

## **BOOKING CONDITIONS \*\***

### **FOR THE USE OF SELHURST SPORTS ARENA 3G PITCH**

#### **Terms & Conditions of Hire**

1. The Company reserves the right to cancel a session with at least one month's notice due to FA courses being run on the facility to provide further opportunities for clubs to develop coaches and officials. Any costs incurred by the club will be refunded.
2. Smoking is NOT permitted in any Selhurst Sports Arena buildings; this includes changing rooms, hallways, entrances and exits to buildings and also on the 3G pitch including 3G compound and spectator viewing areas. Failure to comply with this condition will result in the immediate withdrawal of future facilities for your club or organisation.
3. Chewing gum is NOT permitted on the 3G surface or the 3G compound and spectator viewing areas. Failure to comply with this condition will result in the immediate withdrawal of future facilities for your club.
4. All football clubs/organisations will wear appropriate footwear within the facility at all times. Please change into appropriate footwear before entering the 3G compound to prolong the quality and life of the pitch. If inappropriate footwear is worn, the player(s) will be asked to remove the footwear or will not be allowed to play. Additionally, the club or organisation will be responsible for any damage sustained to the pitch and future facilities will be withdrawn. Appropriate footwear is:-

Trainer – general	NO
Spikes	NO
Trainer – Astroturf	YES
Football Boot – plastic screw in	YES
Football boot – Metal screw in	NO
Football boot – moulded stud	YES
Football boot – blade	NO

5. All football clubs/organisations will use the goals provided by the Company on the 3G pitch. If the football club/organisation requires additional goals for training and competition, only portable plastic goals can be used when agreed in advance with the Company. GOALS MUST ONLY BE MOVED WITH TRANSPORT WHEELS – IF NECESSARY, PLEASE SEEK ASSISTANCE FROM THE PREMISES OFFICER ON DUTY. FAILURE TO USE THE TRANSPORT WHEELS MAY JEOPARDISE FUTURE USE OF THE 3G.
6. Selhurst Sports Arena will not accept poor or inadequate standards of behaviour, language and attitude towards other users, the public or Company staff. Clubs will be accountable for their visiting teams and (in terms of junior clubs) parents.
7. It is the responsibility of the club to ensure that all its members are made aware of the Company's conditions of use and any breach of these conditions may result in further bookings being withheld.
8. The football clubs/organisations are responsible for the supervision of all persons attending the facility for the purpose of the hire. At any hire where members of the public are admitted, the football club/organisation shall provide an adequate number of stewards who will be present during the matches, training, coaching and tournaments. Any damage caused by an individual or team will result in the club being liable for any damage costs. Failure to do so will result in the immediate termination of the club's use of the facility.

9. Customers booking the facility will need to ensure that they have adequate first aid provisions when using the facility as the Company does not provide trained first aiders.
10. No spectators, including parents are allowed to access the pitch before, during or after a match. Team managers, coaches and first aiders are the only people allowed within the fenced pitch. No unauthorised person is allowed to enter the changing area. If any unauthorised person tries to obtain access to the facility the football club/organisation/school will immediately eject such persons from the facility.
11. No users are to display flags, signs, etc., without the prior permission of the Company.
12. Adequate parking for the use of the facility is provided but is not guaranteed. Users must ensure they use this parking facility and should refrain from parking along adjoining residential or access roads. If there is a shortage of space, assistance from the attendant on duty should be sought.
13. No dogs are permitted on the 3G pitch including 3G compound or spectator viewing areas.
14. The facility will be shut during the Christmas and New Year period, Good Friday, Easter Sunday, Easter Monday and on bank holidays. There may also be occasions when the Company has major events organised at Selhurst Sports Arena which may impact on parking or access arrangements. The Company will endeavour to inform hirers in advance of the times and dates of these events.
15. The football club/organisation must ensure that any litter due to their use on the 3G and surrounding area is cleared and taken away. Litter bins have been provided to take waste produced as a result of normal sports use. Should the provided litter bins be full, assistance from the attendant on duty should be sought. If excess litter is found after your use, you will be charged a Litter Fee of £35 before your next booking.
16. Football clubs/organisations that pay their invoices late will be unable to use the facility or make further bookings.

**17. INVOICE PAYING CUSTOMERS**

NOTICE	CANCELLATION CHARGE
Less than 4 Days	100% of charge payable
Between 4-28 Days	25% of charge payable
More than 28 Days	No cancellation charge

Please note that cancellations must be received either by phone between 9.00 am and 5.00 pm only on Weekdays and by email only for Weekend events. Cancellations will not be accepted after these times or in other ways other than as stated here. There will be no exceptions to these rules no matter how established your use of the premises have been.

Bookings will not be accepted **verbally on any occasion whatsoever**. If it is a bank holiday week (e.g. Christmas, Easter, May Holidays), bookings even if accepted online may be cancelled or not accepted at all due to operational requirements

Please note we are unable to take bookings for a facility without 24 hours' notice due to operational requirements.

I..... of .....(Name of Organisation)

Have read and accept the above Booking Conditions and accept that my booking and loss of any money paid may be effected if the above conditions are not met. I accept it is my responsible to inform all users who may use the facility under these Booking Conditions are of these terms and conditions.

\*\* If you have a Contract for use of the Premises, please also refer to that for further guidance.

.....( Users Signature) .....(Date)

**Return to Premises Officer on Site or to the office, Selhurst Sports Arena, Dagnall Park, SE25 5PH.  
Tel 0208 665 7530 Email –info@selhurstsportsarena.org**