



Newcastle Town Football Club Youth

Document Title: Facility Booking Procedure

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Responsible for Day to Day Management:	All Staff & Volunteers
Responsible for Review:	Chair/Committee
Linked documents/notes:	None.

NEWCASTLE TOWN FC

EQUALITY CHECKED

This policy/procedure/document seeks to:

- ✚ Eliminate unlawful discrimination, harassment and victimisation
- ✚ Advance equality of opportunity between different groups
- ✚ Foster good relationships between groups
- ✚ Meet requirements under the Equality Duty
- ✚ Set Equality objectives which are specific and measurable



Policy

Newcastle Town Football Club have produced this policy in relation to the hire of the facility at Roe Lane Playing Fields, Roe Lane, Newcastle under Lyme, ST5 3PH. The facility is a 20-acre football and sporting site, which has football pitches, 14 changing rooms, a function room, and a gym.

Background

The playing fields were council owned until 2016 when a 28 year lease was signed with Newcastle Town Football Club Youth to take over the running of the site. The site had been renovated in 2005 with a new pavilion and drainage for the football pitches. The site was part funded by Newcastle under Lyme Council and the Football Foundation, both of whom remain partners in the site.

In 2016, Newcastle Town Football Club Youth applied to convert the use of one outbuilding to turn it into a gym for the local community to use. The following period saw applications to Red Industries Community Landfill fund via Derbyshire Environmental Trust to gain funding for half of the equipment, which was granted and supported.

Risks

Newcastle Town Football Club Youth will work to protect and act to protect all participants, students, employees, guests, and volunteers from all risks associated with hire of a facility.

Booking Procedure and Terms & Conditions

- i. All applications for the hire of the premises must be made in writing. In all cases the application form should be returned at least 7 days prior to the date of hiring. The person in whose name the application is made shall be deemed to be the hirer for the purpose of these conditions. Where an organisation is named that organisation or club shall also be considered the hirer and shall be jointly and severally liable hereon with the person in whose name the application is made.

Email: info@newcastletownfc.co
Phone: 01782 617993
- ii. Newcastle Town Football Club Youth reserves to itself, the right at any time to refuse or cancel the hire of the Premises. Newcastle Town Football Club Youth shall not be liable for any payment whatsoever either to the hirer or to any other person in respect of a claim for compensation or damage arising in any manner from the cancellation of any hire of the Premises.
- iii. Newcastle Town Football Club Youth will be in sole charge of opening and closing the facility, no hirer will have access to keys or equipment without a suitable member from the organisation providing.
- iv. Newcastle Town Football Club Youth shall not be responsible for any loss or damage suffered by or to the hirer or any other person as a result of any breakdown, leakage or accident, whatsoever, necessitating the cancellation or interruption of the hiring and the hirer shall indemnify Newcastle Town Football Club Youth against any costs, claims or demands arising out of such breakdown, leakage or accident.
- v. Newcastle Town Football Club Youth reserves to itself the right to charge the fee agreed if suitable notice of cancellation is not received at least 28 days prior to the booking.
- vi. Members accessing the gym shall undergo a induction with the relevant staff/volunteer/person from the organisation on how to use the equipment or provide certification to prove they have a competent person in place.
- vii. The hirer shall not assign, sublet or sublicense the permission to use the Premises without the prior approval of the Manager.
- viii. The Premises must be vacated by the expiration of the time of hire. The hours of hire are the total of those for which the Premises may be used by the hirer as agreed and do not refer to the duration of the programme.
- ix. No decorations are to be placed upon or additions made to the Premises without the consent of the Manager or his/her representative.
- x. No right to supply refreshments of any kind whatsoever shall be deemed to be given to the hirer or to any other person by a grant of the use of the premises.

- xi. No intoxicating liquor shall be brought upon the premises.
- xii. Newcastle Town Football Club Youth does not accept any responsibility with respect to the sale or collection of monies on behalf of the hirer.
- xiii. The Fee as specified overleaf shall be paid for the Premises at least seven days prior to the date of booking, and within 30 days of the invoice.
- xiv. The fee, unless specially stated to the contrary, is for the use of the Premises, and the fee also covers heating and lighting, the normal preparation and reinstatement of the Premises and accessories and the normal service of the attendants under the direction of the Manager or his/her representative, but do not include any extraordinary work, service or attendance which must be provided by and at the cost of the hirer.
- xv. The hirer must not affix any notices anywhere within the Premises, without the prior consent of the Manager.
- xvi. The hirer is responsible for ensuring themselves and all of their users are aware of the College Coronavirus (COVID19) Charter and adhere to all points contained within this document.

Opening Times

- Football Pitches

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM (9am onwards)	Closed	Closed	Available	Closed	Closed	Available	Available
PM (12 noon onwards)	Closed	Closed	Available	Closed	Closed	Available	Available
Evening (note only during Summer Months)	Closed	Available	Available	Available	Closed	Closed	Closed

- Room Hire

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM (9am onwards)	Not available	Not available	Not available	Available	Closed	Not available	Not available
PM (12 noon onwards)	Not available	Not available	Not available	Closed	Closed	Not available	Not available
Evening (note only during Summer Months)	Not available	Available	Available	Available	Closed	Closed	Closed

- Gym Hire

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am-4pm	Available	Available	Available	Closed	Closed	Available	Available
5pm-9.30pm	Available	Available	Available	Available	Closed	Closed	Closed

*Please note opening is based on Term time only, although exceptions will apply according to demand.

Fees

- Football Pitches

Size	Cost per season
5 a side	£300
7 a side	£500
9 a side	£700
11 a side	£900

- Room Hire

Hire	Cost
Half day	£100 per half day
Full day	£150 per day

- Gym

Hire	Cost
Per person 1 hour	£3 per hour
Per person 2 hour	£4.50 per hour

*Please note yearly reviews of pricing. Discounts will be considered for block bookings.

*All fees collected will be used to pay for the upkeep, cleaning and utilities of the site.