



# Football Team Pitch Hire Agreement 2023 - 2024



**Worcester**  
CITY COUNCIL

# Please complete one form per team

Name of Team: \_\_\_\_\_

Club Secretary: Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Daytime/Mobile \_\_\_\_\_ Telephone Evening: \_\_\_\_\_

Email: (mandatory) \_\_\_\_\_

**Note:** The Club Secretary/Team Manager will be the City Council's contact for all matters including financial ones. Please notify this office if your Club Secretary or Team Manager details change.

Worcester City Council will process and store your information in accordance with Data Protection Law. For more information, please see our privacy notices on our website: [www.worcester.gov.uk/privacy-policy](http://www.worcester.gov.uk/privacy-policy).

**Would you like us to retain your details on our booking system to allow you to make future bookings without the need to provide us with the information again? Yes  No**

You can withdraw your consent at any time by contacting [Football@worcester.gov.uk](mailto:Football@worcester.gov.uk) or Kerry Poole on 01905 752986 and we will remove your details from our system.

For league team bookings only: Worcester City Council works closely with the Worcester and District League and by allowing us to share your information with them we can administer bookings more efficiently. If you do not consent to us sharing this information we may need to contact you for certain queries regarding payments or bookings. **Are you happy for us to share this information? Yes  No**

You can withdraw your consent at any time by contacting [Football@worcester.gov.uk](mailto:Football@worcester.gov.uk) or Kerry Poole on 01905 752986 and we will no longer share your information.

## Preferred Site

Please enter 1 for your first choice and 2 and 3 for your second and third choices in case you cannot be accommodated at your first choice.

**We reserve the right to remove pitches from play at any time without prior notice.**

### Cornmeadow Lane

Perdiswell (includes changing)

Pitchcroft (includes changing)

### Warndon Park (Shap Drive)

Changing facilities can be provided by the Community Centre. Please contact them direct for booking of changing rooms and to arrange payment, Tel: 01905 453453

### Northwick Road

### King George V (Brickfields Park)

Changing facilities can be provided by the Community Centre. Please contact them direct for booking of changing rooms and to arrange payment, Tel: 01905 453453

Preferred type of pitch Pitch types available	Length	Width	tick below
Mini Pitch	54.9m	36.6m	<input type="checkbox"/>
9 x 9 pitch	67.7m	45.7m	<input type="checkbox"/>
Senior pitch	90m	55m	<input type="checkbox"/>



**Day:** (please delete as appropriate) **Saturday/Sunday** **Kick Off Time:** (please state) \_\_\_\_\_

**League Entered:** \_\_\_\_\_

**Division:** \_\_\_\_\_

<b>Charges:</b> Please note these are based in pitch size			
<b>Seasonal Hire:</b> (VAT exempt) 11 games + 1 free of charge	Senior	9 x 9	Mini
<b>Cornmeadow Lane/Northwick Lodge</b> (changing unavailable)	£378.35	N/A	N/A
<b>Perdiswell</b> (includes changing)	£584.33	£292.32	N/A
<b>Pitchcroft</b> (includes changing)	£584.33	£292.32	N/A
<b>Warndon Park</b> (Shap Drive) (changing can be booked with Worcester Community Trust on 01905 453453)	£378.35	N/A	N/A
<b>King George V</b> (Brickfields Park) (changing can be booked with Worcester Community Trust on 01905 453453)	£378.35	£192.60	£131.82
<b>Casual Use:</b> (includes VAT)	Senior	9 x 9	Mini
<b>Cornmeadow Lane/Northwick Lodge</b> (changing unavailable)	£35.95	N/A	N/A
<b>Perdiswell</b> (includes changing)	£54.80	£27.40	N/A
<b>Pitchcroft</b> (includes changing)	£54.80	£27.40	N/A
<b>Warndon Park</b> (Shap Drive) (changing can be booked with Worcester Community Trust on 01905 453453)	£35.95	N/A	N/A
<b>King George V</b> (Brickfields Park) (changing can be booked with Worcester Community Trust on 01905 453453)	£35.95	£18.08	£12.84

## Single Training Sessions (unmarked area only) at any facility: £24.40

**Cancellation Charge** - a cancellation charge of 50% of pitch fee may be levied by the Council.

### Hire requirement: (please tick)

<b>Seasonal Hire</b>	For those wanting a pitch alternate weeks throughout the season. The fee must be paid by credit/debit card only before the commencement of the season. VAT exemption applied on advance payments for seasonal hire. Your attention is drawn to VAT ACT 1994. Schedule 9, Group 1, Note 16, which states that if a club cancel a game for any reason, and therefore do not play within 14 days of their last game, they do not qualify for VAT exemption on their booking. <b>Payments to be made no later than 31 August 2023 (or date of first booking, if earlier).</b>
<b>Casual Use</b>	For those wanting a pitch on a match by match basis for the season without the benefit of VAT savings. Payment will be by credit/debit card at time of booking.

