

To hire the Acres football Pitch and the Pavilion, please contact our booking clerk by email, [bookingclerk@farnsfield-pc.uk](mailto:bookingclerk@farnsfield-pc.uk).

To make a booking you must be 18 or over and you must accept these hire conditions set out below which apply to the Acres Football Pitch and the Pavilion. Please note that bookings are provisional until you have received your confirmation email and for new customers your booking cannot be confirmed until you return a signed copy of these terms and conditions to the [bookingclerk@farnsfield-pc.uk](mailto:bookingclerk@farnsfield-pc.uk)

The Parish Council request that users of the football pitch park their vehicles in the car park on Hadleigh Park and walk over to the pitch. The Bridleway that is Cotton Mill Lane is unsuitable for large numbers of vehicles, as are the roads leading to the bridleway; the bridleway is used by pedestrians, horse riders and cyclists. Players should also be encouraged to walk or cycle to the venue if they live in the village. Any parking on the Acres should be restricted to the enclosed designated area.

**I HAVE READ AND ACCEPT THESE TERMS AND CONDITIONS AND THE ATTACHED EMERGENCY PLAN (Appendix A) WHICH EXPLAINS MY RESPONSIBILITIES FOR THE SAFETY OF OTHERS:**

**NAME:**

**SIGNATURE:**

**DATE:**

Our privacy notice is available on our [website](#)

#### **General information**

- 1.1 The person named on the hire agreement will be held responsible for the hire.
- 1.2 We reserve the right to close any of our facilities without prior notice if we consider them unfit or unsafe. In these circumstances we will refund your payment.
- 1.3 For a new booking, a short introduction session will be organised which will include a short walk around of the premises and a demonstration on how to correctly erect and deconstruct the goal posts and nets.
- 1.4 We accept no responsibility for any loss or damage to equipment stored on our premises, or items brought onto our premises.
- 1.5 Line marking of the football pitch is carried out under contract by N&SDC grounds team.
- 1.6 The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything, which may endanger the same, or its occupants
- 1.7 The hirer shall be responsible for obtaining licenses that may be needed and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrate's Court or otherwise.
- 1.8 NO alcohol is permitted on the premises.

#### **Users will be expected to:-**

- 2.1 Only use pitches when weather conditions are acceptable, it is the user's responsibility to check that the football pitch is playable before a match
- 2.2 Erect and deconstruct goal posts (provided by the Council), any damage to which should be reported to the Parish Office
- 2.3 Insure own equipment and clothing, as the Council's insurance does not cover such items.
- 2.4 The user is responsible for checking for and disposing of any dog excrement before a match is played.
- 2.5 Report any defects, damage, deficiencies etc. as outlined above should be reported to the Booking Clerk or Parish Clerk

- 2.6 Have **all electrical equipment** being used in the facility PAT tested and provide evidence of this to the Farnsfield Parish Council Clerk.

### **Care of the premises**

- 3.1 Hirers must leave changing rooms in a clean and tidy condition, including taking your rubbish away with you
- 3.2 Please turn off lights (do not turn the lights off using the control panel as this will disable the emergency lighting)
- 3.3 Football boots must be removed before entering changing rooms and mud removed outside the building. You are not allowed to clean boots inside the changing rooms or in the showers or sinks.
- 3.4 You, as the hirer, are responsible for securing both the pavilion and the storage container when you leave
- 3.5 Hirers with keys to the Pavilion and Storage Container must ensure they are kept securely.

### **Charges, payment and cancellation**

- 4.1 Charges for the Football Facilities are charged as a block booking agreement. The payment of this can be flexible and can be discussed with the Booking Clerk. The hire fee includes the use of the Football Pitch, the Goals and The Pavilion.
- 4.2 Payment is by bank transfer within 30 days of invoice.
- 4.3 Interest at the rate of 2% per month can be charged if payment is delayed by more than 30 days.
- 4.4 To cancel your booking email [bookingclerk@farnsfield-pc.uk](mailto:bookingclerk@farnsfield-pc.uk). We can charge cancellation fees of 50% up to 21 days before the event and 100% if within 21 days of the event.
- 4.5 We can charge you for damage caused to the premises or the curtilage during your event or for cleaning or removing rubbish.

