



CITY OF  
*Lincoln*  
COUNCIL

**Directorate of Communities & Environment**  
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The Bookings Coordinator is dealing with this matter  
(01522) 873502/873460  
[recreation@lincoln.gov.uk](mailto:recreation@lincoln.gov.uk)

**Cricket Pitch Booking Form 2018**

Please complete the following information and read the Terms of Agreement.  
Please sign the Guarantee to agree with the conditions and return this form to  
the above address, to the attention of *Bookings Coordinator*

Name of Club/Organisation	.....
Invoice/Correspondence address	..... ..... ..... ..... .....
Home/Work Number	.....
Mobile Number	.....
Email Address	..... ..... .....
Preferred method of contact (Delete where necessary)	HOME/MOBILE/EMAIL
Please specify if Adult/Youth (Delete where necessary. Note: Youth applies to under 16 years)	ADULT/YOUTH

List of Fixture Dates (Note: Please attach additional sheet if needed)	..... ..... ..... ..... .....
Time Required (start time and approx finish time)	
Location Required	WEST COMMON
Preferred Invoice Arrangements	

Price Information

Adult Team: Weekday	£22.50
Adult Team: Weekend	£33.30
Youth Team: Weekday	£16.10
Youth Team: Weekend	£19.10

Note: Prices include VAT and are per game.

***Please Note: Completion of this form does not give permission for use. Agreement for use will be given in writing to the person making this application if approved. Cancellations must be made in writing with a minimum of 3 days working notice, via post/email/fax to the above contact details. Cancellations made without the required period of notice will be liable for all charges.***

Form of Guarantee

I (insert full name).....  
agree to the conditions stated in the Terms of Agreement. I hereby agree to act as a Guarantor for the payment of the charge as laid down by the Council for the use of the facilities. I understand that in the event of any account relating to the charges payable being unpaid after the period stated on the received invoice, then I will be held personally liable for such charges.

Signed.....

Date.....

For Office Use Only (Please Initial & Date)  Gladstone.....TSS/Yarborough..... Confirmed to Hirer.....
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## **TERMS OF AGREEMENT FOR USE OF RECREATION PITCH**

1. Definitions – For the purposes of this agreement the following words shall be attributed the following meanings: -  
“Council” – means the City of Lincoln Council.  
“Hirer” – means the person completing the application form and signing the terms of agreement for and on behalf of the team/club.  
“Facilities” – means the place where the activity or sport takes place and includes the football or cricket pitch and the land upon which it is situated, changing facilities and car parks.
2. The Council cannot under any circumstance accept responsibility or liability in respect of damage to or loss of property, articles or other items whatsoever placed or left upon premises or land. All property must be removed from the facility at the end of the hire period.
3. The Hirer shall be responsible to pay the Council for the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of, or incidental to the hiring. This includes the recreation pitch, changing facilities, fixtures, fittings, contents and equipment. The Hirer shall be held responsible for the cleaning of the premises and equipment used during the hire period.
4. The Hirer shall indemnify the Council against any claim for damages, compensation and costs in respect of any injury including fatal injury or damage to person or property arising out of, or incidental to the hire of the facilities.
5. The Council reserve the right to refuse to hire any facility and may cancel with or without notice any period of hire. The Council shall refund the whole hire fee or proportionate part thereof if a group booking and the Hirer shall have no further claim against the Council. The Council reserves the right to close, prohibit or reallocate unused parts of the facility to other customers and readjust the hire charge at its discretion if it is in the opinion of the Council that the Hirer is not making full use of the hired facility.
6. The Council reserves the right to cancel a booking or offer an alternative booking if the facilities are required by the Council. At least 7 days notice would be given.
7. A Hirer wishing to cancel a booking, in whole or in part, must notify the Council in writing or by email no less than 3 days before the period of hire. The Council reserves the right to charge the Hirer for the full amount of the hire fee in the event of failing to notify a cancellation. The Council shall not be liable to refund in whole or in part the hire fee in circumstances whereby sports events cannot take place due to inclement weather or cancellation of fixtures by visiting teams. At the discretion of the Council the fixture may be re-scheduled without incurring an additional hire fee.
8. A Hirer whom is a regular user group and has made a block booking is required to submit in writing a full fixture list at the time of booking and no less than 7 days before the first season fixture. Any amendments to any date should be notified to the Council as soon as reasonably practicable and no less than 7 days before the amended date. Any Hirer whom fails to submit a fixture list will be reported to the League Secretary and could lead to refusal of pitch allocation if deemed to persistently fail to keep the Council advised of the fixture list and any amendments to dates.

