**Terms and Conditions for Pitch and Facility Hire**

1. All applications for the hire of facilities shall be made in writing on a facility booking form. The person by whom the form is signed shall be considered the hirer and must be over Eighteen years of age.
2. Hertfordshire FA must receive a copy of this Agreement, signed by the hirer, prior to any activity taking place.
3. Casual or one-off bookings can be made at any time. Payment must be made in full prior to the activity taking place, and no less than 7 days prior to the booking.
4. The event for which the facility is hired shall commence and end at the time stated on the Agreement
5. Once a booking has been accepted and the hirer subsequently wishes to cancel, the notice of cancellation must be given in writing.

The following cancellation fees shall apply:

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Fee** | **Period** | **Fee** |
| 0-3 Days | 100% | 8-14 Days | 50% |
| 4-7 Days | 75% | 15+ Days | 25% |

1. Violations of these Terms & Conditions may prejudice future hiring.
2. Hertfordshire FA will not be responsible for any loss of property, injury to person or any other claim sustained as a result of the hire.
3. The hirer shall indemnify the Hertfordshire FA against any damage to or loss of property, or injury to persons, however caused as a result of the hire.
4. The hirer shall bear the cost of replacement or repair if there shall be any loss of or damage to fittings, fixtures, equipment or any other property belonging to the Hertfordshire FA.
5. The hirer shall forthwith comply with all instructions given by Hertfordshire FA or any other duly authorized officer, or agent, of the Hertfordshire FA and shall allow them full and unrestricted access to the facility at all times during the period of hire.
6. The hirer shall allow entry by police, fire and other licensing officers on duty during the period of hire.
7. The Hertfordshire FA will not be responsible for any loss to the hirer due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, Government restricted, act of God or other circumstances which may cause the facility to be temporarily closed, or the hiring to be interrupted or cancelled.
8. The Hertfordshire FA will retain the right to cancel a booking should official Hertfordshire FA events need to take place (e.g. Cup Final matches, official courses/training etc.). In such circumstances Hertfordshire FA will endeavour to offer alternative arrangements or refund any monies paid in full.
9. The hirer shall not sub-let or share the hire of the facility or any part thereof for any purpose other than that for which the same is hired or assign, or purport to assign, benefit or burden of the hire agreement.
10. The hirer shall ensure that ALL participants on the pitch, including club and match officials, guests or visitors (e.g. away team from matches) strictly adhere to the regulations contained within this agreement.
11. The hirer shall ensure that good order is maintained throughout the period of hire and if required for this purpose, shall arrange for stewards to be on duty during this time. Hertfordshire FA shall determine the number of such stewards and their names shall be given to Hertfordshire FA in writing, before the commencement of hire. Such stewards may not undertake any action which conflicts with directions given by Hertfordshire FA, or other duly authorised officer. Hertfordshire FA reserves the right to provide stewards, the cost of which will be passed onto the hirer.
12. No intoxicating liquor may be supplied at the facility, unless a request has been made to Hertfordshire FA at the time of application for the hire. In any event, only Hertfordshire FA may supply such liquor. The bar will be under the control of the licensee, whose decision on all matters relating to the licensing or sale of intoxicating liquor shall be final.
13. Contractors, hirers, etc. who are providing a catering service, shall not be permitted to sell goods of the range that are sold within the ground. Hertfordshire FA reserves the right to reject the employment of a particular caterer. Hertfordshire FA reserves the right to provide its own catering or appoint a specific caterer.
14. Nothing shall be brought into the facility which, in the opinion of Hertfordshire FA, is likely to cause damage to the facility or its users. No advertising matter of any sort shall be displayed inside or outside of the facility, unless agreed in advance with Hertfordshire FA for that purpose.
15. In all circumstances, the passages, gangways and doorways MUST be kept clear and unobstructed at all times.
16. No photographs shall be taken inside the facility without the express authority of Hertfordshire FA. No recording apparatus shall be taken into the facility except by prior approval in writing from Hertfordshire FA.
17. The hirer shall remove, before termination of the hire period, all property belonging to him/her and all refuse which may have accumulated on the premises, as a result of the hirer. On any default Hertfordshire FA shall be entitled to remove and clear the same, the cost thereof shall be a debt due from the hirer to Hertfordshire FA and recoverable from the damage deposit.
18. The hirer shall make arrangements with Hertfordshire FA in respect of any other matter not provided for in these conditions, at least seven days before the date of hiring.
19. If there shall be any breach of these conditions or if the hirer shall fail to comply with any instructions given by Hertfordshire FA or other duly authorised officer the hirer and their servants or helpers may be excluded from the facility until they comply with such instructions, but without relieving him of any of his obligations to Hertfordshire FA.
20. The Hertfordshire FA operates a ‘Non Smoking’ and a ‘No Dogs’ (except Assistance Dogs) policy at these premises.
21. A Full refund of payments only applies in the event of cancellation by Hertfordshire FA, due to circumstances beyond our control.
22. The safeguarding of children is at all times the responsibility of the hirer. All clubs affiliated to the FA must adhere to the FA Safeguarding Regulations & Requirements. The relevant level of CRC/DBS check must be held by all adults supervising children under-18 years of age. The hirer may be subject to a Safeguarding Validation visit by Hertfordshire FA, whilst hiring the facility. The facility will not be for the sole use of the hirer (unless agreed in advance).
23. Hirers must make themselves aware of all Emergency Procedures, and are responsible for all medical emergencies. They must provide a First Aid kit.
24. Failure to follow the parking regulations may also result in the cancellation of the Agreement.