

## Ravenfield Parish Council

Ravenfield Parish Hall, Birchwood Drive, Ravenfield, Rotherham, S65 4PT

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# Ravenfield Parish Council Recreational Grounds Booking Form

Hirer Name/Club:	
Address:	
Contact Name:	
Telephone Number:	
Email Address:	
Start Date:	
Finish Date:	
Start Time:	
Finish Time:	
Purpose of Event:	
Estimated number of people involved:	
<b>Recreational Ground Hire:</b>	(Please tick your selection)
Hollings Lane Football Pitch	
Hollings Lane Recreational Grounds	
Jubilee Field	

### Additional Requirements

Any other requirements must be agreed prior to booking.

Ravenfield Parish Council will assess submitted booking forms, and provide a cost for hire. Depending on the nature of hire, Ravenfield Parish Council may stipulate that the hirer obtain an appropriate license from Rotherham MBC.

**Please Note:** Ravenfield Parish Council Recreational Grounds are public open spaces. Ravenfield Parish Council cannot restrict public access at the time of your hire.

All Terms and Conditions set out below must be adhered to and may not be varied without our written agreement. The "Hirer" shall be the person making the application for a letting, and this person will be personally responsible for all aspects of the letting and payment of all fees or other sums due in respect of the letting.

### Status of the Hirer

**Lettings will not be made to persons under the age of 18, or to any organisation or group with an unlawful or extremist background.**

The hire agreement is personal to the hirer only, and nothing in it is intended to have the effect of giving exclusive possession of any part of the recreational grounds to them.

Any adults working with children must be qualified through a recognised, appropriate body.

### Safeguarding

Ravenfield Parish Council require all clubs and community users to confirm that all adults working with children have a current DBS Certificate and are able to provide details of the clubs safeguarding policy.

### General

No failure or delay by us in exercising any of our rights under this contact shall be deemed to be a waiver of that right. In the event of circumstances beyond our control resulting in us being unable to provide our services, we shall have no liability in respect of any losses or damages arising directly or indirectly from such circumstances.

### Statutory Legislation

Any equipment brought onto Ravenfield Parish Council Recreational Grounds by you, guests or third party contractors will be held to comply with all statutory requirements including Health & Safety regulations and to provide liability insurance, commensurate with the risks involved.

### Behaviour

The Hirer shall be responsible for ensuring the preservation of good order for the full duration of the letting and until the recreational grounds are vacated.

### Public Safety

The Hirer shall be responsible for providing adequate supervision to maintain order and good conduct, and – where applicable – the Hirer must adhere to the correct adult/child ratios at all times.

### Own Risk

It is the Hirer's responsibility to ensure that all those attending are made aware of the fact that they do so in all respects at their own risk.

### Furniture and Fittings

Furniture and fittings shall not be removed or interfered with in any way. No fittings or decorating of any kind necessitating drilling, or the fixing of nails or screws into fixtures, are permitted.

**In the event of any damage to premises or property arising from the letting, the Hirer shall pay the cost of any reparation required.**

### Grounds

No Markings may be made on the grass of the recreational grounds or hard areas without prior permission.

### Key Holding

Should a key be required to enter the recreational grounds a £50 refundable deposit per key will be required. The key is available from the Clerk in advance of the event and must be returned within 7 days of the end of the hire period. The gates must be kept locked at all times. Please contact the Clerk 48 hours prior to your booking to arrange entry.

### Electrical Equipment

Any electrical equipment brought by the Hirer onto the recreational grounds **MUST** have a certificate of safety from a qualified electrical engineer. The intention to use any electrical equipment must be notified on the application.

### Car Parking Facilities

There are no car parking facilities. Ravenfield Parish Council encourage visitors walk to the recreational grounds, and ask that visitors parking on the surrounding roads, park considerately and safely.

### First Aid Facilities

It is the Hirer's responsibility to make their own arrangements, such as the provision of first aid training for supervising personnel, and the provision of a first aid kit, particularly in the case of sports lettings.

### Litter

All litter must be placed in the bins provided.

### Intoxicating Liquor

No intoxicants shall be brought on to or consumed on the recreational grounds, unless under the direct supervision of the licensee (licenses application must be obtained from Rotherham MBC, and copies shared with Ravenfield Parish Council).

### Sub-letting

The Hirer shall not sub-let the premises to another person.

### Charges

Hire charges are reviewed annually.

### Payment of Charges

Events for one day must be paid for in advance. All other charges must be paid within 28 days of the issue of invoices. The Invoice will be sent to the address given on the booking form at the end of the booking period. No other payments shall be made other than through the invoice procedure.

In the event of late payment, Ravenfield Parish Council shall be entitled to charge a late payment fee equivalent to one hour's hire which will be levied on the next invoice.

### **Payments can be made by BACS , Cash or Cheque.**

**BACS** - payment details:

Account Name: Ravenfield Parish Council

Sort Code: 60-83-01

Account Number: 20449094

**CASH** – to be left with the Caretaker at the Parish Hall.

**CHEQUES** - to be made payable to Ravenfield Parish Council.

### Variation of Scales of Charges and Cancellations

The Hirer acknowledges that the charges given may be increased from time to time (they will be reviewed by Ravenfield Parish Council on an annual basis) and that the letting may be cancelled, provided that in each circumstance at least 28 days' notice either way is given. Should you cancel your booking within 7 days of the start date of your booking, there will be a 100% cancellation fee.

### Data Protection Privacy Notice

The information you provide us with is used solely for dealing with the hire agreement, arrangements, invoicing, and for emergency contact in case of loss of facilities. Data will only be retained whilst the hire agreement is current.

I have read and understood this agreement and the general rules governing usage and agree to abide by this hire agreement.

Signed by: (Print Name)	
Signature:	
Date:	