

Application for Use Glasshouse Playing Fields

Bath ● ● ●
Recreation

Applicant's Details

Name of Organiser / Responsible Person:

Organisation / Club Name:

Address:

Telephone (Day):

Telephone (Evening):

Telephone (Mobile):

Email:

Invoice Name / Address (if different from above):

Status of Organisation (please tick):

Limited Company

Non-profit organisation / Charity

Is your organisation registered for VAT (please tick):

Yes

No

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COVID-19

Please note: we will require all users to have a Covid Risk Assessment and Track and Trace process in place.

Details of Booking Enquiry

Date(s) of Booking:

Start time:

Finish time:

Approximate No. of Players/Attendees:

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Area / Facilities Required

Other Requirements

Please specify below or continue on separate sheet:

Documentation and Information

Please provide the following information or copies of relevant documentation:

Insurance certificate – appropriate to activity involved:

Name of person responsible for First Aid:

Booking Conditions

1. Bath Recreation Limited can only consider bookings for activities that fall within its charitable purpose.
2. Hirers must demonstrate that they have the relevant capability, structure, resources and safety measures in place for the proper operation of the activity.
3. Hirers must ensure that the activity will be conducted in accordance with "best practice" as defined by the governing body applicable to the activity and must adhere to minimum coaching qualifications and participant ratios as recommended by such governing body. If so required, Hirer's must forward details of coaches' qualifications with this Application.

Some activities will require local authority support, for further information please refer to Bath and North East Somerset Council's website for further details.
4. The ground / premises may only be hired for the purpose declared on the Application for Use form and activities can only be undertaken on the designated pitch / area requested and agreed.
5. Bath Recreation does not hold an alcohol licence, therefore no alcohol is permitted on site.
6. The Hirer shall be responsible for the payment of the appropriate charges and for the due observance of the attached Terms and Conditions of Use.
7. No deliveries of equipment or merchandise for an event will be accepted by Bath Recreation Limited without prior written agreement and notification of expected goods.
8. By signing the Application for Use form the person doing so shall be deemed to be duly authorized to commit the Hirer to full responsibility for the hire in accordance with the Terms and Conditions of Use. If the hire is made on behalf of more than one organization, each organization shall be jointly and severally responsible as aforesaid.
9. Bath Recreation Limited reserves the right to adapt the Terms and Conditions of Use as may be appropriate for the hire and reasonable notice of such changes will be given.
10. Bath Recreation reserves the right to require the Hirer to produce evidence of adequate Public Liability Insurance appropriate to the activity.

Bookings

1. For all bookings the Application for Use form below is required to be completed by the Hirer with all necessary details and the completed form must be to:

academy@bathrec.co.uk OR

Bath Recreation Limited,
Bath Recreation Ground, Pulteney Mews, Bath BA2 4DS
2. Bookings become effective upon written acceptance from Bath Recreation Limited and upon receipt of any deposits/payments due and the signing of the Terms and Conditions of Use.
3. All booking periods shall include time necessary for erecting and dismantling equipment is appropriate.
4. Acceptance of the booking is for the dates requested only.
5. There is neither guarantee nor obligation on the part of Bath Recreation Limited that the booking will be extended or renewed.
6. Bookings for large events are likely to require a formal Licence which will be subject to further conditions. Organisers of such events will be required to attend at least one site meeting with the staff to discuss specific requirements and agree specific terms.
7. If the use is required of the Recreation Ground Pavilion, the Recreation Ground Sports Hub, the Glasshouse Playing Fields Pavilion or for the playing of Cricket on the Glasshouse Playing Fields, the Application for Use should so state because additional specific terms and conditions apply for those facilities.

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Restrictions

1. If the event is to include music, agreement must be obtained from Bath Recreation Limited in advance as to the nature and timings of the entertainment.
2. Bath Recreation Limited reserves the right to refuse admission and to stop any excessive noise disturbance.
3. Firearms, chemical substances and electrical apparatus are strictly forbidden without the prior written consent of the Bath Recreation Limited.
4. Animals are strictly forbidden on the ground or the premises, with the exception of "assistance" dogs.
5. Parking and access on the Recreation Ground and the Glasshouse Playing Fields is restricted and if the Hirer requires vehicle parking this is subject to specific terms and conditions
6. Vehicles are prohibited on the playing fields without the prior consent of staff and appropriate tracking put in place if permission is granted.
7. No set up work or event may commence prior to 0800 hours and activities/clear up time must be agreed with the staff beforehand but will be no later than 2200 hours.

Charges

1. Charges will be in accordance with Bath Recreation Limited's Fee and Charging Structure. Bath Recreation Limited is partially registered for VAT and therefore charges will be subject to VAT where appropriate.
2. The Hirer will be invoiced by Bath Recreation Limited, and the Hirer will pay by online payment in accordance with bank details supplied with invoices. In the event that such payment means is unavailable to the Hirer, cheques should be made payable to Bath Recreation Limited.
3. Charges for regular bookings will be invoiced on a monthly / quarterly basis as appropriate and payments should be made within one month of the date of invoice.
4. Charges for events will be invoiced on the following basis:
 - A 10% deposit of Event costs will be due 4 months prior to the Event, or on confirmation of booking if less than 4 months before Event date.
 - Total amount quoted will be due 2 weeks prior to the event taking place.
 - Charges for events will include a deposit to cover potential costs for damage, losses, reinstatement and repair. Any damage or losses caused by the Hirer may result in retention of the deposit and / or further charges. Should this not be required, the deposit will be refunded to the Hirer within one month of the event taking place.

I have read and agree to comply with Bath Recreation's Standard Terms and Conditions of Hire and any specific Terms and Conditions required.

Hirers Signature:

Date:

NOTE: GDPR Regulations – Privacy Notice

Bath Recreation Limited will only use any personal information provided by you to administer your booking and to provide the facilities and services you request.

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