

## Seasonal Football – Booking Process and Terms and Condition of Hire 2023-24

### Booking Process

#### **How to Book**

If this is your first time making an online application, you will need to create an account to use the site. The system will remember your details and will store your application and any future applications on your account, allowing you to save and submit at your own convenience. Please ensure that when you are ready to submit that you click on the submit button at the end of the declaration page or your application will remain in 'draft' status and will not be processed.

#### **Technical Support**

If you having difficulty completing an application, please contact Apply4 on 020 3904 4547 or email: [support@apply4.com](mailto:support@apply4.com)

#### **Seasonal Dates:**

Saturday 9 September 2023 to Sunday 31 March 2024.

#### **Booking Fees for 2023/2024**

##### Booking Fees for 2023/24 Season Due by 28 September 26, 2023

All teams are reminded that the booking fees for the 2023/24 season need to be made by the 28 September 2023. If the fee invoices are not paid by that date, your pitch booking will be automatically cancelled, and the pitch will become available to other teams.

If you have any questions, please send an email to [Parkslettings@Barnet.gov.uk](mailto:Parkslettings@Barnet.gov.uk)

#### **Football pitch hire fees for 2023/24**

<b>Football casual adult</b>	<b>Per game</b>	<b>£122.57</b>
<b>Football casual junior</b>	<b>Per game</b>	<b>£60.87</b>
<b>Football season adult (Inc. pavilion)</b>	<b>Based On A 30 Week Season</b>	<b>£1,659.58</b>
<b>Football season junior (Inc. pavilion)</b>	<b>Based On A 30 Week Season</b>	<b>£828.80</b>

#### **Booking Information**

Please note that applying via Apply4 does not mean that your booking is confirmed.

Affiliated clubs will need to provide FA club affiliation numbers were indicated on the application. Along with your application we also require a risk assessment and Public Liability Insurance with a minimum cover of £10 million for the season.

If you are not an affiliated club and cannot provide an FA club affiliation number, you will need to provide additional information along with your Public Liability Insurance

for the season. The additional information includes proof of qualification and First Aid qualification. You will be contacted separately about this.

Once your application has been submitted and approved you will be issued with an invoice for payment. Please use the "pay now" option on the invoice to settle the account. Anyone who cannot pay using this method should contact [Parkslettings@barnet.gov.uk](mailto:Parkslettings@barnet.gov.uk) to make alternative arrangements.

Once payment has been received your permit will be issued along with a map and your booking is confirmed. Permits must be retained by the teams and produced as evidence of your booking should it be requested by a council officer or official.

## **Terms and Conditions of Hire**

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

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

Please clearly state on your application 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.

### **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 'Event app 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 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.

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 'Playability').

If a team finds that on the day their pitch is unplayable then the team should apply to [parkslettings@barnet.gov.uk](mailto:parkslettings@barnet.gov.uk) for a credit. Credits are issued at the discretion of the Lettings Office. Credits 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 credit requests must be made by e-mail to the [parkslettings@barnet.gov.uk](mailto:parkslettings@barnet.gov.uk) , 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 [parkslettings@barnet.gov.uk](mailto:parkslettings@barnet.gov.uk) . 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 cannot be carried over to the following season (under usual conditions). Please contact [parkslettings@barnet.gov.uk](mailto:parkslettings@barnet.gov.uk) to check for availability.

## **Playability**

Information on the playability of the pitches will be posted on [Sport pitches | Barnet Council](#) under the heading "Latest Pitchline Update".

The website will be updated by Friday at 3.30pm if any matches have to be called off, for example as a result of the playability of the surface.

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

## **Pavilions and Pavilion Keys**

Teams must vacate the facilities within 60 minutes of the game finishing, and 30 minutes before parks close (parks close at dusk).

**Teams must leave both changing facilities and pitches in a reasonable condition. No boots are to be cleaned in the sinks or showers. No portable appliances can be used in the pavilions which have not been subjected to P.A.Testing.**

Teams are responsible for the opening and closing of the pavilions. It is essential that teams make sure that all windows and doors are secure, and that lights are turned off before leaving.

When requested to do so, teams will be asked to attend designated key sessions to collect pavilion keys, prior to the start of the season. Teams will need to bring in deposit cheques (all payable to the 'London Borough of Barnet') and undated as directed. The cheques are as follows:

- £50 cheque – for the key. If the key is lost or not returned within 2 weeks of the last date of allocated play, then this cheque is banked. Teams are also liable for the cost of the locks etc.
- £100 cheque – for the pavilion. This is banked if teams fail to secure the building or cause damage. This is also retained if teams do not return the keys within 2 weeks of their last allocated dated of play.

Teams who fail to attend the designated key session at the start of the season and wish to collect the keys later will be charged an additional £10 for administration. All keys must be signed for and collected in person.

Keys may be returned via post. The London Borough of Barnet cannot be held responsible for any keys that are lost in the post. Keys must be returned by registered/recorded delivery and be well secured in the envelope.

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 for personal injury, loss, or damage to personal property whilst on the premises.

### **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 £12.84 administration charge per date change (subject to annual increase).

Any cheques returned by the bank will be charged £64.65 (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.

Vehicles are not permitted on the playing areas under any circumstances and must keep off the grass. Vehicles 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: -

- Under no circumstances urinate or defecate in public.
- Behave in an appropriate manner - no physical violence will be tolerated.
- Not use inappropriate, inflammatory, or offensive language. Swearing is strictly prohibited. All players and visitors must abide by the FA Respect Code of Conduct.
- Remove all litter and debris after the match.

The home team is responsible for making sure that the away team and supporters follow everything that is applicable in these Terms and Conditions.

**Teams are responsible for the removal of 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.**

## **Nets and Corner Flags**

These are not provided by the council so teams must bring their own. The council only provides posts.

## **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, and a charge may apply.

## **Information for Copthall Bookings Only**

As this site is also the home of Saracens Rugby Club, we must take into consideration the traffic 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 are not able to accommodate any team who would not be able to adhere to this. Afternoon kick offs are not affected.