



## Tockwith Sportsfield Trust

### Rules and Conditions of Hire

These conditions apply to all hiring of the Sportsfield Building, Car Park and sport/pitch fields whether in full or in part.

The Hirer shall, during the period of the hiring, be responsible for: supervision of the building or area specified under hire which includes the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the facility whatever their capacity.

The Sportsfield Trust holds a number of facilities which are independently hireable from one another.

**A) Upstairs room and kitchen – hire of this area includes sole use of the room and kitchen area, tables and chairs. Toilet and lobby use is shared as is car parking facilities.**

**B) Sports field and changing areas – include sole use of marked sports pitches and field area immediately surrounding and all changing room facilities. Toilet and lobby use is shared as is the car parking facilities.**

**C) Sports Building and Sports Field in its entirety. Sole use of all areas**

#### CONDITIONS OF HIRE

1	The Hirer shall not use the building or premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the building or allow the building to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the anything which may endanger the same or render invalid any insurance policies in respect thereof.
2	A let application form should be completed and signed by the person responsible for the function. The hirer shall have the use of the premises during the hours agreed and shall vacate the premises promptly at (or before) the end of the hiring period stated on the booking.
3	Following your hire period the building will be inspected and any damage or cost of additional cleaning will be charged to the hirer.
4	<b>Licences.</b> <b>Alcohol</b> Alcohol may be drunk on the premises if it is provided free of charge. The Sportsfield is not licensed for the sale of alcohol. If alcohol is to be sold at a function a licence must be applied for and can be obtained from Harrogate Borough Council Licensing Team. A valid copy of the licence must be provided prior to use of the premises. The Bookings Officer must be advised as there is a limit on the annual number of licences allowed for these premises. If the licence is not granted then alcohol may not be sold on the premises.

	<p><b>Fireworks</b></p> <p>The Sportsfield is not licensed for fireworks displays. The setting off of fireworks is not permitted unless with the prior authorisation of the Sportsfield Trust. Anyone wishing to set off fireworks must produce full relevant insurance to cover the event together with appropriate certification for the responsible person(s) and authorisation from Harrogate Borough Council Licensing Team. The storage of fireworks on the premises is not permitted.</p> <p><b>General</b></p> <p>All statutes, statutory regulations and byelaws pursuant to the Betting and Gaming, Music and Dancing, Theatres, Cinematography Exhibitions Act must be observed and the Committee shall be indemnified against any infringement of the said regulations and byelaws. Where any licence is required by the hirer for any purpose, the hirer shall make all arrangements and pay all the costs in connection therewith.</p>
5	<p><b>Insurance</b></p> <p>It shall be the responsibility of the hirer to effect adequate “public liability insurance” to cover risk arising out of the use of the premises by the persons or organisations named on the hire agreement. Tockwith Sportsfield Trust shall bear no responsibility or liability for any injury of damage to persons or property arising from the use of the facility, howsoever caused.</p>
6	<p><b>Maximum occupancy</b></p> <p>There is a limit to the number of persons permitted within the building at any one time. Should you intend to have more than 80 people in the building you must complete a written risk assessment demonstrating additional precautions you intend to take to ensure the safety of everyone in the building and a safe means for their evacuation in the event of fire. A copy of your risk assessment must be provided to Bookings Officer prior to the use of the premises.</p> <p>Help with your risk assessment can be obtained from the North Yorkshire Fire Officer by telephoning 01904 625272.</p>
7	<p>Anyone hiring the hall for parties with a disco, or activities that use music or other potentially loud activities must be aware that due to the proximity of adjacent housing, users are asked to be considerate in keeping noise levels to an acceptable standard. Should any justifiable complaint be received about noise levels or failure to respect the surrounding residents may cause the event to be stopped and future hire of the facilities may be cancelled or prevented.</p>
8	<p>The use of BBQs is strictly forbidden without prior notification. Should the use of BBQs be agreed hirers must ensure they are suitably sited away from the building and amenities and fully extinguished and cooled prior to their departure.</p>
9	<p>Kitchen facilities may be used for the preparation of food. You will need to provide your own consumables and tea-towels. Before leaving, please make sure that all used equipment, cutlery, crockery etc is cleaned and put away. The fridge and freezer must be emptied at the end of your hire session.</p>
10	<p>Permission for the use of Bouncy Castles and the like must be sought from The Sportsfield Trust in advance of the event and agreement of booking. The Sportsfield Trust accepts no responsibility or liability whatsoever for any incident arising from the use of bouncy castles in internal or external areas. The hirer must ensure that appropriate and sufficient public liability insurance is provided to the Bookings Officer prior to the event.</p>

