

DISS TOWN COUNCIL



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Council Offices, 11-12 Market Hill,
Diss, Norfolk, IP22 4JZ.
Telephone and Fax: (01379)
643848
Email: towncouncil@diss.gov.uk
Website: www.diss.gov.uk

APPLICATION FOR THE HIRE OF DISS SPORT GROUND		APPLICATION No.
Name of Organisation/Individual -		
Address/Invoice Address if different -		
Postcode -		
Tel No. -		Email Address -
Date(s) of Hiring - (Please include any days for set-up, close down, etc.) <i>Seasonal Hirers are asked to attach a schedule of fixtures</i>		
Hours of Hire (include preparation & clearing up time) - From -		To -
		am/pm
		am/pm
Type of Event - (Eg. Football match, karate, etc.)		
Is the use Community <input type="checkbox"/> or Commercial <input type="checkbox"/> (see Terms & Conditions over page for definitions)		
Facilities Required	✓	For Office use
Whole Field		
Football Pitches - Junior		
Senior		
Five-a-side		
Athletics Track		
Hammer Cage		
Shot Put area		
Floodlights		
Pavilion - Clubroom		
Kitchen		
Changing Rooms (indicate no. required)		

I/We hereby apply for the hire of the facilities as above in accordance with the Council's current scale of charges and subject to their terms and conditions of hire. I/We further undertake to leave the facilities in the condition as found and to remove from the premises immediately upon expiry of the period of hire, all goods, equipment and rubbish. I/We agree to reimburse Diss Town Council for any damage/breakages during the period of hire.

Privacy Notice

Diss Town Council takes your privacy seriously and will only use your information in relation to your booking. However, we would like to contact you with details of events you may be interested in. If you consent to us contacting you for this purpose please tick the box(es) to say how you would like us to contact you.

Email Telephone / SMS

If you prefer not to be contacted with details of other events, then please tick this box
For further information, please refer to our GDPR Policy at www.diss.gov.uk.

Signed - _____

Date - _____

DISS SPORTS GROUND - Shelfanger Road, Diss, Norfolk, IP22 4DX.

1. Hire includes free use of the pavilion facilities providing that all rooms are left in the condition they were found ie clean, tidy and in good repair. If the caretaker is called upon to carry out extra cleaning after a hiring, an additional charge will be made. The Town Council reserves the right to request a refundable damage deposit of £150.
2. Every hirer must have public liability insurance with a minimum of £2,000,000, and a copy of the relevant insurance certificate must be submitted to the Council Offices at the same time as the completed application form.

Diss Town Council does not undertake insurance cover for individuals, clubs or equipment. Hirers must therefore make their own insurance arrangements. Private hire parties hire the Town Council's facilities at their own risk, the Council accepts no responsibility.

3. An event/activity Risk Assessment form must be completed and returned with your application as a condition of hire. Failure to do so will result in refusal of booking. Diss Town Council reserves the right to impose conditions for provision for health and safety if those stated in the form are deemed to be inadequate.
4. The hirer is responsible for removing their rubbish from the Sports Ground site and disposing of it in an appropriate and responsible manner.
5. The clubroom and changing rooms are to be left in a clean and tidy condition.
6. Changing rooms and toilets are to be cleaned after use.
7. The kitchen and equipment are to be left in a clean and tidy condition.

NOTE: Cleaning equipment will be made available by the Caretaker, but hirers are expected to provide consumables such as washing up liquid, tea cloths, hand towels, etc.

8. A completed and signed application form must be submitted to the Council Offices, together with a schedule of games (if applicable) before any match/game takes place.
9. All damage and breakages must be reported immediately to the Caretaker and the hirer is responsible for repair/replacement costs. All incidents of damage caused by vandalism found on arriving at the beginning of the hire period **MUST BE REPORTED IMMEDIATELY** to the caretaker who will take the necessary action and decide whether the facility is safe to use. If the caretaker is not in attendance it will be the responsibility of the hirer to determine safety of use.
10. No spikes or studs to be worn in the pavilion building. The clubroom is not to be used as a changing room.
11. Dirty boots to be cleaned outside on the spikes/brushes provided and not against the walls of the building.
12. The hire fee does not include preparation (rolling or extra cutting) of pitches, marking out equipment or use of the floodlights. Some equipment (roller, line marker) is available by arrangement with the caretaker for hirers own use.
13. Clubs are responsible for erecting and removing their own goal posts or other equipment at the beginning and end of each season/hire period and for the continued maintenance of such posts or equipment. A copy of proof of regular maintenance and inspection of such equipment must be provided, in writing, to the Town Clerk on request. The club/organisation is wholly responsible for insuring and maintaining any equipment owned, used and/or stored at the Sports Ground.
14. The Town Council does not accept responsibility for injury caused by any equipment owned and used by the hirer at the Sports Ground & Pavilion.
15. The hirer will inspect the pitch at least 2 hours before the start of a game and decide if the pitch is to be closed. All liability will rest with the hirer.
16. If notice of cancellation by the hirer is insufficient for the Town Council to rearrange or re-let the accommodation reserved, the full hire charge may become payable. Three months notice is required for seasonal hirers. Hirers will be required to pay a non-refundable 25% deposit at the time of booking.

17. SPECIAL NOTE

Casual hirers must adhere to the rules above and arrange for use of posts/nets and equipment with seasonal hirers. Diss Town Council reserves the right to refuse /cancel bookings.

18. FIRST AID

All Hirers should provide adequate First Aid provision and have a trained First Aider in attendance.

19. CODE OF CONDUCT

All users of the Sports Ground are required to maintain and keep good order and decent behaviour. Players and spectators must not use words or actions which might reasonably be considered offensive, insulting, abusive or threatening. No physical violence whatsoever is acceptable.

Reported incidents will be considered by the Town Council and may result in formal action being taken.

EVENT RISK ASSESSMENT FORM

Please fill in this form and return it **signed and dated** with your booking form.



Organisation:		Contact Person:	
Site:	Sports Ground	Location on site:	
Type of event		Date and time	Number of participants

Hazards involved with activity	Safety measures you will put in place to reduce the risk of accidents	Rating band (see table below)
<i>e.g. Foreign objects on the field</i>	<i>e.g. Undertake a thorough inspection of pitches and surrounding are prior to use</i>	$2 \times 2 = 4$

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Band	Action
1 = Most Unlikely	1 = Trivial Injury	1 – 2 = Minimal Risk	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3 – 4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6 – 8 = Medium Risk	Improve Control Measures

4 = Most Likely	4 = Major Injury or Death	9 – 12 – 16 = High Risk	Consider not running the event
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Signature:		Print name:		Date:	
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For DTC staff use only:
Comments: