



# WELLINGTON TOWN COUNCIL

Serving Wellington & Rockwell Green

## Football Pitch Hire Agreement

The following guidelines have been prepared to help you reserve Wellington Town Pitches for 2025/2026

- 1 Provisional bookings for matches and training sessions can be made by emailing a football pitch hire booking form to: [bookings@wellingtontowncouncil.co.uk](mailto:bookings@wellingtontowncouncil.co.uk)
- 2 Bookings are accepted up to 12 noon on the Tuesday preceding the booking. If a booking needs to be re-arranged at short notice please email [bookings@wellingtontowncouncil.co.uk](mailto:bookings@wellingtontowncouncil.co.uk) by end of the day on Thursday and we will make every effort to accommodate your needs but this will depend on availability. Bookings will only be taken once we have received a complete Football Pitch Agreement.
- 3 **ANY TEAM USING A PITCH WITHOUT BOOKING WILL RECEIVE A £75.00 FINE AND MAY BE BANNED FROM USING OUR PITCHES** - Training sessions and Youth Football Camps **MUST** be booked.
- 4 In case we need to cancel a booking because of inclement weather, pitch condition and/or maintenance we need a name and telephone number where contact can be made on a Friday. In these cases, you will not be charged for the booking.
- 5 If the referee cancels the game, it is your responsibility to email us before 12noon on the Monday following the match, otherwise a full charge will be made for the ground. Please note, if you wish to cancel a booking, we will need to receive your cancellation request by 12noon on the Tuesday preceding the match otherwise the pitch fee will be charged.
- 6 Goal nets, fixing clips and corner flags are provided at the start of the season at each playing field. It is your responsibility to put up the nets and flags and to store them safely in the storeroom behind the kitchen after each game. At the beginning of the season the pavilions will be fully equipped and then again at midseason only. So, it is in everyone's interest that these items are not misused, and they are safely put away at the end of each booking. If any of these items are lost or damaged teams will need to replace them.
- 7 The Hirer will pay for any damage to the pitch, equipment or associated facilities, allowing for general wear and tear. Any damage must be reported immediately.

The Town Council accepts no liability for injury to players, coaches or spectators or, loss or damage to equipment.

- 8 Please ask players to remove their boots before entering the pavilion; under no circumstances must boots be cleaned in the changing rooms, washbasin or showers.
- 9 The Hirer will be responsible for all rubbish/litter and will ensure it is removed from the pavilion changing rooms including the pitch and surrounding areas. The Hirer will be liable for all costs incurred for the removal and disposal of such rubbish/litter. The Town Council reserve the right to recharge any costs incurred.
- 10 Pavilion key fobs can be collected from the Wellington Town Council office; a £10 fine will be levied for lost key fobs.
- 11 Pavilion Key Fobs will only be activated for the dates and times you have a confirmed pitch booking.
- 12 The Hirer will not sub-let their allocated pitch under any circumstances.
- 13 It shall be the responsibility of the Hirer to inform the Town Council during normal office hours of any faults or damage (other than normal wear and tear) to the playing surface of the pitch or of any matter that may give rise to accident or danger to persons using the facilities.

## **ALL PAVILIONS**

- You will be allocated **two changing rooms** for each booking, one for each team, which are for use by the teams booking that pitch only.
- It is the responsibility of the home team to provide toilet rolls, hand soap and hand paper towels where applicable.
- Wellington Town Council Open Spaces Team will inspect the pavilions on Monday morning at 8am. If the changing rooms and showers are found to be left in an unacceptable condition and left untidy for the next team who may use it that day or the next, then the home team making the booking will be fined £75. If the same team persists in leaving the changing rooms and showers in a poor state, then that team may be banned from the use of all Town Council pavilions and pitches for the season.
- It is the responsibility of the home team to ensure that the lights are switched off and the pavilion is locked after use. Failure to do this will result in a call out charge of £75 being levied on the home team.
- If a team finds the changing rooms in a poor state, they must report with photographic evidence by noon the following Monday.
- It will be deemed that the last team to use the pavilion prior to those making the complaint will receive the fine.

