

Ref No:

BOOKING DETAILS

Team Name							
Booking Type	Full Season	<input type="checkbox"/>	Casual/Ad Hoc	<input type="checkbox"/>			
Pitch Type Required	Football	<input type="checkbox"/>		Rugby	<input type="checkbox"/>		
	Gaelic Football	<input type="checkbox"/>		Cricket	<input type="checkbox"/>		
	Other						
Preferred Venue							
2nd choice Venue							
Preferred Playing	Date	<input type="text"/>	Day	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
2nd choice Playing	Date	<input type="text"/>	Day	<input type="text"/>	Time	<input type="text"/>	<input type="text"/>
Season	Summer	<input type="checkbox"/>	Winter	<input type="checkbox"/>			

CONTACT DETAILS

Contact	Name	<input type="text"/>
	Address	<input type="text"/>
	Postcode	<input type="text"/>
	Tel	<input type="text"/>
	Email	<input type="text"/>

SIGNATURE

I confirm that the information I have provided is correct at the time of signing this form.

Signed by or on behalf of the applicant:	I have read and understand the Terms and Conditions	<input type="checkbox"/>
	Signed.....	
	Name.....	
	Date.....	

PLEASE RETURN PAGES 1 TO THE ADDRESS BELOW, RETAIN THE TERMS AND CONDITIONS DETAILS.

Return Address : Greenspaces, Building 4, North London Business Park, Oakleigh Road South, N11 1NP

Email: parkslettings@barnet.gov.uk

DATA PROTECTION STATEMENT

Barnet Council has a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of crime. We may also share information with other council departments or external organisations in order to undertake our functions as a local authority. We will always comply with the requirements of the Data Protection Act 1998 and never give information about you to anyone else, or use information for another purpose unless the law allows us. If you want to know more about how your information is used visit www.barnet.gov.uk/privacy

1. OFFICE HOURS

- 1.1. The Lettings Office is open from 9.00am to 3.15pm, Monday to Friday. It is essential that if you wish to visit our office you phone to make an appointment. If you fail to make an appointment we are not able to guarantee that a member of the team will be here to deal with your enquiry.

2. BOOKING OF PITCHES

- 2.1. Please ensure you instruct us in advance if your team is a junior team (you will be asked to provide the necessary evidence) failure to do this will result in you being charged at the senior rate. Once a booking has been confirmed it is not able to be changed under any circumstances.
- 2.2. Pitch bookings must be made in writing by 12.30pm on the Wednesday, prior to the date of play.
- 2.3. No sub letting of pitches by teams is permitted under any circumstances.
- 2.4. All teams must pay in full two weeks before the start of the first date of play for casual bookings and first day of the Barnet's season for seasonal bookings, otherwise 15% late administrations fee will be applied.
- 2.5. Teams must remove all litter left after any match from the pitches, pavilions/changing rooms, car parks and surrounding areas. Failure to do so will result in fines being issued and permits revoked.

3. CANCELLATIONS, CREDITS AND REFUNDS

- 3.1. Cancellations of a casual booking must be made in writing 14 days prior to the designated date of play. Any teams cancelling after this date but before the date of play will be charged 50% of the amount due. As of the date of play the full amount due will be charged.
- 3.2. No refunds will be given. If, however, the pitch is deemed unplayable then teams will be issued with a credit. Credits allow you to re-book the game on a mutually convenient date as agreed with the designated Lettings Officer. Credits must be used within the current season or extensions period should one be deemed necessary.
- 3.3. Please note that credit requests must be sent either by fax, e-mail or letter to the Lettings Office within 14 days of the scheduled date of play. On receipt of your written request an acknowledgement of your credit request will be sent to you. If an acknowledgement is not received within 14 days then please contact the Lettings Office. It is the team's responsibility to ensure that the written acknowledgement has been received and retain it until it is used.

4. PITCH LINE

- 4.1. The pitch line number is 020 8359 7328 or 020 8359 7329. Pitch line is updated weekly in order to provide teams with up to date information regarding is playability and condition of pitches for the week's fixtures. The message is updated by Friday 3:30 pm. Please do not contact the Lettings Office for this information.
- 4.2. Any team caught playing on a pitch declared unfit will be liable for the full of reinstatement and repairs.

5. PAYMENT

- 5.1. Payment for all games must be made at least two weeks before the date of play in accordance with the Section 2.4 Booking of Pitches. No pavilion keys will be issued unless a team's account is settled in full.
- 5.2. After your payment has been received and processed you will be issued with a permit. No play is permitted without a valid permit.

- 5.3. Teams must ensure to have permits available for inspection purposes when playing.

6. PAVILIONS AND PAVILION KEYS (NOT APPLICABLE TO ALL BOOKINGS)

- 6.1. Teams must vacate the facilities within 60 minutes of the game finishing and 30 minutes before Parks close (Parks close at Dusk).
- 6.2. Teams must leave both changing facilities and pitches in a reasonable condition. No boots to be cleaned in the sinks or showers
- 6.3. Vehicles are not permitted on the playing areas, only in designated car parks.
- 6.4. Teams are responsible for the opening and closing of their own pavilions. It is essential that teams make sure that all windows and doors are secure before leaving.
- 6.5. A returnable deposit of £50 (payable to London Borough of Barnet and post dated as instructed by the lettings office) will be charged for the pavilion key. The cost of replacement keys will be £50. Teams will also need to pay an additional £100 deposit cheque for the pavilion deposit. Dependant on the type of booking two additional £10 deposits may be required.
- 6.6. All teams must return their pavilion keys two weeks after their last allocated date of play, where upon their deposit will be returned. Any team not returning their key in the allotted time will have their deposit cheque banked.
- 6.7. Under no circumstances are teams allowed to retain any keys once instructed to return them by the Lettings Officer.
- 6.8. The London Borough of Barnet can not be held responsible for any keys that are lost in the post. Teams are advised if sending keys through the post to use recorded/registered delivery.
- 6.9. Additional costs associated with the misuse of facilities or equipment will result in fines being issued to the offending teams. Failure to pay will lead to the withdrawal of permits.

7. INSURANCE

- 7.1. The charge for Casual bookings is inclusive of a fee to cover Insurance this is a non negotiable charge and cannot be withdrawn.
- 7.2. The London Borough of Barnet can not be held responsible for any team's personal possessions.

8. PENALTIES

- 8.1. Fines of £50 will be imposed on any team found playing on pitches not designated to them, or playing when the Local Authority has called off the games. Permits will also be revoked and the respective leagues informed.
- 8.2. £50 fines are also imposed on teams who change their dates after submission or their cheques are returned from the bank.

9. PARKING

- 9.1. All teams must nominate a parking representative who will ensure all home and away teams' cars are parked legally.

10. NETS

- 10.1. The London Borough of Barnet does not supply Nets, it is the responsibility of the teams to supply and source their own nets as required.