

BRAMPTONPARISH COUNCIL

Please contact Clerk Office for all Sports bookings: 01480 454441 clerk@brampton-cambs-pc.gov.uk

MEMORIAL SPORTS FACILITIES CHARGING RATES

Sport/Club	Season	Fee
Senior Football	2011/2012	£730 per team
Kitchen	Per week (interruptible if another booking is confirmed)	£6.00
Bar	Upon request	Nil
Spartans Junior Football	2011/2012	£240 per team
Kitchen	Per week (interruptible if another booking is confirmed)	£6.00
Bar	Upon request	Nil
Spartans Mini Soccer	2011/2012	Free of charge
Cricket	2011/2012	£64.00 per home match
		£32.00 per match cancellation due to weather
Outside Bookings	2011/2012	£90 per match + £6.00 for use of kitchen

FACILITY DETAIL

Changing Rooms – Suite includes:		
Changing Room 1	4 showers	2 toilets
Changing Room 2	4 showers	2 toilets
Changing Room 3	4 showers	1 toilet
Changing Room 4	4 showers	1 toilet
Officials Room	1 shower	1 toilet
First Aid Room	1 shower, first aid point	1 toilet
Toilets	As above plus: -	1 Disabled Toilet

COMMUNITY AND MEMORIAL CENTRE - FACILITY DETAILS

Please contact Bookings Clerk for all Centre bookings: 01480 384694 debbie.steel@ntlworld.com

Community Centre			Memorial Centre		
Main Hall	100 people	Dinner dance	Community Room	60 people	Dining
	150 people	Dining		120 people	Audience
	200	Audience		120 people	Informal/no furniture
	220	Disco (no furniture)		Bar	Serving alcohol can be arranged on request
			Youth Room	60 people	Dining
				120 people	Audience
				120 people	Informal/no furniture
Furniture	Tables and Chairs are available for use		Furniture	Tables and Chairs are available	
Kitchen	Use of sinks, kettles, crockery and microwave		Kitchen	Use of sinks, kettles, crockery, microwave, domestic size cooker, dishwasher, toasters, fridge	
Meeting Room	20 people – separate access		Conference, seminar	Digital Projector, flipchart	
Toilets	Male, female, disabled		Toilets	Male, female, disabled	

