



**FOOTBALL PITCH HIRE AGREEMENT | BLOCK SEASON BOOKING  
MILL LANE, SAXILBY  
2026-27**

*Changes highlighted in yellow*

This Agreement sets out the requirements for the use of Saxilby with Ingleby football pitches and changing rooms. For the purposes of this Agreement, Saxilby with Ingleby Parish Council and their officers, agents, and servants shall be referred to as “the Council” and the entity hiring the pitch shall be known as “the Hirer”. “Season” means 1 September to 31 May unless otherwise agreed.

“Pitch” includes playing surface, goalposts, and changing facilities.

“Clerk” means the Clerk to Saxilby with Ingleby Parish Council.

### **1. Bookings**

- a. All pitch bookings must be made by completing the pitch booking form. No pitches will be reserved until a booking form has been received and confirmed
- b. A pitch booking must be made by an authorised representative of the Hirer requesting the pitch - either a club committee member, official, coach or team manager
- c. The application form should be properly completed and returned to the clerk, no later than the closing date given. The person signing the application form ‘the Hirer’ must be 18 years of age or over and will be responsible for complying with all conditions and regulations and any instructions given by the Council.
- d. The hiring does not entitle the Hirer to use the hire venue or enter premises at any time other than the specified hours for which the facilities are hired
- e. Full contact details of the Hirer’s authorised representative must be submitted within the application.
- f. Details of the Hirer’s authorised representative will be held in compliance with UK GDPR and Council policy. Any subsequent changes must be notified to the Council as soon as possible
- g. Upon receipt of a form the Hirer that is responsible for payment will be placed on record and checked for any outstanding accounts. Any Hirer that has not paid the pitch fees in full for a previous season will be refused a Council pitch until the outstanding fees have been cleared
- h. An invoice for the hire of the pitch/facility will be sent out prior to the start of the season. Permission to use the facility will not be granted until the payment and completed booking form has been received. **Invoices must be paid within 30 days of issue and in all cases before the first fixture of the season.**
- i. A seasonal booking for a Hirer comprises the use of one pitch for up to 20 matches during the season from 1 September to 31 May and for team training
- j. Charges are reviewed annually. The new charges take effect from 1<sup>st</sup> April of each year. Notice of any changes in respect of the annual review of charges will be notified to prospective Hirers once approved.
- k. The process for seasonal bookings commences in April/May each year, with allocations being confirmed before the beginning of the season in August
- l. Allocation of facilities will usually be based on the previous season’s allocation, i.e. the Hirer will usually have first option on the pitch they used the previous season. However, the Council reserves the right to allocate any pitch/facility as maybe necessary

### **2. Terms and Conditions General**

- a. Each Hirer must play their home game on the pitch allocated to them. Under no circumstances should the pitch be sub-let
- b. Hirers found playing on a pitch not allocated to them will be charged an additional fee in-line with Council Fees and Charges