**Credit/Debit card details cannot be stored for any team. The Club Secretary/ Team Manager will be contacted during the week following the weekend game for any payments owing.**

**Subsequent bookings will not be taken until the preceeding payment has been made.**

**Seasonal payments will be required no later than 31 August 2023.**



I \_\_\_\_\_ (insert full name of Club Secretary/Team Manager)

of \_\_\_\_\_ (Club name)

**for and on behalf of the club hereby acknowledge and confirm that I have read and understood the conditions attached and accept responsibility on behalf of the club for the 2023/2024 season.**

Closing date for agreements to be returned: **Monday 24 July 2023**

Completed form to be returned to:

**Football, Worcester City Council, Warndon Depot, Pershore Lane, Warndon, Worcester, WR4 0AA**

# Conditions for Hire of Pitches

- 1. Allocation** - Clubs will receive confirmation of their allocated site(s) and pitch prior to the start of each season. **Clubs must play on their allocated pitch only.**
- 2. Bookings** - A pitch must always be booked via e-mail to [football@worcester.gov.uk](mailto:football@worcester.gov.uk) by mid-day of the Tuesday preceding the game. Failure to book a pitch or pay by the deadline could result in your team being unable to play.
- 3. Cancellations** - Pitch cancellations must be made by 12.00noon of the preceeding Wednesday, or in the event of a match being cancelled by the City Council or by the Official on the day, by the following Monday, subject to confirmation of cancellation by the League(s). Refunds or re-instatement to a seasonal allowance will not be made in any other circumstances. The Council also reserves the right to levy a 50% cancellation charge.
- 4. Pitch conditions/information** - Information regarding pitch condition/cancellations can be obtained via e-mail to [football@worcester.gov.uk](mailto:football@worcester.gov.uk); the subject must be set to '**Football Update**'; this will generate an automated response detailing forthcoming matches and pitch information.
- 5. Seasonal Hire - VAT Implications** - The seasonal hire rate is based on alternate weeks use of the allocated facility throughout the season. Additional games in excess of the allowance are chargeable at the Casual rate. Your attention is drawn to the VAT Act 1994, Schedule 9, Group 1, Note 16, which states that should a club cancel a game for any reason, and therefore not play within 14 days of their last game, they do not qualify for VAT exemption on their booking.
- 6. Payment** - Payment for both Seasonal and Casual hire will be by debit/credit card only. Payment is required prior to pitches being allocated to teams. Failure to do so will result in your team being unable to hire a pitch.
- 7. Unauthorised use** - Any team found to be playing on a City Council pitch without a prior valid booking will be charged at the prevailing rate and may be refused further use of Council pitches. Four week bans will be issued to teams using pitches without valid booking confirmations.
- 8. Affixing of Nets/Goals - Perdiswell Only** - senior movable goals and nets are the property of Worcester City Council. Teams must unlock goals from the chained anchor points and take them to the relevant pitch hired and they must be returned after the game by the teams and locked to the anchor points as they found them. Failure to do this may result in both teams being charged for any damage incurred due to this failure. On **NO** account must adhesive tape be used to affix nets to goal posts. Please use re-useable 'Velcro' type fixings or 'net clips' **at all times**. A fine of £25 per occasion may be levied for non-compliance.
- 9. Notifications** - Booking confirmations/cancellation notifications will be sent out by e-mail only. A valid e-mail address must be provided on the Pitch Hire Agreement. Please ensure you have a valid copy of your confirmation at the venue on match days.
- 10. Parking** - No vehicles are to be driven or parked on any grass area.
- 11. Changing facilities** - Changing facilities must be left tidy after use. Any damages and/or additional cleaning will be chargeable at cost and teams may be denied further bookings.  
**Under NO circumstances must football boots be worn in the changing rooms.** A member of each club that play at Warndon Park or King George V must report to Reception on arrival; where they will be allocated changing facilities and pitch number(s). A key may be allocated for which a refundable deposit will be payable.
- 12. Insurance, accidents and injuries** - The club(s) shall indemnify Worcester City Council against any accidents or injuries arising from the clubs use of the allocated facilities. Clubs should advise players of the risks associated with the game and the possibility of third party claims resulting from players actions.
- 13. Under 16's** - Clubs running teams for under 16's may be required to comply with additional procedures before using a City Council pitch.
- 14. Service Level Agreement** - Pitches shall be cut once per week during the season as required. Posts shall be independently checked at the beginning of the season for safety. Lines shall be marked during the season on a three week rotation. Corner flags and nets are not supplied. Senior goal posts only supplied.
- 15. Conduct** - Clubs must ensure that their players and supporters behave in a respectful manner towards other players, supporters and residents.
- 16. Litter Pledge** - By signing this Pitch Hire Agreement, you are committed to ensuring that you complete a pre-pitch health and safety check to remove any large stones, broken glass, dog fouling or other obstacles from the pitch. All litter is to be removed from the site after your match to be disposed of responsibly. Failure to do so may result in the City Council seeking to recover its costs from the Club in addition to potential exclusion from future pitch bookings. **CLUB SECRETARY/TEAM MANAGERS** are responsible for the removal of litter generated from the playing of their fixture.
- 17. Complaints** - Complaints will be reviewed on a case-by-case basis, and should be emailed next working day to [football@worcester.gov.uk](mailto:football@worcester.gov.uk). Our management panel will assess and decide if the complaint is withstanding and a refund is applicable.  
**Failure to comply with these Terms and Conditions may result in the termination of the Pitch Hire Agreement. A minimum cancellation charge of £150 will apply.**

You can download the Football Pitch Hire Agreement for the 2023/2024 season at [www.worcester.gov.uk/football-pitches](http://www.worcester.gov.uk/football-pitches)

Or please email us at [football@worcester.gov.uk](mailto:football@worcester.gov.uk) and we will send you one.