



Pitstone Sports Pitch and Pavilion

Conditions of Hire

The sports pitches must only be used for the purpose for which they are hired. The Hirer(s) shall not sub-let to any person, firm, company or organisation. The booking is only applicable for the period of hire detailed on the booking confirmation slip.

The Hirer(s) is deemed under the Fire Regulations of 2006 to be the Responsible Person and as such you have a Duty of Care for all persons assisting and all guests on site during your hire period. You must familiarise yourself with the fire safety information, the emergency plan, the position of extinguishers & fire exits plus the location of the first aid facilities and Fire Assembly Points. You are responsible for ensuring all your guests are fully briefed. Failure to comply could lead to prosecution.

The Hirer(s) will be responsible for providing any medical attention or facilities, which may be required on match day. First Aid kits are available in the kitchen and referees room (please report any items used), along with basic first aid posters. Hiring clubs should ensure they have a registered first aider on site.

The Hirer(s) will be responsible for ensuring all food hygiene and preparation and/or associated health & safety requirements associated with food preparation and/or sale to members of the public are complied with by the hirer.

No Hirer/their team, nor their opposition/guests, must train or practice in the goal mouths closest to the pavilion building to help preserve the pitch and prolong the life of the fragile surface for the duration of the season. The parish council does not provide footballs or corner flags.

The Hirer(s) will not take vehicles onto Council land other than car parks, without the prior written consent of the authorised officer.

The Hirer(s) shall be held responsible for, and shall pay for, all damage caused by the Hirer(s) to the playing fields, pitches and pavilion with the exception of fair wear and tear.

The Hirer(s) shall be held responsible for ensuring the pavilion is locked and all services (eg boiler, showers, lights etc) are turned off following use, and the smoke alarm activated. Failure to comply with this procedure will incur a fixed penalty of £25.00.

Persons leaving any items in the pavilion do so at their own risk.

The Hirer is responsible for taking away all litter after the game. Failure to comply will incur a fixed penalty of £25.00. Refuse sacks can be deposited in the wheelie bin outside Pitstone Memorial Hall on Vicarage Road.

The Hirer is responsible for cleaning the premises after the game. Failure to comply may incur a fixed penalty of £25.00.

Pitch charges for casual bookings are payable in advance. The pavilion keys will be available from the booking clerk (01296 660791, parishclerk@pitstone.co.uk) on the last working day preceding the match. A £10 deposit may be charged for their use, completely refunded on the return of the keys.

Where the Hirer(s) is a constituted body, the Hirer hereby undertakes to arrange Public Liability Insurance cover for their team (minimum level £5 million). Proof of this cover may be requested. The Council has the right to terminate this agreement if insurance cover is not obtained. The Council has waived the requirement for non-constituted Hirer(s) to produce evidence of Public Liability Insurance. The Council has effected an extension to its own Public Liability policy to provide such cover. Under the terms of the policy an excess of £250.00 will apply in respect to third party property claims.

The Hirer(s) hereby indemnify the Council against any liability or claims concerning damage to property or injury to persons arising out of this hiring agreement.

The Hirer(s) is responsible for ensuring that any coaches working with children are CRB checked and ensure that appropriate checks are in place.

Dogs will not be admitted to the pavilion or sports pitch, with the exception of guide dogs and hearing dogs.

The Council reserves the right to call off matches at any time, but will endeavour to give reasonable notice if possible. The Council reserves the right to refuse any application, or to vary the foregoing conditions and the hiring charges. The Hirer should not use the pitch if it is waterlogged or covered in snow/frost/ice – in these circumstances a full refund will be provided.

Please be considerate of the fact that the pavilion has residential neighbours and ensure that noise levels and the use of strong language are suitably controlled. In addition, our planning conditions dictate that the floodlights must be switched off by 9pm.



Pitstone Sports Centre and Pavilion

User Instructions / Key Information

External Access – Pink Keys

Unlock the car park gate (code 54325 then pull lever). Access to the pavilion is by the left-hand pedestrian gate (code 5432 then press button). The right hand pedestrian gate (“rg”) should be opened from the inside. Both gates should be left unlocked during hire, in case required as an emergency escape route. The emergency access gate onto the field (“EAccess”) can also be unlocked in case it is required by an ambulance (a spare key for this gate hangs on the kitchen wall for easy access in an emergency).

Boiler Room/Power Supply – Pink Keys

- ◆ Firstly, open the boiler room/store - the right hand door as you face the pavilion utilising keys “B1” and code 5432 to open the 2 x security door padlocks. Key “B3” opens the normal door lock. Lock all padlocks onto the opened security gates, so that they can not be mis-used during hire.
- ◆ For Health and Safety reasons, please take care in this store room, and lock the door behind you once the boiler has been turned on (to protect the Health & Safety of others).
- ◆ At the end of the room on your left, is the boiler for the showers and there is a timer switch on the wall which you will need to activate if you wish to use the showers. For water quality purposes, please draw water to all outlets an hour before use to check it is up to the correct operating temperature. There is a large thermostat knob on the wall to the right, should the temperature require adjustment.

