



Registered Charity Number 301912

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**Providers of facilities for sport and recreation in Overton since 1965**

## Berrydown/ Bridge Street/ Town Meadow Sports Facilities

**\*SPORTS HALL & PITCH HIRE REQUEST FORM\***

<b>Club/Organisation</b>			
<b>Contact Name</b>		<b>2<sup>nd</sup> Contact Name</b>	
<b>Contact No. &amp; Mob</b>		<b>Contact No. &amp; Mob</b>	
<b>E-Mail Address</b>		<b>E-Mail Address</b>	
<b>Address</b>		<b>Address</b>	

**Facility to hire:**

**Sports Hall** Tick Charge  
**Including kitchen**  £ \_\_\_\_\_ per hour

**Pitch(es)**

..... Football  
 ..... Cricket  
 ..... Sports Field  
 ..... Other

*Note: Bookings are provisional until the booking form has been returned and the request has been confirmed.*

<b>Date(s) of Hire:</b> (Please specify or attach schedule)	<b>Time(s):</b>

**Please read carefully and sign the conditions of hire below**

**Conditions of Hire of the ORC Facilities:**

- The ORC reserves the right to terminate any hire agreement at any stage or to close the facility for essential maintenance with or without written notice. No responsibility can be accepted for any loss sustained by the hirer
- Any property and/or vehicles left on the ORC premises are done so at the owner’s risk.
- The ORC accepts no responsibility for injuries or accidents to participants during their hire sessions. First Aid cover should be provided by the hirer.
- Users are responsible for leaving all facilities used, including changing areas, showers and toilets, in a clean and tidy condition. Cleaning equipment is available for users to tidy up after their session.
- The hirers are responsible for ensuring all lights, appliances and shutters are turned off and closed before leaving the building.
- Football boots must not be cleaned in the showers. Any cleaning and unblocking costs incurred will be charged to users.
- Avoidable damage caused to any parts of the building including the lights, fire alarms, smoke fittings, window protectors etc to the facilities, and any other equipment during any session, will be charged to the person/group named on the booking form.
- Please report damage caused to any of the facilities as soon as possible.
- Users are only authorised to use the equipment and facilities they have booked. This will be specified during the initial hire agreement.
- Hire slots must not over-run due to late starts.
- \* No cricket / football boots to be worn in the main hall.
- \* The ORC will notify the user(s) of unfit playing conditions, giving at least 24 hours notice (where possible) of cancellation. No fee will be owed if cancellations are as a result of bad weather or necessity by the ORC.
- Cancellations incurred less than 48 hours before the proposed date of hire will result in a charge being levied for the full hire cost of the facilities.
- \* Times of hire for football and cricket pitches are for one hour before to one hour after completion of a normal time match (unless prior arrangements are agreed).
- Under no circumstances are vehicles to be driven onto the sports field. Please park in the designated spaces only and only use the designated entrance and exit.
- No parking should take place is Straight Lane and if this occurs the ORC reserves the right to terminate future hiring’s for that team/group. Overflow parking is at Turnpike Cottages CAR PARK in London Road.
- Invoices will be sent to the contact on the booking form unless other payee details are given or other payment instructions are agreed.

*I have read the above conditions and made all of my club members aware of them and agree to abide by them. I understand that the hire agreement is at risk of termination if any of the above conditions of hire are broken.*

.....  
*Signature*

.....  
*Printed Name*

.....  
*Date*

**Where did you find out about the sports facilities at the ORC? .....**

**Hirers copy - please retain a copy of this booking form as reference.**

<b>Date(s) of Hire: (Please specify or attach schedule)</b>	<b>Time(s):</b>

**Conditions of Hire of the Ken Hogan Pavilion and Grounds:**

- The ORC reserves the right to terminate any hire agreement at any stage or to close the facility for essential maintenance with or without written notice. No responsibility can be accepted for any loss sustained by the hirer.
- Any property and/or vehicles left on the ORC premises are done so at the owner's risk.
- The ORC accepts no responsibility for injuries or accidents to participants during their hire sessions. First Aid cover should be provided by the hirer.
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*Signature*

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*Printed Name*

.....  
*Date*