

Ask for: Sarah Poulton
Direct Line: 01246 959415
Date: 20 April 2023
email: sarah.poulton@chesterfield.gov.uk

Dear Sir / Madam,

APPLICATION FOR HIRE OF FOOTBALL PITCH

You are hereby invited to apply for the hire of a Chesterfield Borough Council football pitch for the forthcoming 2023 / 2024 season.

Ensure that you **FULLY COMPLETE and SIGN** the enclosed football application form. A separate application form must be completed for **EACH TEAM** that you are promoting.

Application forms that are not completed correctly will be returned and only accepted once completed fully. Only application forms that have been hand signed and sent into the Council will be accepted. You should **NOT** send this application form via email with an electronic signature or a scanned application, it will not be accepted.

Forward ALL completed application forms to:

Sarah Poulton, Environmental Services, Green Spaces Team, CBC Depot, Old Brickworks Lane, Chesterfield, Derbyshire, S41 7LF.

Applications will be considered, and pitches allocated to clubs who have not breached terms and conditions of hire from previous years. Any team that defaulted on payment last year will be invoiced for the FULL amount at the beginning of the season.

Diary / Payment Dates

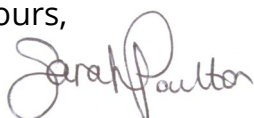
When all application forms have been received, pitch allocation will take place. Failure to send in booking form may result in no pitch allocation so be sure to return at your earliest convenience. Once allocated, pitch acceptance contracts will be sent out including confirmation of your club particulars and detailing the payment structure if one is required. This will need to be signed and sent back

or signed when keys are issued. Keys to allocated changing facilities can be picked up from the middle of August from the CBC depot (address below). An invoice will be sent out in September. Please note that failure to keep up with the payment plan will result in that plan being withdrawn and could ultimately lead to the facility being withdrawn

It is imperative, that Chesterfield Borough Council draws the following issues to your attention.

1. **Authorised Signatory** – In signing the application form it is then the individual who becomes personally liable for any debts due to the Council, and not the club (as a whole), unless the organisation is a limited company.
2. **Public Liability Insurance** – All clubs using Council facilities **MUST** hold public liability insurance to the sum of £5,000,000 as a minimum. No allocation will be made unless a valid certificate of insurance is provided.
3. **Email Address** – 2 valid email addresses are required in order that the hirer can be notified of any cancellations. **Failure to provide two different email addresses will result in the application not being accepted.**
4. **Keys** – Keys will need to be collected and signed for from CBC depot. Loss of keys will result in an invoice being raised to pay for replacement keys / Alarms Fobs and relocking of the building, should it not be secure.
5. **Net Pegs** – All clubs are reminded about collecting ALL metal net pegs up after use, metal net pegs left lying about on the park has caused significant damage to mowing blades in previous seasons.
6. **Litter & Anti-Social Behaviour** – Clubs are reminded it is the home team's responsibility to collect all litter up from around the facility after use & make sure ALL players behave in a responsible manner. There is a litter procedure in place which can result in fines to your club
7. **Late Applications** – If you hired a pitch from Chesterfield Borough Council last season, and you return the application late, your pitch may be offered to another club.

Yours,



Sarah Poulton, Development Team Leader