

ST STEPHEN PARISH COUNCIL

Park Street Cricket Pitch Booking Form for _____ Season

1 TEAM DETAILS

Team name _____

Manager _____

Telephone: Home _____ Work _____
Mobile _____

Email: _____

Treasurer _____

Address: _____

Postcode _____

Telephone: Home _____ Work _____
Mobile _____

Email: _____

2 PAVILION FACILITIES Please indicate if required? YES / NO (delete as applicable)

3 DATES OF HIRING – Please enter each date when you require a pitch in the appropriate month – pitches are available from third weekend in April to second weekend in September

Month	Dates	Month	Dates
April		July	
May		August	
June		September	

4 TIMES OF HIRING – please enter the match times against the relevant day(s) for the dates listed above

Day	Time		Day	Time	
	From	To		From	To
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday		
Thursday					

5 INSURANCE DETAILS

Please provide proof of appropriate Public Liability Insurance for the full hire period.

One form to be completed for each pitch hire. Completed forms must be returned to the Parish Office, with a complete fixture list. Once agreed a countersigned copy will be returned for your records.

By signing this form you agree to abide by the terms and conditions of hire as listed overleaf.

Signed on behalf of the Team named above _____ Date _____
(Coach/Manager)

Signed on behalf of St Stephen Parish Council: _____ Date _____
(Groundsman)

CRICKET TERMS & CONDITIONS OF HIRE

- Current hirers will be offered first option on pitches as booked in the previous season providing all terms & conditions have been adhered to.
- Available pitches thereafter and pitches relinquished, will be hired out on a 'first come first served' basis.
- The season will run from the third weekend in April till the second weekend in September inclusive.
- A booking form must be completed for each team wishing to hire a pitch and will only be valid if signed by the Team Manager and Groundsman. The dates and times required must be entered on the form and it must be accompanied by a fixtures list. Our acceptance of these will be confirmed by the return of the signed hire agreement booking form.
- Match play is to be confirmed with the Groundsman at least TWO WHOLE working days prior to each scheduled match. Failure to do so may result in the match being cancelled.
- The Groundsman has the authority to cancel a match due to unsuitable pitch conditions or inclement weather and will make every effort to contact each team affected.
- We will endeavour to replace matches cancelled by the Grounds Man although this cannot be guaranteed.
- If a game cannot commence due to inclement weather, the team captain MUST notify the Groundsman on duty, on the same day as the game is due to be played by email to sportsadmin@ststephenparishcouncil.gov.uk to confirm cancellation.
- Additional fixtures cannot be guaranteed and will only be considered where at least two weeks' advance notice is given. Acceptance thereof will be at the discretion of the Groundsman.
- No match or training is to take place without the prior permission of the Groundsman.
- Payment is to be made at the beginning of the season unless alternative arrangements have been made with the Clerk.
- Payment is to be made by cheque to St Stephen Parish Council and delivered to the Clerk at the Parish Office or by BACS transfer to Unity Trust Bank 60 83 01 account no 20430676.
- Each team must provide proof of adequate public liability insurance.
- Teams are to provide their own first aid kits.
- Teams providing their own equipment are to ensure that they comply with current health & safety legislation.
- Sight Screens provided are to be put up/taken down immediately preceding/following each match and MUST NOT be used in windy conditions.
- Any damage to the sight screens during use must be reported to the groundsman as soon as possible.
- Any defect/fault found with the facilities/grounds/equipment provided are to be reported to the Groundsman or the Clerk as soon as practical.
- Facilities hired are to be left in a clean and tidy condition after use.
- Home teams are entirely responsible for the actions and behaviour of the opposing 'away' team.
- Litter is to be removed from the pitch after a match.
- Teams may leave only one clear bag of general waste and one clear bag of mixed dry recyclable waste per match. Any surplus must be taken away by the team representative.
- Nets are to be put up/taken down immediately preceding/following each match.
- All keys issued are to be returned promptly to the Groundsman and pavilion doors locked.



ST STEPHEN PARISH COUNCIL

Bricket Wood, Chiswell Green and Park Street

THE PARISH CENTRE, STATION ROAD, BRICKET WOOD,
ST ALBANS, HERTS, AL2 3PJ Tel 01923 681443 option 2
Web: ststephen-pc.gov.uk

VAT Registration No: 630 0563 81
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