

# PITCHSIDE

& Courtside: Stanhope Road, Ashford Kent, TN23 5RW

## TERMS AND CONDITIONS OF HIRE

### 1. VENUE

- a) In all correspondence, leaflets, posters etc the venue must be referred to as 'Pitchside' and the address on all correspondence should be as at the top of this page.
- b) All advertising used for the promotion of all events held at Courtside **MUST** receive prior approval of the Facility Manager, who reserves the right to refuse to exhibit such promotional literature.

### 2. APPLICATIONS

- a) All applications for hire must be made in writing on the official booking application form. The person making the application will be deemed as the responsible hirer and therefore liable to terms and conditions. The application only becomes a booking when it is confirmed in writing.
- b) We reserve the right to refuse any booking at our discretion.

### 3. CANCELLATIONS

*By the hirer:*

- a) The following charges will apply:

|                          |                       |
|--------------------------|-----------------------|
| Less than 2 weeks notice | 100% of costs payable |
| 2 – 4 weeks notice       | 50% of costs payable  |
- b) Cancellations must be made in writing and charges will be enforced unless stated otherwise by the Facility Manager.

*By the venue:*

- a) We reserve the right to close or prohibit the use of any facility at the venue at our discretion, and therefore will not be liable for loss of expenditure incurred on behalf of the hirer.
- b) If the event is cancelled due to matters out of the Council's control then any charges already paid by the hirer will be refunded.

### 4. CHARGES

- a) *Special Events* - 50% of the balance should be paid 3 months prior to the event with the remaining balance paid 1 month prior. In the event of late applications (less than 1 month prior to the event) full payment will be requested at the time of booking.
- b) *Contract bookings* – All charges must be paid within 7 days of receipt of the invoice. Invoices will be sent out in accordance with booking agreement and prior to hire.
- c) *Set up and clear away* – All bookings include a set up and clear-away time slot.
- d) *Removal of hirer's equipment* – Any equipment brought to an event or booking by the hirer must be removed from site within 1 hour of the event ceasing (unless prior arrangement has been made with the Facility Manager), failure to adhere to this may result in extra fees being incurred.
- e) *Payment* – all cheques must be made payable to 'Ashford Borough Council'. Charges will include VAT where applicable.

### 5. EQUIPMENT / ADMITTANCE

- a) An up to date PAT certificate must cover all electrical equipment brought on site by the hirer. Copies of all certificates must be provided to the venue at least 14 days prior to the event. Failure to provide such information may result in the event being cancelled.
- b) No equipment shall be fixed or fastened to any part of the furniture or furnishings at the venue. Any damage to the venue's property must be reported to the Facility Manager and, the hirer will incur costs for repair.
- c) Any specific hire of equipment must be identified at the time of booking and any relevant charges will be added to the invoice.
- d) Dogs and other animals are not permitted at the venue (except guide dogs), unless authorised by the Facility Manager.
- e) The maximum number of persons admitted to each part of the venue must not exceed the number stated on the booking form.
- f) We reserve the right to refuse admission or evict any person from the venue at any time.
- g) The Facility Manager or relevant centre staff and emergency services will have full access to and from the venue throughout the duration of the hiring.

### 6. SUPERVISION AND FIRST AID

- a) No event may start until the hirer or designated supervisor as identified on the booking application form is in attendance at the venue.
- b) The hirer is responsible for:  
The administration, organisation and running of the event, for which the hire is to accommodate.  
Leaving the premises clean and tidy to the satisfaction of the Facility Manager or their representative (this includes outside areas and changing facilities)  
Having sufficient and qualified stewards and officials to control the persons attending the event.

### 7. OTHER BOOKING CONDITIONS

- a) The right to use the venue it's facilities and equipment hired is not transferable and must be used for the purpose stated on the booking application form only.
- b) Hirers will ensure all event users adhere to the Venue Rules (printed overleaf) and to the health and safety notices at the venue.
- c) Any catering requests must be discussed at the time of booking with the administrations officer.
- d) See Venue Rules for other booking conditions.

## 8. SPECIAL CONDITIONS RELATING TO PITCHSIDE HIRE

- a) Only Players and bona fide Coaches are allowed on The 3G Pitch. ALL spectators must stay outside the white lines of the 3G pitch but they may spectate from inside the fences.
- b) Footwear. Moulded football boots are the most suitable type of footwear for 3G artificial surfaces. Astro trainers are also allowed. Screw in boots and blades are not allowed. It is the hirers responsibility to ensure all players are aware of this condition. Muddy boots are not allowed on the 3G pitch and players should not be training on the grass pitches and then going on to the 3G.
- c) No food and no chewing gum is allowed to be consumed on the 3G pitch.
- d) Pitchside is a No Smoking venue
- e) If you need to move goalposts please do so with care. A minimum of 2 persons are required to move goals. Only Over 16s may move goalposts.