

PLAYING FIELDS

Venue:			
Day/Date of Event/s:		Start Time:	
		Finish Time:	
Block Booking:	Date to Commence:		
	Last Date of Booking:		
Name of Team/Organisation:		Versus (match only)	
Adult or Junior (U18's):			
Method of Payment:	Cash/Cheque <input type="checkbox"/> Invoice <input type="checkbox"/>		
Name of Organiser:		Invoicing Name:	
Address:		Contact No:	
		Mobile No:	

Please tick relevant boxes and fill in any further requirements:

Activity

Football	<input type="checkbox"/>
Hockey	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Facilities Required

Pitch, Changing & Showers (Match)	<input type="checkbox"/>
Pitch, Changing & Showers (Training)	<input type="checkbox"/>
Pitch Only	<input type="checkbox"/>
Full 3G / 2G / MUGA	<input type="checkbox"/>
Half 3G / 2G / MUGA	<input type="checkbox"/>
Full Astroturf Pitch	<input type="checkbox"/>
Half Astroturf Pitch	<input type="checkbox"/>
Others (please specify)	<input type="checkbox"/>

**BOOKINGS AFTER 6PM ON SATURDAY, ALL DAY SUNDAY, PUBLIC HOLIDAYS WILL BE SUBJECT TO
ADDITIONAL STAFF COSTS.**

Please specify any further equipment/requests?	
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**BOOKINGS TO BE MADE AND PAID BEFORE 12 NOON ON DAY OF PLAY
BOOKINGS FOR SATURDAY TO BE MADE BEFORE 12 NOON ON FRIDAY
CHARGES WILL STILL APPLY TO ALL BOOKINGS UNLESS 24 HOURS CANCELLATION NOTICE IS
GIVEN TO THE SHOWGROUNDS OFFICE**

I have read and agree with the terms and conditions of use above and overleaf.

Signature _____

Date _____

**Completed forms to be returned to:
Mid & East Antrim Borough Council
Showgrounds Office
Warden Street
Ballymena
BT43 7DR**

**Tel: 028 2563 3290
Email: Showgrounds.Reception@midandeastantrim.gov.uk**

For Office Use Only

Deposit:	N/A or £
Total Cost:	Pitch/es: £ Additional Cost/s: N/A or £ Additional Staff Cost/s: N/A or £

Booking Ref: Parks Dept Informed <input type="checkbox"/>

MID & EAST ANTRIM COUNCIL CONDITIONS OF USE

PITCH AND PLAYING FIELD FACILITIES

1. In these conditions: -
 - a. The expression "The Facilities" includes the Pitch and all the buildings, outside grounds facilities, changing rooms, toilets, showers and all other rooms and facilities used and occupied, together with the equipment, fixtures and fittings belonging to the premises but this does not imply the User has the right of all such ground facilities or equipment but only those which may be allocated to him/her with the confirmation of booking.
 - b. "The Council" means Mid & East Antrim Borough Council
 - c. The "User" means the person or organisation to which the Council will permit use of the Facilities under these Conditions of Use.
2. The Council permits and authorises the User to enter upon and use that portion of the facilities specified on the application for the purpose and during the times indicated. The Council reserves the right to refuse any application and to withdraw or suspend any permission. The User shall supply in advance to the Council for its approval if requested, a list of persons, or in the case of public use, the categories of persons intended to be permitted entry by the User, and the Council may object to any person or persons, or category of persons.
3. **The User shall pay to the Council the appropriate charge or charges set out in the current scale of charges at the time of booking.**
4. The User undertakes:
 - a. To manage and conduct the facilities so that nothing shall be done to injure the reputation of the facilities or offend against any statute or statutory regulations or any regulations or Byelaws of the Council in any way and not to do or permit any act or thing which may imperil any licence granted or insurance in respect of the facilities.
 - b. To arrange and be responsible for the administration, organisation and running of the particular event or events. If specific help is being given by the Council by Special Arrangement, no responsibility is accepted by the Council for the running of any event, which remains the User's responsibility.
 - c. To supervise and control all vehicles, spectators, competitors and officials and their entry to and exit from the facilities and, in particular, to keep spectators to those areas designated for their use. Special instructions may be given depending on the particular booking, which must be complied with by the User.
 - d. To leave the facilities and, especially hospitality areas, changing rooms, toilets and showers in good repair and condition and free from litter at the termination of the period of use.
 - e. To provide a proper number of attendants, stewards, officials and other persons to ensure compliance with the above four conditions a, b, c, and d, the safety of all persons at the facilities and the preservation of order.
 - f. Not to delegate the benefit of the Agreement to use the facilities or any part without the written consent of the Council.
 - g. To pay the Council, on demand, the cost of repairing or making good any damage to the facilities (fair wear and tear excepted), and the cost of replacing any lost item or equipment included in the Permission to Use.
 - h. To be responsible for and to protect and indemnify the Council against all claims, demands, costs and proceedings arising out of incidents during the use of the facilities and/or equipment.
 - i. If so required by the Council adequately insure against Third Party Employers' and Occupiers' liability on the terms of the previous clause by an insurance company approved by the Council, and to produce the insurance policy to the Development Leisure & Cultural Services Department.
 - j. Not to impede or obstruct the employees and agents of the Council at any time in exercising the rights of the Council to enter and view the use being made of the pitch and its facilities and the arrangements made for its proper supervision.
 - k. Not to either make or permit any alterations to the facilities or to the fixtures and fittings without the previous consent, in writing, of the Council.
 - l. Not to either conduct or permit at the facilities any collection, game of chance, sweepstake, lottery or betting of any kind whatsoever without the previous consent, in writing, of the Council.
 - m.
 - (i) **Not to permit or allow any person to bring any intoxicating liquor or other alcoholic refreshments onto the facilities.**
 - (ii) **Not to permit or allow any person to consume any intoxicating liquor or other alcoholic refreshment on or at the facilities.**
 - (iii) **To expel or cause to be expelled any drunken or disorderly person from the facilities.**
 - n. To permit the Management of Facilities in their absolute discretion to refuse the admission of or to evict any person from the facilities.
 - o. If required by the Council to arrange for a qualified First aider to be in attendance and to arrange for sufficient First Aid equipment to be available.
 - p. Not to do, permit or allow to be done at the facilities anything, which may endanger the policies of insurance now in force or any substituted policies, which may cause any increase or extra premium in respect of property, included in these policies.
 - q. Not to use the facilities for any purpose except that specified on the application for use.
5. The total User charge or the total remaining unpaid will be due immediately and payable on demand. Failure to pay within seven days of the demand will be in breach of the conditions of use.
6. If the User cancels the reservation of the facilities, the deposit (if any) paid by the User shall be retained by the Council (unless the User has given 14 days' notice to the Development Leisure & Cultural Services Department at the Showgrounds Office) and the User shall be liable to pay the whole or the balance of the User charge as appropriate.
7. If any of the above conditions are not met, the Council may at any time terminate the agreement to use by notice, in writing, to the User and retain any deposit paid in respect of the booking without prejudice.
8. At all times the Council shall retain occupation and control of the facilities.