



Attlee Youth & Community Centre

5 Thrawl Street
London E1 6RT

Tel – 020 7375 3212

Email – facilities@attleeycc.org.uk

Website – www.attleeycc.org.uk

CONDITIONS OF PITCH HIRE

Football * Hockey * Netball * Basketball

General Conditions relating to hire of Attlee Youth and Community Centre (AYCC) outdoor sports pitches and training areas. These conditions should be read in conjunction with any special conditions relating to the sports concerned.

If you have any queries at all please contact the AYCC.

1. Method of Hire

- (a) Bookings for the use of AYCC pitches and training areas should be made to the AYCC office, on the official booking form. The acceptance of this form does not constitute a contract unless the hirer receives written confirmation from AYCC.
- (b) AYCC reserves the right to refuse a booking. Reason(s) for the refusal will be given.
- (c) All hirers of AYCC pitches or training areas, must pay for their hire in advance of use.

2. Method of Payment

Payments must be made via BACS transfer or by cheques payable to The Attlee Foundation. Payment for one-off and block bookings must be made, at least, 10 working days in advance of and for the entire length of the booking.

AYCC reserves the right to amend the scale of charges at any time without prior notice.

3. Deposit

The hirer will be required to provide a refundable security deposit of £50 (cheques) on arrival at AYCC to cover any damage or loss of equipment provided. The deposit will be returned once the equipment and premises have been checked by a member of the AYCC staff, at the end of the booking.

4. Proof of Booking

When using AYCC pitches or training areas hirers must have proof of booking. Failure to produce proof may result in time lost on the hire.

5. Equipment

AYCC can provide equipment for football, basketball and netball if required. Should the hirer wish to play hockey, they will need to provide their own equipment.

AYCC will not store any equipment on the premises without prior approval. Where approval is given, no responsibility is accepted by AYCC for any loss or damage to equipment resulting from such storage.

6. Parking

There are no provisions for parking at the AYCC.

7. Cancellation

(a) Block bookings

Should a hirer wish to cancel a block booking, the AYCC office must be informed in writing within **10 working days** of the start of the booking. Failure to comply will result in no refund of fees being made.

If a hirer is unable to use the allocated pitches or training areas through very bad weather AYCC will try to reallocate the lost games as quickly as possible.

(b) One-off bookings

Should a hirer wish to cancel a one-off booking the AYCC office must be informed in writing within **5 working days** of the start of the booking. Failure to comply will result in no refund of fees being made.

For both block and one-off hires AYCC shall not be liable for any financial or other loss or damage suffered by the hirer where the hire is cancelled or rendered impossible by reason of very bad weather, accident, strike, lock out or other like causes or because of events beyond AYCC's control.

The hirer shall indemnify AYCC and their staff in respect of all claims, damages, penalties, costs, expenses and demands made against or incurred by AYCC arising out of or in any way connected with the hiring.

8. Specific Conditions

- (a) All pitches may only be used when in a fit condition and any decision as to the condition of the pitch shall be left to AYCC whose decision shall be final and binding.
- (b) The hirer shall be entirely responsible for taking due care and attention for the protection of children and vulnerable adults in their party on the pitches and in the changing rooms.
- (c) The hirer must make suitable provision for the proper supervision of their event, and persons, Clubs and Organisations must take all precautions necessary to ensure that there is no danger, inconvenience or annoyance to other users or members of the public.
- (d) The hirer accepts full liability for any accident arising from the use of the pitch and/or changing rooms, also for all damage which may be done therein or thereon by members of their party. AYCC will bill the hirer for any such damage and the cost of repairs.
- (e) The hirer is responsible for ensuring that the pitch/changing rooms (including showers and toilets where applicable) are left in a tidy condition.
- (f) Changing rooms will be opened before play and locked up after hirers have changed. In the interim period the hirer must provide his own protection for property or goods brought, deposited or left in the dressing rooms, as no responsibility can be accepted by AYCC in respect of any damage to or loss (including theft) of any property so deposited or left. Lockers are provided at a cost of £1.
- (g) No responsibility will be accepted by AYCC for any property brought, deposited or left on the pitch and the hirer must provide their own protection in respect thereof as set out in Clause (f) above.
- (h) The changing rooms must be vacated as soon as possible after play.
- (i) The AYCC office must be notified immediately of any change of the hirer's contact details.
- (j) Extension of games may be allowed if approval is first obtained from the AYCC office and the appropriate hire fee paid.

9. Complaints

Any complaint in respect of any arrangement connected with the letting or use of the facilities should be made in writing to AYCC in accordance with the Complaints Procedure as set out below.

10. Complaints procedure

AYCC is committed to continual improvement of its services and facilities. It recognises that complaints are an important tool for addressing problems and will endeavour to ensure that all complaints are investigated and acted upon fairly.

Complaints can be raised with any member of staff, either verbally or in writing. The member of staff will either respond or refer the complaint to a more senior member of staff for investigation. Following investigation, a response will be made in writing setting out the nature of the complaint, the outcome of the investigation and any proposed actions as a result of the complaint.

If the complainant is not satisfied with the response the person dealing with it should refer the complaint to the Director.

Any complaints that cannot be satisfactorily resolved by the Director will be referred to the AYCC Board of Trustees whose decision will be final.

11. Further information

Please contact Stella Camara/Tania Shaikh at AYCC for further information.



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AYCC Sport Pitch Booking Form

Completion of this form does not give permission for use. Agreement for use, with terms of hire, will be given in writing to the person making this application if approved.

Full Name of Applicant _____
 (Block capitals, state whether Mr Mrs Miss or Ms)

Organisation _____

Address _____

Main contact number _____

Main email address _____

Day	Dates (from – to)	Times (from – to) Inclusive of preparation and clearing away	Sport Football, Hockey, Netball, Basketball
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

1. Numbers of persons expected to attend _____

- | | |
|---------|----------|
| 1 _____ | 9 _____ |
| 2 _____ | 10 _____ |
| 3 _____ | 11 _____ |
| 4 _____ | 12 _____ |
| 5 _____ | 13 _____ |
| 6 _____ | 14 _____ |
| 7 _____ | 15 _____ |
| 8 _____ | 16 _____ |

NB: It is imperative we have this information

Signature _____

Dated day of 200_____

PLEASE RETURN THIS FORM TO AYCC AT THE ABOVE CONTACT DETAILS