



**Bursledon Parish Council  
Facilities Hire Agreement Form**

All sections of this form **MUST** be completed in full.  
Before completing this form please read the enclosed 'conditions of hire'  
Please complete ALL sections in **BLOCK CAPITALS**

Organisation/Club Name: .....		
	<b>Secretary</b>	<b>Treasurer</b>
<b>Title</b>		
<b>First Name</b>		
<b>Surname</b>		
<b>Address</b>		
<b>Town</b>		
<b>Post Code</b>		
<b>Home Telephone</b>		
<b>Work Telephone</b>		
<b>Mobile</b>		
<b>Email</b>		

<b>First Fixture Date</b> (dd/mm/yyyy) .....	<b>Last Fixture Date</b> (dd/mm/yyyy) .....
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Please complete the following as fully as possible for **each Team** you are applying for. If there are more than three teams, please provide the additional information on a photocopy of this form.

Team (1st, U16)			
Senior / Junior*			
League			
Division			
Site/Pitch Required			
Match Day			
Session Required	Morning Afternoon		Morning Afternoon
Est no of home matches at this site	League Cup <b>Total</b>		League Cup <b>Total</b>
Changing Rooms (Y/N)			

For a team to classify as junior All members of the team must be under 17 years of age

**Insurance**

Third Party /Public Liability Insurance with **Minimum Cover of £5 million**, is required for the hire of any outdoor facility.

**A valid copy of your public liability Insurance Certificate must accompany this Application Form before any bookings will be confirmed.**

**Safeguarding**

Any hirer who provides activities for children or vulnerable adults is required to adhere to current safeguarding legislation and guidance, in accordance with the council's hiring terms and conditions

All team's youth teams with players under 18 year of age must have a safeguarding policy and procedure.

**An up to date copy of their safeguarding policy and procedure must accompany this Application before any booking will be confirmed.**

I hereby agree to observe the Council's Conditions of the Hire relating to the hire of outdoor sporting facilities.

I further acknowledge and accept that I am responsible for the conduct of all participating players and teams and that the Council may suspend or terminate future use of the facilities if there is a failure to comply with the Conditions of Hire.

In accordance with Council procedures I accept that all invoices will be emailed to the email address provided below. I understand and accept that I am personally responsible for any debt arising from this hire and agree to pay all invoices within 14 days

Please note that it is the responsibility of the hirer to ensure they have the necessary insurance as the council accepts no responsibility or liability for any damage or injury that may occur *(Please see the Council terms and conditions)*

Please tick to confirm that you accept the terms and conditions of use attached [ ].

Signed ..... Print name.....Date.....

**If the billing address is different to the above, please enter details below:**

Email Address: .....

Name: .....

Address.....  
.....Post Code.....

Tel No: Work..... Home:..... Mobile:.....

**Should you wish to authorise another person to hire sporting facilities or respond to information requests on your behalf, please advise us of their details overleaf. Without prior authorisation no other person will be able to hire facilities on your behalf.**

Name of additional authourised person (s):.....

Address.....  
.....Post Code.....

Tel No: Work..... Home:..... Mobile: .....

**Please note that invoices will be sent via email unless stated otherwise**

**This application should be returned to:**

**Bursledon Parish Council  
The Lowford Centre  
Portsmouth Road  
Bursledon  
Southampton  
SO31 8 EF**

Data Protection: Bursledon Parish Council confirms that any data received in response to this agreement will be processed in accordance with the Data Protection Act 1998. To request a copy of the information the council holds about you write to the Parish Clerk, Bursledon Parish Council, The Parish Office, The Lowford Centre, Portsmouth Road, Bursledon, Southampton, SO31 8EF or email [clerk@bursledon-pc.gov.uk](mailto:clerk@bursledon-pc.gov.uk)