- a. The Council will not, under any circumstances, accept responsibility of liability in respect of any damage to, or loss, theft or removal of property, articles or things whatsoever placed or left in the grounds or accommodation by the Hirer or other persons, and the Hirer's shall indemnify the Council from and against all claims, demands, actions and proceedings in respect of any such loss, theft or removal or any loss sustained by any person in consequence of such damage, theft, or removal up to £5,000,000 (Five Million Pounds)
- b. **The Council accepts no liability for loss, theft or damage to any property brought onto the site. The Hirer shall indemnify the Council against all claims arising from such loss or damage, up to £5,000,000.**
- c. In spite of Clause 2a, neither the Council or the Hirer limits or excludes any of the following:(a) its liability for death or personal injury caused by its negligence, or that of its employees, agents or subcontractors; (b) its liability for bribery or fraud or fraudulent misrepresentation by it or its employees; (c) any liability that cannot be excluded or limited by Law
- d. Hirer's will be responsible for any damage to or loss or theft of any equipment or accommodation provided by the Council, and shall repay to the Council, on demand, the cost of reinstating or replacing any equipment or accommodation which shall be damaged, destroyed, stolen, or removed during the period of their letting
- e. Any matches additional to League and Cup games outside of 1 September to 31 May are to be booked on a casual basis and are subject to the Council's current Fees and Charges
- f. Requests for additional games are required by email seven days prior to a match
- g. All sports facilities are available for hire throughout the year excluding the weekend that Christmas Day falls on or nearest to and the weekend that New Year's Day falls on or nearest to or when pitch maintenance needs to be carried out during the summer.
- h. When a pitch becomes unavailable due to unforeseen circumstances, the Council will work with the Hirer to try to accommodate the Hirer on an alternative pitch until the issue can be resolved, but an alternative pitch cannot be guaranteed. No refunds or discounts will be available unless in exceptional circumstances
- i. All posts and sockets are checked by the Council to ensure that they conform to health and safety regulations
- j. The Hirer must report any hazard or defect relating to the pitches or buildings to the Council
- k. The Hirer will be responsible to ensure all rubbish/litter is removed from site following use and for any costs incurred for the removal and disposal of such rubbish/litter. Items left in the changing rooms such as clothing, boots, and toiletries will be disposed of/ Should issues surrounding litter be brought to our attention the Hirer will be required to pay the cost of removing and disposal of the litter
- l. The Hirer shall not provide or arrange to have provided any refreshments or catering facilities at the venue except with the approval of the Council
- m. The Hirer shall not bring or allow to be brought onto the venue dangerous or hazardous substances
- n. The hirer is not permitted to bring alcohol into the grounds except where permission has been granted by the Council in writing
- o. The Hirer shall ensure vehicles park in designated areas within the facility. Hirers found to be parking illegally can have their seasonal booking withdrawn
- p. **The Council reserves the right to withdraw bookings where players, officials or spectators display abusive, aggressive or unacceptable behaviour.**

### **3. Pitches**

- a. The seasonal booking of a pitch includes the initial marking out at the beginning of the season, bi-weekly marking during the season, grass cutting and maintenance of the pitch during the season, the provision and maintenance of the goal posts, and the end of season renovation works
- b. Prior to bi-weekly marking and grass cutting, the pitch is checked for any object/debris. However, it is the responsibility of the club to check the pitch prior to the start of each game.
- c. No additional over marking will be completed by the Council unless paid for by the Hirer
- d. Goal posts are provided by the Council for all 11v11 pitches. If other size goal posts are required, please contact the council to discuss (budget setting is in November for the following financial year, therefore if new goals are required, this must be raised before November for the following season)
- e. Permission is not granted for exclusive use of a pitch
- f. The Hirer will be responsible for the conduct of the players and supporters and must ensure that during the period of hire shall not cause offence to those in the surrounding proximity
- g. To preserve the standard and quality of our pitches, training should take place on your allocated pitch, unless training will degrade the condition of the pitch
- h. The Hirer must report any unauthorised use of pitches to the Council

- i. At the end of the playing season the Council will carry out pitch renovation works as required. If the Hirer feels any renovation works are required, this should be notified by email to the clerk and grounds manager before the end of the season

#### **4. Cancellation of Matches**

- a. Any cancellation by the Hirer must be made by email no later than 5pm Tuesday before the scheduled weekend game. If the cancellation is in regard to a mid-week game, cancellations must be made in writing within at least three clear working days before the scheduled booking
- b. Only cancellations must be notified by email to the grounds manager and clerk
- c. Matches can be cancelled if the ground/weather conditions are considered unsuitable or dangerous or for other reasons. This decision is final. If a team plays on a pitch which has been declared closed for any reason, the seasonal booking will be withdrawn
- d. Pitches will be inspected by the Council on a regular basis
- e. The Council will contact the Hirer individually should a pitch be withdrawn from play for any reason by the Council
- f. The Hirer should be aware that major organised events may be held on the Council's land from time to time
- g. Where such events clash with a scheduled match, the Council reserve the right to cancel the match and the use of the pitch by the Hirer on that day
- h. The Council will give reasonable prior notice and will work with the Hirer to try to accommodate the Hirer
- i. Should a Hirer need to cancel their pitch booking then they should notify the clerk in writing. No refunds will be made

#### **5. Termination of Agreement**

The Council may terminate this agreement immediately for breach of these conditions or non-payment of fees.