### **Safety**

- 5.1 You must make sure that appropriate risk assessments have been done and any recommended actions are taken, this might include the appointment of a first aider and you must consider any risks associated with items or chemicals that you store on our premises and make sure they are stored safely.
- 5.2 When you hire any of our premises you are the person responsible for the safety of others during your hire period and you need to make sure you have read and understood your responsibilities during and before the event and the emergency evacuation procedures in Appendix A. All users have a duty to consider the health and safety of others and must take notice of the safety signs.
- 5.3 The Acres Pavilion is not staffed and does not have fire wardens. It is your responsibility to evacuate the premises in the event of a fire or other incident.
- 5.4 If the smoke alarm sounds the Pavilion building should be evacuated at once to the picnic benches located on the Acres field, under no circumstances should you ignore the fire alarm. Please call the fire brigade using 999. Refer to the Emergency Evacuation Plan, see Appendix A.
- 5.5 We carry out fire drills from time to time to make sure our procedures work and you know what to do. This is usually without notice. However, in the case of the elderly or very young we will give a warning a few minutes before the drill.
- 5.6 Smoking, e-cigarettes, flares or fireworks are not permitted at our premises
- 5.7 There is a first aid kit located in the main building
- 5.8 Do not attempt to change light bulbs or interfere with any of the electrics including the fuse boxes.

## **Appendix A**

Emergency Evacuation Plan and Guide to Fire Safety for The Pavilion and Acres Football Field Cotton Mill Lane NG22 8EJ

This Emergency Evacuation Plan and Guide to Fire Safety is to be read and understood by all staff, councillors, contractors, hirers, and those in charge of groups so that they are aware of their responsibilities in relation to fire and emergency incidents. This plan and guide form part of the terms and conditions of hire and a signed copy must be returned to the booking clerk, before hire, to indicate acceptance

### **Overview of responsibilities**

Farnsfield Parish Council is responsible for keeping this plan up-to-date and ensuring that the premises are compliant with fire safety regulations.

The Acres Pavilion is not staffed and does not have fire wardens. It is the host or the person in charge of the group who is responsible for the safety of anyone attending their event or session. The person in charge of the group or event has a legal duty with regards to the safety of those persons assisting or attending the event. Contractors should make sure they are aware of these procedures.

Before the event the person in charge should make themselves aware of the emergency procedures detailed below. They should make sure they know the limitation on the numbers of people allowed at the event and should have made provision to monitor the numbers by, for example, issuing numbered tickets or using an attendance clicker. They should consider if any help or training is needed in following the procedures and evacuating the premises.

At the start of the event or function, the person in charge should check that all escape routes are clear of obstructions and combustibles and tell those present;

- that smoking, including electronic cigarettes, is not allowed inside or outside
- that in the event of a fire or emergency incident a smoke alarm may sound, or a person will shout FIRE FIRE
- that in the event of the smoke alarm sounding or they hear FIRE FIRE they should immediately leave the premises
- the location of exits and escape routes and the assembly point
- not to re enter the premises until the Fire & Rescue Services give their permission.

During the event or function the person in charge should ensure that;

- escape routes and exits do not become blocked
- the no smoking, no electronic cigarettes and no fireworks policy is adhered to no naked flames are started
- noise levels cannot drown out the smoke alarm.

### **Emergency Procedure**

#### **IF IN DOUBT – GET OUT! DON'T ASSUME IT'S A DRILL**

Fire action signs are sited around the premises with the location of the assembly point and instructions on what to do on the discovery of fire or hearing the fire alarm.

If you discover smoke or flames raise the alarm by shouting FIRE FIRE.

Make a 999 call. The Fire and Rescue Service will ask for information, such as

- the name of the person making the call and a contact phone number
- the premise name and address and
- brief details of the Fire Incident if possible.

The main purpose of the Fire Extinguishers provided around the premises is to assist with the means of escape where the route is impeded by a fire. Although you may be trained in the use of fire fighting equipment, you are NOT expected to fight fires.

In a loud clear voice ask people to leave the premises the way they came in. Do a visual check for anyone who may need help, especially less abled people and unaccompanied children, and direct others to aid. Quickly check the toilets, referee and shower areas but always consider your own safety and refrain from taking unnecessary risks.

Go to the assembly point next to the picnic benches and try to establish if everyone is accounted for. Go yourself or send someone **to the main entrance** to meet the fire service and await further instructions.

If you hear the smoke alarm or the vocal alarm of FIRE FIRE, leave the premises the way you came in or by the nearest available exit. The person in charge of your group will take control of the evacuation. Do not stop to collect personal belongings and leave the premises, proceed to the assembly point do not attempt to re-enter the premises until you have been authorised to do so by either the Fire and Rescue Service even if the alarm has stopped.

### **False Alarms**

Treat all alarms as an emergency until the hazard status has been confirmed otherwise by the person who operated the alarm or by someone in authority. The Fire & Rescue Service will attend, and someone will need to meet them. The following procedures are to be followed in the event of a false alarm and will be coordinated by the person in charge

- the person in charge will inform the Fire & Rescue Service that the alarm is false
- on arrival of the Fire & Rescue Service, follow their instructions

### **Fire Safety Training**

This document should be regarded as training for responsible persons in charge of groups.

### **After an incident**

Electricity supplies may need to be isolated to prevent re-ignition. If needed, engage contractors to shore up unsafe structures and secure the premises.

Additional welfare, medical and catering arrangements may have to be provided where possible to alleviate the distress caused to staff, visitors, or relevant persons.