

CLUB DETAILS

Name of Club or Group		
Adult		Tick which applies
Youth (18 Years or Under)		

SECRETARY DETAILS

Full Name including title:	
Address	
Postcode	
Contact Number	
Email	
Signature	
I confirm that I have read the Terms and Conditions and Privacy Notice	

TREASURER DETAILS – For Invoice Purposes

Full Name including title:	
Address	
Postcode	
Contact Number	
Email	
Signature	
I confirm that I have read the Terms and Conditions and Privacy Notice	

CONDITIONS AND AGREEMENT

Please see overleaf and read the Terms and Conditions and Privacy Notice and ensure the Agreement is completed and signed by either the Secretary or Treasurer named above as Hirer of the Facility

FACILITY / GROUND REQUIRED – Specify Pitch Requirement (Mini / Junior / 9 v 9 / Adult / Training)

Augusta Park	Football	
	Cricket	
Charlton Grass	Rugby	
	Other	
Charlton Stadium	Stadium Football	
	Stadium Athletics	
	Stadium Event	
	Stadium Other	
London Road	Football	
	Cricket	
Saxon Fields	Football	
Hunts Farm	Football	
	Cricket	
Romsey Sports Centre	Football	
	Cricket	
	Rugby	
Picket Twenty	Football	
Other Requirements		

ADDITIONAL REQUIREMENTS

Equipment (For Athletics – An Athletic Equipment Checklist should accompany your application)	
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WHEN REQUIRED

Day	
Times (Start and Finish)	

PARTICIPANTS

Estimated number of participants	
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CONDITIONS OF HIRE RELATING TO THE COUNCIL'S OUTDOOR SPORTS FACILITIES

1. 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.
2. 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.
3. The Hirer shall notify the Council, in writing, of the cancellation of any fixture not less than 48 hours prior to the fixture date. In default of such notice, the Council may recover its costs and losses by charging the Hirer.
4. 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.

PLEASE NOTE:

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 are therefore asked to provide the Council with a telephone number of a responsible person who may be contacted in the event of such cancellations.

Hirer's shall send written acceptance of these conditions to Pitch Bookings, Community and Leisure Service, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, SP10 3AJ. Such written acceptance shall be required prior to the hire of any of the Council's outdoor sports facilities.

PAYMENT METHOD WILL BE ADVISED ON APPLICATION

Cheques should be made payable to Test Valley Borough Council

Payments in advance for at least ten bookings may attract VAT exemption. Please contact 01264 368841 for more detail

CONTACT US: Pitchbookings@testvalley.gov.uk or 01264 368841 or www.testvalley.gov.uk

DECLARATION – TO BE COMPLETED AND SIGNED BY EITHER THE SECRETARY OR TREASURER NAMED ABOVE

I hereby agree on my behalf and on behalf of my Organisation / Club to the Terms and Conditions set out above, relating to the Council's outdoor sports facilities. (Please return the signed copy of this form to the above address)

Signature	I confirm that I have read the Terms and Conditions and Privacy Notice
Name	
Designation	
Date	
Club	
Address	
Postcode	

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. 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 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> “