

Leisure, Culture and Museums

# Football pitch hire information 2016/17



[stoke.gov.uk/football](http://stoke.gov.uk/football)



City of  
**Stoke-on-Trent**



## Football Pitch Season Charges 2016/17

Please find below the charges for the 2016/17 football season. Charges have been reviewed as part of Sport and Leisure Services' annual prices review and adjusted accordingly.

SITE	CHANGING	PITCH	ADULT SEASON	JUNIOR SEASON
Anchor Road	B	4	£595.00	
Bradeley Football Centre	A	1	£829.00	
Ball Green	D	2	£330.00	
Bucknall Park	D	2	£295.00	
Fallowfields	D	3	£295.00	£205.00
Fenton Park	A	2	£780.00	
Fegg Hayes	D	2	£330.00	
Grange Park	D	3	£295.00	
Kemball Avenue	D	2	£330.00	
Latebrook Rec	D	2	£330.00	
Longton Park	D	3	£295.00	
Lymevale road	D	2	£330.00	
Meir Park	D	2	£330.00	
Mount Pleasant	D	2	£330.00	
Normacot Rec	D	2	£330.00	
Priorsfield	D	2	£330.00	
Riverside Road	D	3	£330.00	
Sandbach Road	D	2	£330.00	
Sprinkbank	B	2	£745.00	
Tunstall Park	D	2	£330.00	
Watery Lane	C	3	£680.00	£205.00
Wood Street	D	2	£330.00	

### KEY

CHANGING	BAND	PRICE
Premier	A	£450.00
Good	B	£415.00
Average	C	£385.00
None	D	£0.00
PITCH	LEVEL	PRICE
Premier	1	£379.00
Good	2	£330.00
Average	3	£295.00
Poor	4	£180.00

## **Payment Arrangements**

To secure your football pitch booking please complete the following steps:

### **Step 1**

Complete the Outdoor Hire Application and Agreement in full then sign and date this as indicated.

### **Step 2**

Send in your completed Outdoor Hire Application and Agreement plus a £50.00 non-refundable deposit per pitch by **Friday 17 June 2016**. If the application to hire is successful the £50.00 deposit fee will be deducted from the overall football pitch hire fee.

### **Step 3**

Final payments will be invoiced to teams at the address provided on the booking form in October 2015.

All documents must be signed, dated and returned to:

Sport and Leisure Services  
Stoke-on-Trent City Council  
Civic Centre  
Floor 3  
Glebe Street  
Stoke-on-Trent  
ST4 1HH

Applications from new users will not be considered until after **Monday 20 June 2016**.

We will confirm preferential pitch bookings to all applicants after **Friday 1st July 2016** via email therefore please ensure you enter an appropriate email address to receive your confirmation. Receipts will be issued with all deposits.

If you do not have an email address or do not check this on a regular basis you may want to nominate someone else in your team for us to email. It is essential that teams provide a valid email address when a booking is placed, and that this is checked on a regular basis throughout the season as we use this to inform teams of any cancellations during the season. Failure to provide a suitable email address will result in the application being rejected.

Failure to pay in full once invoiced may result in the cancellation of your booking, restrictions for any future bookings and court action.

### **Deposit Payment Methods**

Payment for the deposit can be made by cash, cheque or credit/debit card (excluding American Express). Please call 01782 235037 for card payment. All card payments will receive an electronic receipt.

### **Invoice Payment Methods**

Once an invoice is received please follow the payment instructions provided. Failure to pay the invoice could result in court action.

## Football Pitch Hire Terms and Conditions

### General

1. The period of use shall be from the **first weekend** of the hirer's football season to the end of that season. Any requests to play matches including pre-season training, friendly and charity matches, outside this period must be agreed with the Sport and Leisure Services and will incur an additional pitch hire charge.
2. Fees must be paid in advance and not later than the specified "due date". If payments are not made by this date the hire agreement is void. Failure to pay by the set dates may also affect teams' ability to be considered as a priority for the following season.
3. The agreement relates to the pitch specified on the application form only. Teams may not use any other pitch without the prior permission of Sport and Leisure Service.
4. If a team requires a one off use of another pitch on the site where they hire their pitch outside of office hours (i.e. Sunday morning in the event of vandalism the previous day) they must seek permission from all teams who hire the desired substitute pitch.
5. Entrances to parks, recreational areas and residential properties must be kept clear at all times and where provided, car parks must be used.
6. Marking out of all pitches will be carried out by the City Council, on a bi-weekly basis. Please note that during very wet weather this may not be possible. This agreement also includes provision for pitches to be cut on a bi-weekly basis during the growing season.
7. Goal nets and respect barriers are not provided.
8. Teams are expected to contact their League Secretaries in order to co-ordinate matches and make arrangements with other users of the pitch to avoid double bookings.
9. The City Council will not be liable for the loss of money or the loss of damage to any articles brought onto the City Council's premises.
10. The hire of some pitches will include the loan of keys for changing facilities. These keys are obtainable from the Sport and Leisure Services, at the start of the season. There is a **£10** deposit required for the loan of the keys. All keys must be signed in and out. Any keys loaned must be returned following the conclusion of the season. Failure to return these keys will incur a charge to the value of the keys loaned out.
11. Only players and officials shall be admitted to the dressing rooms and they shall vacate the premises if required to do so by the council's staff.
12. Clubs shall be responsible for the cost of any damage caused to these premises. Where the team responsible cannot be determined the cost will be split amongst all teams using the facility on that day.