11	Smoking is not permitted anywhere in the building. This includes e-cigarettes and vapes.
12	<p>The building shall be left in a clean, tidy and undamaged condition after the hire period. Any damages or breakages must be reported to the Bookings Officer immediately so that repairs or replacements can be organised for subsequent users of the building.</p> <p>Refuse, <b>including all food waste and used nappies</b> must be sealed in bin liners and placed in the large bin located in the car park. Fresh bin-liners are located in the cupboard under the sink.</p> <p>Bottles and cans and other items that can be recycled should be taken home with you for re-cycling. A mop and bucket and vacuum cleaner are located in the boiler cupboard. Please make use of them as necessary when cleaning up.</p>
13	Nothing shall be hung or lodged against or suspended from the internal walls and nothing shall be nailed, pinned or stapled to the walls or floors and no external decoration, flags, emblems or notices will be permitted without the sanction of the Booking Officer. Care should be taken when using decorations with a transferable dye or sticky fixings. Any damage caused to the hall walls, floors and furnishings or decorative surfaces will be chargeable.
14	All portable electrical appliances that you bring to the building <b>must</b> have a current PAT certification.
15	Hirers must not cause annoyance, harassment, obstruction or nuisance to adjoining occupiers or hirers of other areas of the building or sports fields.
16	Users of the sports fields must also notify the Trust of any damage whether accidental or deliberate that may affect the pitches suitability for use thereafter. This includes but is not limited to, damage of nets, or goal posts, wearing a way of marked lines, waterlogging or damaged turf.
17	Sports field users should pay extra attention to the avoidance of treading mud through the internal facility, shoes/boots should be wiped/scraped clear of mud before entering internal areas. Studded football boots are not allowed upstairs.
18	Activities detrimental to the condition of the sports field are not permitted. e.g., digging, bonfires or similar. Any equipment should be fully removed from the sports field after use. Particular focus should be paid to remove any article that may cause harm to other users (e.g., tent pegs or similar) or to groundskeeping equipment.
19	No animals shall be allowed on the premises, other than personal assistance dogs.
20	<p>Before vacating the building, please check that;</p> <ul style="list-style-type: none"> <li>• All external doors and windows are securely closed</li> <li>• All electrical equipment (cooker, kettles, etc) have been switched off</li> <li>• The fridge door is properly closed.</li> <li>• All lights (excluding emergency lights) have been switched off.</li> <li>• All heaters are switched off</li> <li>• Chairs/tables are stacked in their allocated zones</li> </ul>

21	<p>Emergency exits are signposted and fire-action signs are posted beside each. It is the responsibility of the Hirer to manage the safe evacuation of the building. We ask that the Hirer;</p> <ol style="list-style-type: none"> <li>a. familiarises him/herself with the location of all the fire-call points, fire-fighting equipment and emergency exits</li> <li>b. ensures that all emergency exits are kept clear at all times and that a safe route is maintained to each,</li> <li>c. where practicable, keeps a list of the people in the building.</li> </ol> <p>In the event of a fire ensure that all persons are out of the building and accounted for. The fire assembly point is the car park</p> <p><b>Call the Fire Service - Tel: 999</b></p> <p>Do not re-enter the building unless advised it is safe to do so by an officer of the Fire Service.</p>
22	<p>The Sportsfield Trust reserves the right to amend its charges at any time up to the date of payment. It also reserves the right to cancel bookings in the event of any essential remedial works or compulsory closure, in which case the Hirer shall be entitled to a refund of any deposit already paid. In the event that the building or grounds or any part thereof being rendered unfit for the use for which it has been hired the Management Committee shall not be liable to the Hirer for any consequential loss or damage caused whatsoever.</p>
	<p><b>Helpful Information</b></p> <ol style="list-style-type: none"> <li>1. Address: <b>Tockwith Lane, Tockwith, York, YO26 7PX</b></li> <li>2. What Three Words: <a href="#"><u>opened.grape.inflamed</u></a></li> </ol>

## FOR YOUR RECORDS:

<p>Your bookings officer is:</p> <p>Name: Dave and Rob Wilson  Telephone: 01423 358210  Email: robwils36@gmail.com</p>	<p>In the unlikely event you are unable to contact the bookings officer please contact;</p> <p>Name: Sue Corbett  Telephone: 07805 447885  Email: suecorbett99@gmail.com</p>
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