

RUNNYMEDE BOROUGH COUNCIL  
CONDITIONS OF LETTING

FOOTBALL 2011/2012

1. Pitches are available for letting between the following dates (inclusive):-  
Saturday 1<sup>st</sup> October 2011 to Sunday 8<sup>th</sup> April 2012
2. Pitches shall be marked out by the Park keeper.
3. Payment for the pitch shall be made to the Park keeper on the date of the game prior to the commencement of the game (unless a prior agreement has been made to be invoiced for the games). The person in whose name this reservation has been made is solely responsible for ensuring that the appropriate payment is made as directed.
4. Payment is required in respect of each reservation of the ground, despite the alteration or cancellation of fixtures, unless the ground is previously declared by the Groundsman to be unfit for play. All verbal and telephone cancellations must be **confirmed in writing immediately thereafter**. Repayment will not be made unless written confirmation is supplied. Cancellations must be made **no later than 10 am on Thursday**.
5. Block bookings are eligible to be exempt from VAT only if they are booked prior to the start of the season. They must satisfy certain rules laid out by Customs and Excise (e.g. minimum of 10 bookings, no more than 14 days between bookings). Games invoiced exempt of VAT in this way will still have to be paid for if you cancel the game (**no matter how much notice is given**). There will be NO CHARGE for games cancelled by the grounds man.
6. The Club reserving the pitch shall be liable for and indemnify the Council against any accident, injury or damage that may be caused to the persons or property of players or members of the public in consequence of the game.
7. The Club reserving the pitch must be in possession of their own Third Party Public Liability Insurance Policy, insuring the Club, the members and any visitors or players against any incident arising out of or in connection with this letter, such policy to be in the sum of £5,000,000 limited to any one incident unlimited in total, a copy of which must be registered with this Authority two weeks prior to the start of the season.
8. The Club reserving the pitch shall be liable for any damage caused during the game to the ground and to the changing accommodation provided.
9. The Council are not to be held responsible for any damage to the ground and to the changing accommodation provided, when this damage is as a result of the facilities being used by the Club.
10. The Council are not to be held responsible for the loss or theft of the personal property to players on or about the Recreation Ground.
11. Written confirmation of all fixtures must be obtained from the Leisure Services Department, Runnymede Civic Centre, Station Road, Addlestone, Surrey KT15 2AH Tel 01932 425686
12. No collection may be taken on the ground, except with the specific consent of the Council.
13. The Ground and changing accommodation must be vacated no later than fifteen minutes before closing time.
14. Please note – SMOKING is NOT allowed in our pavilions

I agree to the above terms and conditions.

CLUB \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please return signed copy to Diana Cuell, Leisure Services, Runnymede Civic Centre, Station Road,  
Addlestone, Surrey KT15 2AH