



APPLICATION NO: \_\_\_\_\_

# Chobham Recreation Ground Charitable Trust Booking form and Hire Agreement

All Weather Pitch, Recreation Ground, Chobham

The charges are shown on the reverse

Once completed, POST or EMAIL this form to the Recreation Ground Administrator, Parish Pavilion, Station Road, Chobham, Surrey GU24 8AJ, [admin@chobhamparishcouncil.org](mailto:admin@chobhamparishcouncil.org). Please call the administrator on 01276 856633 if you have any questions.

I **APPLY** to hire the All Weather Pitch on:

Day(s) of week	Wednesday
Time(s)	
From (date)	
To (date)	
Number of sessions	
Number of lightcards required for floodlighting (£5 for a one-hour session):	

I **AGREE** to abide by the Conditions of Hire. (Not to be completed by a person under the age of 18)

Name:		Team/Club Name: (if relevant)	
Address including postcode:			
Tel (landline):		Tel mobile):	
Email address:			
I will pay by bank transfer	I will pay by Cheque	(Cheque/bank details will be on your invoice)	
Signed:		Date:	

**Please note that a returnable deposit is required for keys to the playing area of £100.00 for single bookings and £20.00 for block bookings.**

**IMPORTANT information about storing your details:** We will keep a record of your address, telephone number and email address so we can contact you about your booking. We will store this information only for as long as necessary and then the information will be securely destroyed. You can read our full data protection and privacy policies at [www.chobhamparishcouncil.org](http://www.chobhamparishcouncil.org) or we can send a printed copy on request. We will never share your information without your consent.

### Keeping in touch

If you would also like us to use your address to send news and information from Chobham Parish Council and Chobham Recreation Ground Charitable Trust please tick *one or both* of the boxes below. Otherwise leave this section blank.

YES, send me Parish Council and Recreation Ground news by post  and/or email

For office use

[www.chobhamparishcouncil.org](http://www.chobhamparishcouncil.org)

# Charges for hire All Weather Pitch, Chobham Recreation Ground

(Charges reviewed November 2018)

## Playing area (per hour)

	<b>Standard rate</b>	<b>Discounted rate for Chobham residents</b>
Single session	£24.00 +VAT	£20.00 +VAT
Block booking, minimum 10 weeks	£22.00 + VAT	£18.00 + VAT

## **Concessions**

There is a concessionary rate for non-commercial youth groups for young people aged 18 and under.

	<b>Standard concession rate</b>	<b>Discounted concession rate for Chobham residents</b>
Single session	£14.00 +VAT	£12.00 +VAT
Block booking, minimum 10 weeks	£12.00 + VAT	£10.00 + VAT

## **Off Peak – Mondays to Fridays, 9am - 4pm**

Single session	£16.00 + VAT
Block booking, minimum 10 weeks	£14.00 + VAT

There is no additional youth concession or Chobham resident discount for off-peak bookings

## Floodlights

Floodlight cards can be purchased for £5.00 each (1 hour) – collected in advance from the Parish Office on Wednesdays between 9:30am and 12:30pm or at other times by appointment.

## Deposits

For a one-off booking, a refundable deposit of £100.00 is required for loan of a key to the playing area. For block bookings, there a £20.00 deposit is required– available from the Parish Office on Wednesdays between 9:30am and 12:30pm or at other times by appointment.

Hirers are required to read, understand and comply with the full **Standard Conditions of Hire**, which are available as a download on the Chobham Parish Council website ([www.chobhamparishcouncil.org](http://www.chobhamparishcouncil.org)) or by request from the Parish Office.

## **Summary and General Conditions of Hire**

1. The All Weather Surface is available from 8:00am to 10:00pm every day and is subject to existing bookings. The playing area must be clear by 10:15pm.
2. **VAT** applies at the current rate of 20% on all bookings, except for formally constituted clubs or those affiliated to the Football Association. If you believe you are exempt, please call or email to discuss.
3. Players must not try to recover any balls kicked into neighbouring properties. From time-to-time, adjacent landowners will return balls they retrieve from their property to the *Parish Office*. **Clearly mark your footballs** to enable them to be returned to you.
4. The person whose name appears on the application form must be a person over eighteen years of age and will be deemed to be the hirer. The hirer shall be deemed to be the responsible person in charge of the event during any public or private entertainment for which the facility is hired by him/her.
5. Applicants are advised to consider what insurance cover they may need to hold. Evidence of appropriate insurance cover must be supplied to the Recreation Ground Administrator on request.
6. Licensable activities, including the sale or supply of alcohol, are not permitted except as agreed with the Recreation Ground Administrator and at times authorised by licence. Any necessary licence or consent must first be obtained from the relevant authority.
7. The hirer is responsible for carrying out their own risk assessment and ensuring first aid supplies and a means to contact the emergency services are available.
8. All noise must be kept to a suitable level so as to not unduly disturb nearby residents.
9. Chobham Recreation Ground Charitable Trust does not accept any responsibility for injury, damage or loss howsoever caused to any person or in respect of any vehicles, articles or goods brought onto the Ground by the hirer or any other person.
10. All property brought onto the Recreation Ground in relation to the booking is to be removed and litter is to be cleared immediately following the booking.
11. In the event of any damage to any Recreation Ground article or property caused as a result of the booking during the period of hire, the expense of replacing or making good the same shall be borne by the hirer.
12. Charges are at the discretion of the Chobham Recreation Ground Charitable Trust, which reserves the right to decline bookings.