**NORTONTHORPE SPORTS CLUB (NSC) BOOKING FORM**

Name of Organisation or Individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (s) required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose for which required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tick which you require**

Use of Clubhouse Facilities: Yes / No If using Pitch State Age Group \_\_\_\_\_\_\_\_\_\_\_\_

Will you require Kitchen Facilities: Yes / No

Approx. number of people attending: Children \_\_\_\_\_\_\_\_ Adults \_\_\_\_\_\_\_\_\_\_\_

Time Slots Required (please tick): 1 Hour \_\_ 2 Hours \_\_\_ 3 Hours \_\_ All Day \_\_ Half Day \_\_\_\_\_

Do you intend to use/bring any additional equipment (electric or otherwise): Yes / No

If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extras – charges to be agreed**

Do you require NSC to provide catering for your guests: Yes / No

Do you require NSC to decorate the Clubhouse: Yes / No

Do you require NSC to arrange additional items (e.g. Cake or Champagne): Yes / No

If NSC are to provide lunch or buffet, this to be discussed and agreed at least 7 days prior to event

Date to be confirmed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Named Hirer (Individual):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement of Hirer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby agree if the application is granted, to pay the fee according to the scale of charges at the date of the hiring and to perform, observe and be bound by the Conditions of Hiring, a copy of which I acknowledge I have read and received.

Agreement of NSC Trustee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Booking Process**

Please send this completed booking form to [thenortonthorpe@gmail.com](mailto:thenortonthorpe@gmail.com) and if accepted an NSC Account manager will respond with completed details below.

Account Manager Contact details:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At Nortonthorpe Sports club we strive to make our community the best we can and for all Community Based projects and Children’s Services special rates and dispensation will be offered. We are happy to discuss this.

Please email [thenortonthorpe@gmail.com](mailto:thenortonthorpe@gmail.com) to discuss any project or event you have in mind.

NSC general rates are:

**Clubhouse:** For an event / party / meeting / of 4 +

£30.00 First hour and £15.00 for each hour thereafter.

**Full Day Rate**: Clubhouse & Pitch Facilities – To be agreed depending on requirements.

**Pitch Hire:** To be agreed depending on frequency, pitch size, games / training and changing facilities required.

An invoice will be raised with payment (or deposit) paid prior to the event.

Please give any additional details or requirements of either storage of equipment, or behavioural expectations, or allergen issues so we can make your visit as safe and enjoyable as possible.

Hirers are advised that, in accordance with GDPR the information given is solely for the purpose of managing the hirers’ booking of the facilities. Details will not be shared anyone else.

NSC has CCTV which monitors the facilities only and does not extend beyond the curtilage of the property. The purpose of the system is to provide evidence in the event of vandalism or forcible entry to assist the police.

**NORTONTHORPE SPORTS CLUB - Terms & Conditions for Hire of Facilities**

* NSC will aim to arrange and instigate all on site works outside of times when events are taking place.
* If due to exceptional circumstances any works must be conducted during a ‘hire agreement period’ the **NSC Account Handler and Chair MUST** be notified in the first instance. If no alternative can be sought the ‘**hirer’ will be contacted by the Account Manager only** seeking agreement of possible rearrangement/solutions.
* If there are concerns about NSC facilities/equipment e.g. pitch before a booking by any member of the NSC committee this must be stated and quantified BEFORE the hire agreement is signed to both the NSC Account Handler and Chair. These can be discussed so that practical and realistic solutions to be agreed.
* If there are any issues raised with a ‘Hirer’ during the "hire agreement period" this must be discussed with the NSC Account Handler and Chair in the first instance who will deal with the issue.
* If no agreement on any of the above points can be reached the Chair will decide, depending on the seriousness of the situation, if the matter to be passed on to the Committee for final decision.
* NSC are keen to work closely with the hirer and to support, help, encourage and be inclusive within our Community. All committee members and trustees will be respectful towards the hirer.

**Nortonthorpe Sports Club - Responsibilities for PITCH HIRE as follows:**

* ensure the pitch is in a playable condition and meets safety standards
* ensure that the Hirer can gain access to the pitch through the main gate
* ensure that there are Goalposts erected and in place if and as required
* ensure that the pitch is marked correctly and ensure the cleanliness and order of the pitch
* provide support and assistance during the period the facilities are hired
* ensure the changing rooms are clean and tidy and fit for purpose
* will ensure that there is hot water available for the showers unless due to unforeseen circumstances
* The Service Provider will provide regular updates on pitch availability and notify any changes due to inclement weather within an agreed time frame.
* NSC reserves the right to cancel a booking due to any circumstances beyond its control.
* NSC shall not be liable for any loss or claim incurred by the Hirer, or any other person connected to the booking, because of such a cancellation.

**Nortonthorpe Sports Club - Responsibilities for CLUBHOUSE HIRE**

* NSC will ensure that the Clubhouse is clean and tidy
* No smoking or vaping is allowed inside the Clubhouse and is made clear in the conditions of Hire
* The Charity’s designated provider will operate the Bar. No other alcoholic drinks may be brought on to the premises or sold at any other time.
* NSC accept no responsibility for the loss or damage to any property brought into Nortonthorpe Sports Club or its grounds.

**Hirer’s responsibilities**

* To adhere to booking times and use the pitch/facilities within the Agreed upon hours.
* If a Group run over the allocated time, please notify the person identified as Account Manager for your booking. An additional charge may be incurred at the discretion of NSC
* Follow all rules and regulations for Pitch use.
* Report any damage or issues immediately to the person identified as Account Manager.
* The hirer shall make good or pay for all damage (however caused) to the premises or to the fixtures and fittings or contents.
* Ensure all participants behave responsibly and respect the facility and other users.
* As a sports club, there may be other organisations using the facilities, so if you need storage or additional space, then please make a note on the form at the point of hire so NSC can accommodate all our groups.
* NSC reserves the right to apply charges for storage if appropriate.
* If the Hirer wishes to cancel a booking, then advance notice of minimum 7 days should be given. Without prior notice, NSC reserves the right to charge for the booking.

**For children’s Groups and parties**

* The Hirer should be aware of the ratio of children to adults to ensure safety and safeguarding. See local school guidelines. The Hirer must ensure that all reasonable precautions are taken for the safety of children. All children under 16 must be accompanied by, or under the supervision of a responsible adult.
* Refreshments shall only be supplied in the rooms provided for that purpose.
* The Hirer shall ensure that any activities for children under 8 years old comply with the provisions of The Children’s Act and that only fit and proper persons have access to the children. The Hirer will be expected to themselves be aware of the Compliance with the Children’s Act legislation.

**Business and Commercial Hirers Only**

* Ensure you are covered by public liability insurance. A copy of the Certificate may be requested prior to the hiring.
* Ensure that adequate supervision is always available and that no unauthorised persons are permitted to enter the premises. All Security and fire precaution measures must be adhered to.
* Any loss or damage to Nortonthorpe Sports Club property resulting from inadequate supervision will be the responsibility of the Hirer.
* Ensure risk assessments for activities specific to the venue in use are complete.
* Nortonthorpe Sports Club has Public Liability Insurance, however, ensure own insurance covers both the Hirer’s Liability to the public and their liability to Nortonthorpe Sports Club under the terms of this hire has been arranged with a limit of indemnity of at least £1,000,000.
* Ensure hirer have his / her own first aider and ensure there is a First Aid Kit available.
* Ensure hirer’s own electrical equipment needs to be up to date with PAT Certificates (less than 1 year old) at the time of the booking.