

Cedar Hall School Artificial Grass Pitch Booking Form

Thank you for your interest in booking Cedar Hall's Artificial Grass Pitch. It is important you read the conditions on page 2 before completing this form.

	7 a side (Full Pitch)	5 a side (half pitch)
Off Peak Per Hour – (Winter)	£40	£20
Peak per Hour – (Winter)	£60	£30
Off Peak Per Hour – (Summer)	£30	£20
Peak Per Hour – (Summer)	£50	£25
School Holidays	£30	£20

Concessions to football clubs who have achieved FA Charter Standard status: 5% discount per hour reduction

Off Peak Times: Monday to Friday until 5.00pm

Peak Times: Monday to Friday 5.00pm-9.00pm, Saturdays 9.00am-8.30pm and Sundays 10.00am-6.30pm

Seasons:

Winter: 1st September to 31st March inclusive

Summer: 1st April to 31st August inclusive

Holiday: Relates to daytime school holiday periods only e.g. half terms/Easter/Summer/Christmas breaks.

Block bookings will be for an agreed continuous period. 5% discount for block bookings of 10 weeks.

Contact Details

Name of your club/group/organisation: _____

Circle all relevant age groups: U9s U10s U11s U12s U13s U14s U15s U16s U17s U18s Adults

Main Contact for booking purposes:

Name: _____

Address: _____

Post code: _____ Email: _____

Contact Tel. No Daytime: _____ Contact Tel. No Evening: _____

Position held in club/group e.g. secretary: _____

Please state clearly the days, times and number of pitch sessions required

1 x 7 a-side pitch 1 x 5 a-side pitch

Casual Booking: - Day _____ Date: _____

Block Booking: - Day _____ First Date: _____ Last Date: _____

No of weeks: _____

Declaration

Coaches/Volunteers with U16 teams must hold current disclosure check and appropriate level of qualification. A copy of the hirer's Child Protection Policy and relevant Insurance details are also required. Evidence provided with booking form: YES/NO

Signed: _____ Date: _____

By signing this form you agree to be bound by the terms and conditions as detailed below and on the school website.

Cedar Hall School – Artificial Grass Pitch Terms and Conditions

Payment Information

Cheques should be made payable to "Cedar Hall School AGP".
Please write your club/Group/Organisation name and Date of Booking on the back of the cheque.
Cash payments – you may pay by cash at Cedar Hall School (by prior arrangement only)

Disclosure / Qualification

All adults either coaching or helping with junior teams must hold a current enhanced disclosure check and appropriate level of qualification. You must provide evidence of both disclosure and qualification, as well as a copy of your Child Protection Policy and Insurance, **at time of booking** for all adults involved or **your booking will not be accepted**.
If any additional coaches/helpers become involved, you must provide evidence for them prior to them becoming involved. This is your responsibility.

Payment of Charges / Cancellations:

Payments can be made by cheque or cash.
All casual bookings (defined as bookings amounting to less than 10 weeks) must be paid at the time of booking.
All block bookings (defined as 10 or more), must pay a deposit of 10% at the time of booking and the balance must be paid at least 3 weeks before the date of the first booking. This deposit is not refundable unless the school is able to find an alternative booking for any dates.
In the event of full payment not being received within the 3 week time period specified above, the person making the booking will be advised that unless payment is received with 72 hours the reservation for all dates within the block will be cancelled. The original deposit is not refundable unless a replacement booking is found for all the dates within the block.
If a club pays by cheque and the cheque is dishonoured, the person making the booking will be advised of the situation and given 72 hours to make payment in cash.
The pitch supervisor will be advised of any teams where a valid payment has not been made, and in the event of the team arriving to play will refuse them use of the pitch.
Any club or person who makes a booking where a cheque payment is dishonoured on more than 2 occasions will be advised that all future bookings must be paid by cash.
In the event of any user having an outstanding payment the operator of the pitch (Cedar Hall School) reserves the right to take appropriate action including debt recovery action to secure payments. This action will incur additional costs which will be added to any outstanding payment
If the booking is cancelled by the user a refund will only be made if the operator is able to make an alternative booking.
Occasionally it may be necessary to cancel a booking due to unforeseen circumstances such as severe weather. In such situations we will either refund your booking fee or try to make an alternative booking for you.
Any damage to the pitch its surroundings or any other area or item owned by the school will be charged to the relevant user / club and an additional charge may be made to cover any costs incurred by the school.
Receipts will only be issued for cash payments
Cedar Hall School is not VAT registered

CRB and Insurance:

All teams involving Junior players (under 16 years of age), must supply a copy of all disclosure checks for all adults who will be present at the time of booking, and for non-casual bookings a copy of the clubs Public Liability Insurance.

Pitch Changeover:

All bookings are for 55 minutes use of the pitch, thus allowing a 5 minute period to vacate the pitch and for the next users to prepare.

Liability:

Cedar Hall School its agents and representatives will not be held liable for any accident to person(s) or loss of property by any person or organisation during or in connection with bookings at the school. Hirers are responsible for arranging their own insurance for personal accidents, third party claims, any loss or damage to the school grounds playing fields, buildings, fixtures and fittings, furniture resulting from the booking.

Other:

For the benefit of all users we would ask that you do not smoke, drink alcohol, use abusive language or urinate on or around the school grounds. Dogs are not allowed on the premises.

The school playground equipment is for the use of the pupils only.

We would also ask that no litter or other rubbish is left on the school premises, and that due consideration be given to those living adjacent to the school.

Players and those using the pitches should wear astro trainers or moulded studs. **NO METAL STUDS**