BRAMPTONPARISH COUNCIL

TERMS AND CONDITIONS OF HIRE BRAMPTON PARISH COUNCIL BRAMPTON MEMORIAL PLAYING FIELDS & CHANGING ROOMS, BRAMPTON

CONDITIONS OF HIRE AND LETTING

<u>Conditions of Use</u>	
1	<p>This agreement is deemed as a Seasonal Agreement solely for the hire of The Changing Rooms, Football Pitches, Cricket Square and Outfield. The use of the grounds and associated facilities is seasonal and must be confirmed with the Clerk. We may be able to offer the outdoor and changing room facilities for one off matches. This is dependent on fixtures please contact the Clerk office.</p> <p>For any other booking within the Memorial Centre e.g. kitchen, community room/bar, or Community Centre - please enquire whether the dates/times you are interested in are available with the Bookings Clerk before proceeding with the hire arrangements. A separate Booking Agreement for the Memorial/Community Centre will be necessary.</p>
<u>Hirer's Responsibilities</u>	
2	<p>Electrical equipment must not be brought into the premises unless the arrangement has been approved in advance between the hirer and the bookings clerk.</p> <p>Any faulty equipment may trip out the electrics, in which case, any call out and repair costs may be payable to the Council.</p>
3	<p>No nail or fastening of any kind shall be put into any wall, partition, fittings or furniture.</p>
4	<p>The hirer shall repay to Brampton Parish Council on demand the cost of reinstating or replacing or repairing any part or parts of the premises, including any of the furniture and fittings, which may be damaged, destroyed, stolen or removed as a result of the negligence of the hirer or his invitees, servants or agents during the period of hire.</p>
5	<p>The hirer shall indemnify the Parish Council against all claims, demands actions or proceedings in respect of any loss, damage or injury caused by or to any persons which occur while such person is in or upon any part of the premises or in respect of loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.</p>
6	<p>The hirer shall arrange insurance to cover the terms of the indemnity set out in clauses 4 and 5 above and produce for inspection written confirmation from the insurance company or broker concerned.</p>
7	<p>It is the duty of the hirer to carry out a risk assessment of the hirer's activities and to ensure the public is informed of the emergency evacuation procedures at the beginning of each session. No children under the age of 14 are permitted access to the kitchen in the Memorial Centre.</p>
8	<p>No children under the age of 14 are permitted access to the kitchen in the Memorial Centre.</p>
9	<p>Premises must be cleared and vacated in accordance with the times on the premises licence and booking times. Premises must be left in a clean and tidy condition. The Parish Council will not undertake safe custody of property left on the premises. If the premises are left in a dirty and untidy state, extra cleaning costs incurred will be recoverable from the hirer. No perishable items are to be left in the fridge in the Memorial Centre kitchen.</p>
10	<p>In view of the proximity of residential properties the hirer is expected to exercise discretion and consideration for others when entering and leaving the premises.</p>
<u>Storage</u>	
11	<p>Items may be stored in the Communal Store. All items should be safely stored in the most appropriate manner and by using appropriate containers in the interests of Health and Safety for all users.</p>
<u>Fire Procedures</u>	
12	<p>Fire notices are displayed with information on what to do should a fire occur. The premises are subject to annual inspections, when all equipment, fire exits and emergency lighting are checked.</p> <p>The hirer should carry a mobile phone in case of an emergency to call the appropriate services.</p> <p>If any extinguisher is let off accidentally during the course of a session the caretaker should be informed.</p>
13	<p>Every group using the Changing Rooms and facilities is responsible for nominating fire stewards for each occasion that they are in the Changing Rooms. The stewards will be responsible for ensuring the safe evacuation of the building via the fire exits should an emergency arise.</p>

BRAMPTONPARISH COUNCIL

14	In the event of a fire in the Changing Rooms everybody should leave by the nearest fire exit and assemble by the entrance gate to the play area. There must be no stopping to collect personal belongings and at the earliest/safest opportunity the Fire Service should be called. Hirers should try to ensure that the evacuation is carried out in as calm a fashion as possible.
15	No one should re-enter the Changing Rooms or building without the permission of the caretaker or person in charge of the group. If members of the police or fire service are present permission to re-enter must be sought from the fire or police officer in charge.
	<u>First Aid, Accident and Incident Reporting</u>
16	First aid kits are located in the First Aid Room - Changing Rooms, and in the kitchen of the Memorial Centre.
17	It is the responsibility of the Caretaker to keep the First Aid Kit suitably stocked and hirers should not add unauthorised items to the First Aid Kit as only certain items are permitted under Health and Safety Regulations.
18	In the event of an Accident and/or Incident, the appropriate form/s must be completed. Clear instructions are held in the reporting manuals at the First Aid points.
	<u>ALL CATEGORIES OF HIRER MUST COMPLY WITH THE CONDITIONS OF HIRE</u>

BRAMPTONPARISH COUNCIL

BOOKING FORM

For office use only	
Booking Ref:	

It is the hirer's responsibility to read the Terms and Conditions prior to completing this booking form

Name:			
Address:			
Tel No:			
Club/Organisation:			
Sports Activity:			
Team Names:			

NB *Mini Soccer teams are free of charge, but for the record please list the team names and annotate them as 'mini-soccer' so we can exclude them from charging*

Season:	From:	To:	
----------------	-------	-----	--

Activity Insurance:	I confirm we have insurance		Copy of Certificate enclosed	
----------------------------	-----------------------------	--	------------------------------	--

Account address:			
(if different from above)			

Signed: _____ Date: _____

Please return completed form to:

Clerk to the Council Brampton Parish Council Brampton Memorial Centre Thrapston Road Brampton Huntingdon PE28 4PD	T: 01480454441 F: 01480454441 E: brampton.pc@virgin.net
---	---