



Bedfordshire Football Association Limited

Century House, Skimpot Road, Dunstable, Beds LU5 4JU
Tel: 01582 565111 Fax: 01582 565222
www.bedfordshirefa.com

AGP Hirer Contact Details

All bookings are provisional until email confirmation from Bedfordshire FA is received.

Personal Details	
Title: (delete as appropriate) Miss/ Mrs/ Ms/ Mr / Other	
First Name:	<input type="text"/>
Surname:	<input type="text"/>
Club/ Organisation name if applicable:	<input type="text"/>

Customer Address	
Address:	<input type="text"/>
Postcode:	<input type="text"/>

Contact Details	
Home Telephone Number:	<input type="text"/>
Work Telephone Number:	<input type="text"/>
Mobile Number:	<input type="text"/>
Email Address 1:	<input type="text"/>
Email Address 2:	<input type="text"/>

Acceptance of Terms and Conditions

Please read the Terms and Conditions below and fill out your details on this page to accept them.

Bedfordshire FA AGP Pitch Terms and Conditions

I hereby acknowledge that I have read and understood the entire contract including the **risk assessment** and I agree to all of the terms set out by the Bedfordshire FA. I hereby act as the sole person in charge of the booking in collaboration with the information that I have produced on the booking form.

Name:

Club/Organisation:

Position:

Signed:

Date:

Witnessed by (Bedfordshire FA employee):

Name:

Position:

Date:

AGP Terms and Conditions

Bedfordshire FA AGP Facility
Bedfordshire FA, Century House
Skimpot Road
Dunstable
Bedfordshire
LU5 4JU

CONDITIONS OF HIRE

1.0 GENERAL PROVISIONS

1.1. Bookings will only be accepted at the discretion of the Bedfordshire FA management and after discussion of available dates/times.

1.2. Users are expected to vacate the booked area/s by the End of their allotted time.

1.3. All evening activities / functions must finish by the agreed time.

1.4. We operate a NO SMOKING policy within the entire facility at all times.

2.0 HIRERS RESPONSIBILITIES

2.1. Persons, groups or organisations wishing to hire the facilities will be accountable for all actions endured during their booking allocation.

2.2. The contract holder must ensure Conditions of Hire are complied with and act as guarantor to the Management against damage or misuse.

2.3. The generic AGP Risk Assessment obligation is agreed to before use of the facilities and can be viewed on request. The contract holder and group members have the opportunity to Risk assess the facility themselves at any given time.

2.4. Where the activity or function is intended primarily for juniors (under 18 years) there must be one adult to every 12 juniors in attendance to supervise the group.

2.5. The Hirer shall ensure the following occurs:

2.5a) the facility is treated with respect and care.

2.5b) the toilets and changing areas are left as they were found in a clean and considerable state.

2.5c) any borrowed equipment is returned in full in its original state after completion of the session.

2.5d) any borrowed keys are returned immediately after the session ends. If lost, a charge of £10 will be required.

2.5e) all rubbish to be placed in the bins provided.

2.6. No Alcohol or illegal substances are permitted on the facilities. Immediate suspension of booking will be implied should the group / client be found guilty of such actions.

2.7. All Users of the facility must ensure that studded or spiked footwear are NOT worn inside the building. Damage to floors and floor coverings arising from this may result in additional charges for the Hirer and the possible refusal of further use of the facility. Pitch Footwear guidelines must be adhered to at all times. Failure to do so will result in termination of the contract with immediate effect.

2.8. All users must exit the pitch via the allocated gates and exits, cleaning their shoes at the available points.

2.9. Hirers should note that:

2.9a. The Bedfordshire FA can accept no liability for the loss of or damage to clothing or any other personal property left unattended in the building or on the land.

2.9b. The Bedfordshire FA's Public Liability insurance provides cover ONLY against incidents arising from acts or omissions of the Centre or its staff. Hirers should, in their own interests consider whether additional insurance cover is necessary.

2.10. The viewing area is available for spectators. Children below 16 years of age must be supervised. Bedfordshire FA Management take NO responsibility in the supervision of those viewing. Those viewing are expected to comply with RESPECT guidelines.

2.11. Unacceptable behaviour will not be tolerated and immediate dismissal and termination of contract is held at the management's discretion.

3.0 FIRE AND SAFETY REQUIREMENTS

3.1. Maximum number of persons permitted in each area must be appropriate for the age, ability and activity that is taking place.

3.2 All Emergency Exit doors and the area directly in front of those doors must be kept clear at all times. External areas in front of the Exit doors must not be used for parking, temporary storage nor be obstructed in any way.

3.3 No decorations, draperies, scenery or other material liable to cause a fire hazard may be brought onto the premises without the consent of the Bedfordshire FA.

3.4 The Emergency Access routes must not be obstructed.

4.0 TERMS OF PAYMENT

4.1. Provisional bookings must be discussed via email/ telephone. The booking can only be confirmed once the FDO has received a completed Booking Form along with the Signed Terms and Conditions. The booking contract is not complete until the client receives the "confirmation of booking email".

4.2. The balance of charges must be settled by 4.30pm on the last working day previous to the start of the session. Payment by cheque or cash to Bedfordshire FA, address above.

5.0 CANCELLATION OF BOOKING

5.1. When a booking is cancelled the payment amount is non refundable in all circumstances.

The Hirer has the opportunity to state non available dates within the booking form.

6.0 GENERAL INFORMATION

6.1. It is the responsibility of all groups and clubs to follow child protection guidelines where applicable.

6.2. First Aid is not covered in any circumstances although there is a first aid kit available on the premises. The Hirer MUST provide first aid cover that is appropriate to the activity.

6.3 It is the responsibility of the hirer to notify the Bedfordshire FA of any changes to contact details.

7.0. EVACUATION PROCEDURE. FIRE/BOMB ALERT

7.1. If such a situation arises the fire alarm will sound. It is important therefore to evacuate the facility in a calm and orderly manner even if you do not receive confirmation of the above.

7.2. For the safety of the public using our facilities please follow the evacuation procedure and proceed to the designated fire assembly point.

