

<b>CONDITIONS OF HIRE RELATING TO THE COUNCIL'S OUTDOOR SPORTS FACILITIES</b>	
1.	All bookings for the hire of any of the Council's Sports Facilities must be made via <a href="http://pitchbooking.com">pitchbooking.com</a> at least 48 hours prior to a booking taking place or for weekend bookings no later than Wednesday of each week at 5.00 pm.
2.	Payment must be made at the time of booking by any credit or debit card. Any refunds due will be made to the payment card used at the time of booking at the discretion of the Council.
3.	If a pitch is no longer required, providing a cancellation is made by the Hirer via <a href="http://pitchbooking.com">pitchbooking.com</a> not less than 48 hours prior to the fixture date then a refund will be issued. In default of such notice, the costs and losses will be charged to the Hirer.
4.	Should the Council decide that, in their opinion, the facilities / pitches are not playable, it may be necessary to cancel games / matches at short notice. Hirer's will therefore be contacted by email in the event of such cancellations.
5.	It is the responsibility of the Hirer to take out and maintain appropriate insurance cover in respect of public liability, personal injury, and damage to property arising out of, or as a consequence of, the Hirer's use of the facility. Such insurance cover shall be of an amount, and with a company, approved by the Head of Finance. All such insurance policies shall be produced to the Head of Finance on request.
6.	To comply with Fire Safety Regulations we ask for each Club / Team to carry out a Personal Evacuation Plan for any /each disabled person within your Group / Club using our facilities. (For the purpose of the Regulation a disabled person is defined as someone who is unable to evacuate the facility without assistance).
7.	The Council shall, in any event, be reimbursed by the Hirer in respect of any damage to Council property caused by or arising out of, or as a consequence of, the Hirer's use of the facility.
8.	No charge shall be made by the Hirer, or his agents or servants, for admission to any event unless the Council's prior consent has been given.
9.	The Council accepts no liability for damage to, or loss of, any property, left or placed in or any building, changing room or ground by any person using the facility independently or as part of a Group / Club.
10.	The Hirer shall keep the venue clean and tidy and shall ensure that all litter is removed from the venue.
11.	The Hirer shall adhere to the Rules for Sports Clubs as displayed and detailed at each site and listed on our website <a href="http://www.testvalley.gov.uk">www.testvalley.gov.uk</a>
12.	The Hirer shall follow any guidance stipulated by their governing bodies and any guidance provided by the Council.
<b>DECLARATION</b>	
By hiring a Sports facility you are agreeing on behalf of yourself and your organisation to the terms and conditions of hire as set out above and that you have read the Privacy Notice below	
Please note that any breach of these terms and conditions may result in the cancellation of bookings without refund and the Council refusing to accept bookings from the Hirer in the future.	

**PRIVACY NOTICE**

**To all Parties who complete their details on this form.**

The Council will only process your information where it is lawful to do so. The lawful basis for processing your information is that it is necessary for performance of the contract of pitch booking. The information the Council will process about you comprises of the information contained in this form.

It is unlikely that we will be able to offer you a pitch hire without these details. We will not share your information with anyone else save that the Council has contracts with a number of third party service providers that support the day to day operation of the Council with whom your information may be shared together with the Council's Grounds Team who deal with any out of hours issues. Bookings for facilities and associated information provided at the time is managed and retained by our Partner Company [pitchbookings.com](http://pitchbookings.com). Any information sharing is managed in accordance with data protection legislation. Your information will be retained for six years post completion of booking.

You have a legal right to request from the Council access to and rectification or erasure of personal data or restriction of processing about you or to object to processing. You also have the right to portability of your data. Where processing is based on consent you have the right to withdraw your consent at any time. The Council will only process your information for the purpose for which it was collected i.e. your pitch booking. The Council will not transfer your personal information outside of the European Economic Area (EEA)

Test Valley Borough Council is the Data Controller for the purposes of data protection legislation. The Data Protection Officer is Karen Dunn. In the event that you wish to complain or contact the Council regarding any aspect of how your information is handled please address your complaints or queries to: The Data Protection Officer by email at [DPO@testvalley.gov.uk](mailto:DPO@testvalley.gov.uk) or by post at Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ. You also have the right to complain to the Information Commissioner <http://ico.org.uk> “