9. In the event of any pitch being deemed unfit for purpose on the day of hire due to a fault by the Council the Hirer shall be entitled to a refund up to the equivalent cost of hire for that period.
10. The Hirer may use no part of the premises or land or pitch for any purpose other than that specified upon the booking application. The Hirer must not sublet the facilities or any part of it.  
The Council reserves the right to refuse an application for hire at its own discretion.
11. The Hirer shall take account of times necessary for setting up and clearing down and shall include these within the time specified on the booking form.
12. The Hirer is advised to make bookings no later than 7 days before the proposed period of hire to ensure preparation of the pitch.
13. In the event that the Hirer is held to be in breach of these terms of agreement the Council reserves the right to cancel any future bookings forthwith.
14. The Hirer shall be responsible for the administration and organisation of the event and the conduct and behaviour of those persons attending. The Hirer shall preserve orderly conduct of home team members, visiting teams and spectators and prevent any form of nuisance, annoyance or complaint arising from their use of the facilities.
15. The Hirer is responsible for returning keys (where applicable) to the Council after use on the day of hire. Failure to return keys or loss of keys will result in a charge being incurred by the Hirer.
16. Smoking within Council premises is strictly prohibited. It is a criminal offence to smoke within premises designated as 'no smoking' premises. Any person found to be in contravention of this law will be prosecuted. Additionally an individual or team may be prohibited from using these facilities in future.
17. The Hirer shall inspect the pitch immediately prior to the commencement of any match to remove any articles that may make the pitch unsuitable and in particular shall have regard to faeces.
18. The Hirer shall leave the facilities in a tidy condition as originally found. The Hirer shall ensure that any litter left on the pitches and surrounding areas as a direct result of the hire period are removed. The Council reserves the right to charge an additional fee for additional cleaning required after the event.
19. The Hirer shall be responsible for providing adequate first aid provisions.
20. Football pitches will be available for hire from the 26<sup>th</sup> August 2018 to the 28<sup>th</sup> April 2018. In the event that the Hirer wishes to organise an event outside of this period they shall seek the prior written agreement of the Council.
21. The Council shall undertake the marking out of the football pitches on all occasions including the initial and any subsequent occasions as and when required. The Council will be responsible for providing posts and nets. The Hirer shall be responsible for fixing and removing nets before and after matches and replacing these items in safe storage. Tape must not be used, please use the clips which are provided.
22. The Hirer is asked to observe the recommendation by the Football Association that children under the age of 10yrs of age do not play on full sized football pitches. Mini pitches are available for children who fall into this age category.

23. Cricket pitches will be available for hire from the 1<sup>st</sup> May to the 30<sup>th</sup> September 2018. In the event that the Hirer wishes to organise an event outside of this period they shall seek the prior written agreement of the Council.
24. The Council shall undertake the marking out of the cricket pitch on all occasions including the initial and any subsequent occasions as and when required.  
The Hirer shall be responsible for providing all equipment and personnel necessary.
25. Hire fees and charges are set out in the Leisure, Sport and Culture fees schedule and the Council reserves the right to review and alter these from time to time without notice.
26. The Hirer shall pay the hire charges by the Council's required method. All invoices must be paid by the date specified upon the invoice. Failure to promptly pay an invoice when it is due may lead to the Council cancelling future bookings and taking legal proceedings to recover the debt.
27. Bookings qualifying for a VAT exemption must comply with the following rules:-
- a) The Hirer must be a school or club, and
  - b) a minimum of 10 bookings must be made, and
  - c) each booking must be for the same sport or activity, and
  - d) each booking must take place at the same facility, and
  - e) the interval between each booking must be at least 1 day and not more than 14 days.
- Any cancellation by the Hirer shall invalidate the VAT exemption.
28. The Council reserves the right at its absolute discretion to refuse participation of an individual in any game, or admission of, or evict from premises or land any person.  
The Council shall have the discretion to restrict the numbers of persons using the changing facilities and at no time shall such numbers be allowed to exceed any limit that is stated upon the Fire Certificate displayed at those premises.  
The Hirer shall if directed by an official of the Council or the Police, deny admittance or remove from the building any person who might be likely to cause a disturbance.
29. The Hirer shall ensure that all fire exits within the changing facilities remain free from obstruction.
30. The Hirer shall be required to comply with all legislation including Health & Safety and Equality. The Hirer is responsible for ensuring compliance with child protection legislation and will ensure that relevant criminal records checks have been carried out through the Criminal Record Bureau (CRB) for all staff and volunteers that work with children, young people and/or other vulnerable groups.
31. Changing facilities will open 45 minutes prior to kick off time and close 45 minutes after the end of the match. If the Hirer requests alternate opening and closing times this can be arranged with the Council however a potential cost will incur.

#### Cricket Pitch Location

Lincoln  
LN1 1SE

Showers and Changing Accommodation available on site. Car Parking  
Available at Grandstand Community Centre, 2 minutes walk from site.