



DISS TOWN COUNCIL
 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 SPORTS 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: _____ am/pm To: _____ am/pm	
Type of Event: (e.g. 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		
Pavilion - Kitchen		
Pavilion – 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 its 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 - _____

TERMS & CONDITIONS - 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 i.e. clean, tidy and in good repair. If the maintenance team is called upon to carry out extra cleaning after a hiring, an additional charge will be made at the hourly rate relevant at the time. The Town Council reserves the right to request a refundable damage deposit of £150. Please note cleaning equipment will be made available by the Maintenance Manager, but hirers are expected to provide consumables such as washing up liquid, tea cloths, hand towels, etc.
2. Private hire parties use the Town Council's facilities at their own risk and the Council accepts no responsibility. All hirers must have public liability insurance with a minimum cover 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. All hirers must contact South Norfolk District Council to confirm licencing requirements.
3. A completed and signed application form and event/activity Risk Assessment must be returned with your application as a condition of hire (together with a schedule of games if applicable before any match/game takes place). Failure to do so will result in refusal of booking.
4. Diss Town Council reserves the right to impose conditions for provision for health and safety if those stated in the Risk Assessment form are deemed to be inadequate.
5. The hirer is responsible for removing their rubbish from the Sports Ground site and disposing of it in an appropriate and responsible manner.
6. All damage and breakages must be reported immediately to the Maintenance Manager and the hirer is responsible for repair/replacement costs. All incidents of damage caused by vandalism found on arriving at the site must be reported immediately to the Maintenance Manager who will take the necessary action and decide whether the facility is safe to use. If the Maintenance Manager is not in attendance, it will be the responsibility of the hirer to determine safety of use.
7. Spikes and studs must not be worn in the pavilion building. Dirty boots should be cleaned outside on the spikes/brushes provided and not against the walls of the building
8. The hire fee does not include preparation (rolling or extra cutting) of pitches or marking out equipment
9. Clubs are responsible for erecting and removing their own goal posts or other equipment at the beginning and end of each hire period. Proof of regular maintenance and/or inspection of such equipment may be requested. Clubs are wholly responsible for insuring and maintaining any equipment owned, used and/or stored at the Sports Ground.
10. The Town Council does not accept responsibility for injury caused by any equipment owned and used by the hirer at the Sports Ground & Pavilion.
11. The hirer will inspect the pitch at least 2 hours before the start of a game and decide if the pitch is safe to be used or should be closed. All liability rests with the hirer.
12. One months' notice of cancellation is required for seasonal hirers. If notice of cancellation by the hirer is insufficient for the Town Council to rearrange or re-let the facilities reserved, the full hire charge may become payable. Hirers may be required to pay a non-refundable 25% deposit at the time of booking.
13. Casual hirers must adhere to the terms above and arrange for use of equipment with seasonal hirers. Diss Town Council reserves the right to refuse /cancel bookings.

14. Adequate First Aid provision is the responsibility of the hirer.

15. All users of the Sports Ground are required to demonstrate appropriate behaviour. Players and spectators must not use words or actions which might reasonably be considered offensive, or threatening and physical violence is unacceptable. Reported incidents may result in formal action being taken by the Town Council.



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 surround area prior to use.</i>	$2 \times 2 = 4$

Likelihood	Severity of Injury	Rating Bands	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 = High Risk	Consider not running the event

Signature:	
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Print Name:	
Date:	