

Sports Pitch Hire Application Form



Available pitches

	Comments
Bayham	Football pitches – 5v5, 7v7, 9v9, Bayham 1 (11v11) and Bayham 5 (11v11). Cricket pitches – junior and adult.
Cadogan	Football pitches – Cadogan 1 (pavilion end) (11v11) or Cadogan 2 (11v11).
Colebrook	Football pitches – 7v7, 9v9 or 11v11.
Hawkenbury	Football pitches – Mini, junior and adult. Astro turf. Cricket pitches – junior and adult.
Hilbert	Football pitches – Lower (11v11) and Upper (11v11) pitches.
Nevill	Cricket pitches – Main Ground – junior and adult, Upper Ground – junior and adult.
Rusthall	Football pitches – 9v9, Rusthall 2 (11v11) and Rusthall 3 (11v11).

Please indicate the ground and pitch (by name or number) you require in the box(es) below:

Pitch size	Bayham	Cadogan	Colebrook	Hawkenbury	Hilbert	Nevill	Rusthall
5v5/mini pitch							
7v7							
9v9							
Junior							
11v11							
Astro turf 1/3							
Astro turf 2/3							
Whole Astro turf							
Cricket 19yds							
Cricket 21yds							
Cricket 22yds							

Booking Details

Day/date of hire: Required start of hire/match:

Applicant Name:

Club/Company Name:

Email:

Telephone Number:

Address:

Postcode:

(If your booking is a weekly/fortnightly 'rolling' booking please indicate the day and time only)

Number of participants:

Adults Children

I have read and understood the terms and conditions of the Hire Agreement overleaf and I agree to comply with them.

Signed

Print Name

Date

Your booking will be confirmed by email or telephone.

Payment:

Regular users who have a customer account set up with TWBC will be invoiced monthly in arrears.

New/one off users must pay in advance of using the facilities as the receipt of payment must be shown to the grounds staff before you will be allowed to play/use the facilities.

How to pay:

Online visit www.tunbridgewells.gov.uk/pay and select the Invoices option. You will need your invoice number to make payment

In person at The Gateway, 8 Grosvenor Road, Tunbridge Wells TN1 2AB – Cash, Debit or Credit card. Please quote your invoice number or the sports booking you are paying for. The Gateway staff will be able to assist you.

By Phone – 01892 554031 or 01892 554135 – Debit or Credit card. Please quote your invoice number or the sports booking you are paying for.

By Post – Parks Team, North Farm Depot, North Farm Lane, Tunbridge Wells TN2 3EE – By cheque only. Please include details of the date, time and name of booking.

The grounds staff cannot accept payments.

Conditions of Hire:

1. Venue
All correspondence, should be addressed to; Parks Department, North Farm Depot, North Farm Lane, Tunbridge Wells, Kent TN2 3EE.
2. Application
Any application for hire must be made in writing before confirmation can be agreed.
3. Charges
Charges for the facilities shall be as laid down, TWBC reserving the right to vary them without notice. Our prices increase annually on 1st April each year.
4. Cancellation of booking
 - a. All cancellations from the hirer must be in writing, via email or contacting the North Farm Depot on 01892 554031.
 - b. If cancellations are received less than 48 hours before the hire date (and TWBC are unable to re-let), a cancellation fee of 100% will be charged.
 - c. Cancellation by TWBC; TWBC reserves the right to close or prohibit the use of any facilities at its discretion. All monies paid in respect of a booking, cancelled in accordance with this condition will be refunded, but TWBC will not be liable for any other expenditure incurred or loss sustained directly or indirectly by the hirer, arising from the cancellation.
5. Indemnity
The use of the facilities or any parts thereof is entirely at the risk of the hirer and TWBC accepts no responsibility for any loss, claims, actions, demands, proceedings or costs arising out of any claims made by the hirer or against the hirer by a third party. The hirer shall indemnify TWBC against any such claims, actions, demands, proceedings or costs which may be brought against TWBC arising out of or incidental to the hire of the facilities and equipment.
6. Insurance
All clubs must supply a copy of their insurance cover with their booking form.
7. Structural Alterations
The hirer shall not carry out any alterations to the facilities, nor shall they fix or make fixings (including tape and ties) for any apparatus, equipment or decoration without the prior permission from TWBC.
8. Damage
The hirer agrees to pay to TWBC on demand the cost of repairing or making good any loss or damage to any apparatus, equipment or decoration (fair wear and tear exempt) arising out of or incidental to the hiring.
9. Supervision
The hirer is to be responsible for:
 - a. The administration, organisation and hiring. Special arrangements can be made with the management where help is required.
 - b. The supervision and control of all visitors, spectators and officials.
 - c. Leaving all premises including changing rooms, toilets, showers and pitch/ground as clean and tidy as possible.
10. Transferable
The right to use the facilities or the equipment is not transferable.
11. Broadcasting
No hirer shall grant newspaper, sound or television broadcasting or filming rights without prior written consent of TWBC. If such consent is given TWBC reserves the right to be party to any negotiations and to the terms and conditions of any agreement reached and to share any income and publicity derived there from.
12. Arrival of Guests/Spectators
All guests/ spectators should also comply with the conditions of hire.
13. Nets and Corner flags:
Nets and corner flags are supplied by TWBC. It is the home teams responsibility to erect these.

For further information contact the Parks Team:

01892 554031

parks@tunbridgewells.gov.uk