- Please note that smoking and vaping is not permitted in any enclosed public area.
- It shall be the responsibility of the Hirer to inform the Town Council during normal office hours of any faults to the fittings and equipment in the Pavilion or any damage to the fabric of the Pavilion or of any matter that may give rise to accident or danger to persons using the facilities. Defects must be reported to: [bookings@wellingtontowncouncil.co.uk](mailto:bookings@wellingtontowncouncil.co.uk)
- The Hirer to report problems with the showers and toilets on the Monday morning so that the problem can be rectified as soon as possible.
- The Pavilion is to be kept in a clean and tidy state at all times, including the condition of all floors, changing areas and toilets. In the event of the interior of the Pavilion not being maintained in a condition satisfactory to the Town Council, it reserves the right to instruct a firm of professional cleaners and charge all costs connected with the cleaning of the interior to the Hirer.
- Equipment is NOT to be left/stored in the changing rooms.

## Health & Safety

The Hirer is responsible for all matters relating to Health and Safety including, but not limited to;

- **PAT Testing** – any portable equipment that is brought into our pavilions must only be brought in if essential. If it is essential, it must be PAT tested.
- **Extension leads / Adaptors** – do not bring these as they are not allowed to be used within our pavilions.
- **Fire Evacuation Procedures** – Please follow the Fire Action instructions on the wall and inform Wellington Town Council of what has happened. Hirers must keep emergency exits clear at all times.
- **Machinery and Highly Flammable Substances** must not be stored in the Pavilions and changing rooms.
- **First Aid** – The Hirer is responsible to make their own arrangements for first aid, including providing adequate equipment and personnel. The Hirer shall record any accidents or incidents in their accident book, and a copy of the entry shall be sent to Wellington Town Council email address: [bookings@wellingtontowncouncil.co.uk](mailto:bookings@wellingtontowncouncil.co.uk)
- **Telephones** – there are no telephones on site so please make sure you have a mobile with you in case of an emergency.
- **Risk Assessment** – the Hirer is responsible to carry out their own risk assessments for the activities they are undertaking.

## INSURANCE

The Hirer, at the start of the new playing season, will submit to the Town Council a copy of their public liability (third party) insurance certificate (cover to the value of £10 million) for validation purposes. The Hirer will ensure that such insurance cover is maintained for the duration of the hire period and shall ensure that the Council is always in receipt of a current copy of such certificate during the said hire period.

The Town Council will not be responsible for any accident or injury that may occur to any person using the hired facilities for whatever reason.

## **SAFEGUARDING**

The Hirer shall provide the Town Council with a copy of its Safeguarding Policy together with a method statement setting out how that will be carried out in the context of this hire, and how the risk assessment issues are being addressed.

As an organisation hiring the playing field for youth sports, the Hirer must confirm that it has assessed the needs for Disclosure and Barring Service checks before signing the agreement.

## **RESPONSIBILITY OF WELLINGTON TOWN COUNCIL:**

1. The Town Council shall respond to any reported faults and effect repairs as are considered necessary by the Town Council as soon as possible. In the event of any potential danger to health or security of persons using the facility prior to the repairs being completed, the Town Council reserves the right to close the appropriate facility until such time as those repairs have taken place.
2. The Town Council shall be responsible for the cutting of the grass surfaces to the marked football pitches. The Town Council shall plan for the weed killing and fertilisation of all playing surfaces, as and when the Town Council considers it necessary.
3. The Town Council shall also be responsible for taking action to deter any pests such as moles damaging the playing surfaces and for ensuring that any remedial works required to the surfaces are undertaken.
4. In the event of the football pitches and pavilions not being available to the Hirer during the hiring period due to events (other than weather conditions) beyond the control of the Town Council and Hirer (such as fire or similar disaster) the Town Council will, following application by the Hirer, consider refunding an appropriate amount of the hiring fee.

**Please confirm acceptance of the Football Pitch agreement by completing and returning one copy of this form:**

|                     |  |
|---------------------|--|
| <b>Club Name</b>    |  |
| <b>Season Dates</b> |  |

On behalf of the above-mentioned club, I confirm acceptance of this agreement as set out by Wellington Town Council.

|               |  |
|---------------|--|
| <b>Signed</b> |  |
| <b>Print</b>  |  |
| <b>Date</b>   |  |

**Please note that all leagues will be invoiced via their respective managers. It is the responsibility of these managers to forward on details to the relevant parties.**

**Wellington Town Council**  
**28 – 30 Fore Street, Wellington TA21 8AQ**  
**Tel: 01823 662855**  
**[bookings@wellingtontowncouncil.co.uk](mailto:bookings@wellingtontowncouncil.co.uk)**