#### **6. Insurance**

- a. The Hirer must provide a Public Liability Insurance Certificate with a limit of indemnity of no less than £5,000,000 (five million pounds only in respect of any one accident or series of accidents arising as a result of the event) upon submission of the booking form
- b. The Hirer shall be liable for and shall indemnify the Council against any expenses liability claim or proceeding whatsoever arising under any statute or common law in respect of personal injury to or the death of any person whomsoever and damage whatsoever to any property real or personal insofar as such injury death or damage arising out of or caused by the use by the Hirer of the Pitches provided that the Hirer shall not be liable for injury death or damage resulting from the negligent acts of the Council, its servants or agents

#### **7. Accidents, first aid, and fire**

- a. The Hirer shall ensure that there is first aid available throughout the period of hire an adequate number of persons present who are competent and equipped to administer first aid to any person sustaining personal injury during the event relating to the hire
- b. The Hirer is required to notify the Council or the Council's representative within 42 hours of any accident or personal injury sustained to members of the hiring group during the course of the hire period
- c. The changing rooms are Hired out unmanned. It is the responsibility of the Hirer to ensure they have read and share the fire information with anyone using the facility whilst being hired out by the Hirer

#### **8. Equal opportunities and safeguarding**

- a. The Council is committed to opposing harassment and victimisation of residents, service users and employees. Positive action will be taken to counteract harassment in the community, in the provision of services and facilities and in the workplace
- b. Should any club or organisation be found to have contravened the Council's equal opportunities policies, the Council will take action to discontinue their hire of Council pitches
- c. The Council is committed to promoting the protection, safety and welfare of children and vulnerable adults in the Community. All hirers should have a safeguarding policy and officer in place.
- d. Hirers must ensure all relevant staff and volunteers hold appropriate DBS checks where required by governing body guidance.

## Declaration

I ..... (print name) on behalf of ..... (name of team) undertake to comply with the conditions detailed above. ***I have retained one copy of these conditions and returned a copy to you***, having duly read and understood the conditions as they relate to my club, organisation, or hiring group.

**Signed:**

**Date:**

**Position held:**

---

### Club Contact Details

**Name:**

**Club position held:**

**Email address:**

**Contact mobile number:**

**Age group:**

**Pitch size required:**

**Times and dates required:**

Please state if training or match.

FA Guidance:

The FA Recommended Pitch Sizes							
Age grouping	Type	Recommended size <b>without</b> runoff (safety area around pitch)		Recommended size <b>including</b> runoff (safety area around pitch)		Recommended size of goal posts	
		Length x width (yards)		Length x width (yards)		Height x width (ft)	
Mini-Soccer U7/U8	5 v 5	40	30	46	36	6	12
Mini-Soccer U9/U10	7 v 7	60	40	66	46	6	12
Youth U11/U12	9 v 9	80	50	86	56	7	16
Youth U13/U14	11 v 11	90	55	96	61	7	21*
Youth U15/U16	11 v 11	100	60	106	66	8	24
Youth U17/U18	11 v 11	110	70	116	76	8	24
Over 18 (senior ages)	11 v 11	110	70	116	76	8	24

<https://www.thefa.com/-/media/cfa/staffordshirefa/files/facilities-and-funding/the-fa-guide-to-pitch-and-goalpost-dimensions.ashx>

---

**Invoicing details:**

**Club name for invoice:**

**Address for invoice:**

**Email address to send invoice to:**

I have enclosed a copy of the club's insurance certificate (please tick)

Please send your signed, completed form and copy of your insurance to [clerk@saxilbyparishcouncil.gov.uk](mailto:clerk@saxilbyparishcouncil.gov.uk) or drop in at the parish office.

If you have any queries, please contact the council on 01522 703912 or visit the parish office which is open Tuesday and Friday 9.15am–3.15pm.

Thank you for supporting Saxilby with Ingleby Parish Council's community facilities.

*Admin Drive\SPC\Formal Agreements & Licenses\Football Pitch Hire Agreement*

*This Agreement shall be governed by and construed in accordance with the laws of England and Wales.*