everything that is applicable as outlined in the 'Conditions of Hire' especially the part relating to conduct.

### **Nets and Corner Flags**

These are not provided by the council so teams must bring their own.

### **Training**

Any team wishing to use Barnet's parks and open spaces for training purposes must inform the Lettings Office of the dates and times.

### **Information in Relation to Copthall Bookings Only**

As this site is also the home of Saracens Rugby Club we must take into consideration the congestion when they are playing at home, and work with them to reduce the impact. For this reason, morning teams only, are requested to have their kick offs at 9.30am. We are happy to work with the leagues, if required, but would not be able to accommodate any team who would not be able to adhere to this. Afternoon kick offs are not affected.