13. Teams shall behave at all times in a proper and orderly manner without disturbance to, or interference with, other users of the area and households nearby. **Teams should not allow players to urinate in public areas including against residential walls/fences.** Teams should try and limit bad language so as to not offend residents and the general public.
14. Where changing facilities are not provided, clubs must make proper arrangements. Changing in the open is **NOT** permitted.
15. The **Home Team** will be responsible for the removal of litter from around the pitch following the match.
16. The home team is responsible for the conduct of visiting sides in the respect of upholding these terms and conditions.
17. No charge for admission to a football match shall be made by any person or persons without the previous consent, in writing, of the City Council.
18. Any change of secretary or secretary details must be notified to Sport and Leisure Services immediately in writing. In correspondence, Club Secretaries must state the ground on which their team play. All correspondence will be sent directly to the Club Secretary named on the bookings form unless otherwise notified.
19. The City Council reserve the right to close football grounds at any time for any period or periods they may consider necessary without any liability whatsoever. If the pitches are open, the decision as to whether or not a pitch is considered suitable for play will be taken by the referee on the day.
20. The City Council reserve the right to terminate the use of any pitch at any time without notice.
21. The City Council reserve the right from time to time to alter modify or rescind all of any of the foregoing conditions and to impose new or additional conditions, as they consider necessary without notice.
22. Teams should ensure that the car parking is co-ordinated allowing access in the event that an emergency vehicle is needed during the operation of the site.
23. The City Council may in its absolute discretion terminate the agreement subject to giving the Club Secretary not less than one month's notice.
24. After the season has started if the hirer for any reason requests cancellation of their booking, it is fair to say that the pitch would not be able to be re-let, and no refunds would be given.
25. It is not permitted for teams to play home games on any pitch other than that hired for the current season. If teams wish to do this they will be charged an additional fee at the single hire rate for the pitch used.
26. For teams who hire changing facilities from the council, the first team on site will be responsible for checking the facility is safe to use and the last team to leave will be responsible for ensuring the facility is left in a safe and secure condition.

## Changing Pavilions

It is the hirer's responsibility upon arrival to:

1. Open up the pavilion to allow home and away teams for your match to change.
2. Lock the pavilion prior to the commencement of the match, (Pavilions should not be left open to facilitate toilet facilities for other teams who have not paid for the use of the facilities). If the toilet is required by a team member it is the key holder's responsibility to open the facility to facilitate this and immediately secure it again following use.
3. Keys are not transferable; under no circumstances should the key holder pass keys on to another team
4. Following the game, key holders should open up the pavilion allowing the home and away teams from your match to change, and fully lock the facility upon departure. If there are players from another match using the pavilion when the last home / away player from your match is ready to leave it is the key holders responsibility to check that the team still on site have access to keys so that the facility can be secured. Should this not be the case the key holder should remain on site until the building can be secured and report the incident to Sport and Leisure Services.
5. Any keys lost should be reported to Sport and Leisure Services on 01782 232564. Key deposits are forfeit if keys are lost. All keys must be returned at the end of the season.
6. No additional keys may be cut by teams however, should additional keys be required arrangements for this can be made via Sport and Leisure Services at a small cost.
7. Maintenance problems should be reported to Sport & Leisure Services ASAP.
8. For any out of hours urgent maintenance issue such as a break in, flooding etc. please call 01782 234234.
9. Some changing pavilions have gas fired heating. If you arrive at a pavilion and smell gas please call the National Emergency Gas Service on 0800 111 999. Once you have done this please ensure that you open all doors and windows to ventilate the property, do not turn on/off any electrical switches and extinguish all naked flames, do not smoke, strike matches or do anything which could cause ignition. Please also phone 01782 234234 to inform the City Council.

By signing and returning the booking form you are agreeing to all the above terms and conditions.

## **Privacy Statement**

This privacy policy sets out how Sport and Leisure Services, Stoke-on-Trent City Council uses and protects any information that you give in relation to your football pitch application. Sport and Leisure Services is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this service; you can be assured that it will only be used in accordance with this privacy statement.

### **We will collect the following information:**

- Club name
- Team secretary name and contact information including contact email address

### **What we do with the information we gather**

We require this information to effectively coordinate the hire of football pitch bookings and to specifically manage the pitch sharing process to avoid same day and time kick offs.

### **Security**

We are committed to ensuring that your information is secure, and take all appropriate measures to prevent unauthorised disclosure.

This data will be passed onto league secretaries for match scheduling purposes.

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen. Sometimes we are also required to disclose information by law.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible. We will promptly correct any information found to be incorrect.

## **Key Policy**

The hire of certain facilities will include the loan of keys for changing facilities and gates/barriers. These keys are obtainable from Sport and Leisure Services, at the start of the season. A refundable deposit of **£10.00** will be required upon collection. All keys must be signed in and out. Any keys loaned out must be returned following the conclusion of the season. Failure to return these keys will result in loss of your deposit.