Central Pavilion Entrance – White Keys

- ◆ Keys “C1” and “C2” open the security door padlocks. Key “C3” opens the normal door lock. Lock the padlocks onto the opened security gate.
- ◆ This door must be left unlocked and secured open during hire, as a fire escape route. Please make use of the latch and combination padlock provided. Combination lock code: 4321.
- ◆ Located on the wall to your right is the smoke alarm control panel. Should you need to disable this for any reason, press “ALT” 514. Ensure the alarm is reset on departure by pressing “ALT” 514 again (the “enabled” light will glow orange).

Kitchen Pavilion Entrance – Yellow Keys

- ◆ Keys “K1” and combination code 5432 open the 2 x security door padlocks. Key “K3” opens the normal door lock. Lock the padlocks onto the opened security gate. This door must be left unlocked during hire, as a fire escape route. There is a crash bar from the inside to assist emergency exit.
- ◆ Be aware that this door has a step access rather than ramp, so any disabled users may require extra assistance to exit the building via this door in an emergency.
- ◆ Be aware that you can’t regain access from the outside if this door is closed, so take care not to leave your keys in the kitchen and then go outside or you will be locked out
- ◆ To activate the water heater (for kitchen etc), turn the main switch on the wall to the “on” position. Heating is instantaneous.

General

- ◆ There is a switch above the entrance to each changing room/toilet to activate the fans. Turn to the “on” position on arrival if required.
- ◆ The disabled toilet has a pull alarm cord. Should this be activated a light will flash above the door to summon assistance. A reset button is located outside the door.
- ◆ There are some storage heaters and some electric wall heaters. If electric heaters are required, you will find timer switches on the wall.
- ◆ You have a set of keys for the internal doors.

Health and Safety / Fire Safety / Emergency Plan

- ◆ Please familiarise yourselves with the location of all fire extinguishers (in main corridor and kitchen), fire blanket (in kitchen) and fire exits (via main entrance or kitchen).
- ◆ The Fire Assembly Point is by the pedestrian gate to the front of the building. This keeps everyone a safe distance from the building and enables easy access to any injured parties by the emergency services. Should this assembly point be inaccessible, assembly at the far end of the football pitch well away from the building.
- ◆ Please also note that it is illegal to smoke in any part of these premises.
- ◆ First Aid kits are located in the kitchen and first aid room. Please report any items used and complete an entry in the first aid/accident book.
- ◆ A key for the emergency access gate onto the pitch is kept hanging up in the kitchen area, for your use in the event of an ambulance/fire engine requiring access to the pitch.
- ◆ For your safety, please familiarise yourself with the contents of the Pavilion Manual including the Emergency Plan, located in the kitchen.



Pitstone Sports Centre and Pavilion

Departure Checklist

To protect the health and safety of all our users and protect the premises whilst unoccupied, please complete the following checklist prior to your departure.

Within the pavilion:

<input type="checkbox"/>	Clean the premises, unless you have booked the services of a cleaner with the booking clerk. Supplies are provided in the kitchen.
<input type="checkbox"/>	If you have utilised the fridge/freezer, please ensure all goods are removed and the unit cleaned prior to departure
<input type="checkbox"/>	Turn off kitchen water heater at the wall.
<input type="checkbox"/>	Wall heaters should turn off automatically if you have used the timer switch.
<input type="checkbox"/>	Turn off changing room/toilet fans at the wall above each door.
<input type="checkbox"/>	Switch off all lights and appliances.
<input type="checkbox"/>	Ensure smoke alarm is activated.
<input type="checkbox"/>	Ensure facility is left clean and tidy, and all rubbish (including sock tape) and food/drink supplies are removed (bags are provided).
<input type="checkbox"/>	Close all windows and internal doors (all fire doors)
<input type="checkbox"/>	Release the central door from the combination padlock and close (leave the padlock by the latch for use at the next hire period)
<input type="checkbox"/>	Close the kitchen door

External:

<input type="checkbox"/>	The boiler should turn off automatically if you have used the timer switch.
<input type="checkbox"/>	Turn off the floodlights (if used).
<input type="checkbox"/>	Lock all external doors (please note that you need to push the door handle up, before you can turn the key to lock the door)
<input type="checkbox"/>	Padlock all security gates
<input type="checkbox"/>	Lock/secure both pedestrian access gates, emergency access gate and car park gate.

Other:

<input type="checkbox"/>	Please report any damage, faulty items or used first aid equipment to the booking clerk so that prompt remedial action can be taken.
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Thank you.

Contact details:

Laurie Eagling, Clerk to the Parish Council, 9 Warwick Road, Pitstone, Beds, LU7 9FE.
Tel: 01296 660791. Email: parishclerk@pitstone.co.uk