

Ingrams Sports Pitches

London Road, Cranbrook EX5 2FP

Essential Information and Conditions of Use

Contact Information

For general queries, further information or to report non-urgent problems regarding the Ingrams site, please call Cranbrook Town Council during office hours on 01404 514552 (Monday - Friday 10:00am - 2:00pm), out of hours on 07861 980066 or email bookings@cranbrooktowncouncil.gov.uk

Welcome

Thank you for your interest in hiring the multi-use sports facility at Ingrams. In this booklet, you will find useful information to help your session run smoothly including essential health and safety requirements.

By signing the booking agreement, you agree to comply with all the conditions, so please take the time to read them carefully. We hope you enjoy your time at Ingrams and do get in touch if you have any questions or comments.

Ingrams Sports Pavilion and Facilities

1. At the Ingrams site there are two full sized football pitches, one youth football pitch, a cricket pitch, a Multi-Use Games Area (MUGA) with floodlights and sports pavilion available for hire.

PLEASE NOTE – avoid damaging the cricket square; you will be liable for repair costs if the cricket square is damaged during your booking.

2. There is a free on-site car park for 52 vehicles, this includes 4 disabled parking bays and additional parking for coaches. Vehicles must be parked in approved areas only.
3. The sports pavilion is an accessible ground floor, one storey building which has a 90m² social space with a kitchen and serving hatch. There are internal and external toilets, including a disabled access toilet and four changing rooms available with lockers. Details of the security code to access the pavilion and the changing room(s) will be emailed to you the week of your event, following full payment. By signing the hire agreement, you agree to keep all code information confidential and it is of the utmost importance that you adhere to this.
4. The kitchen is fully equipped with an oven, hob, microwave, fridge, kettle, crockery and cutlery (tbc!!) which you are welcome to use. Please avoid using single-use plastics within the Pavilion.
5. If you are using the kitchen, please bring your own tea towels, cloths and washing up liquid. Some cleaning materials are available for your use in a locked cupboard and the code for the combination lock will be supplied.
6. Please can you leave all areas clean and tidy; it is the hirers' responsibility to remove all rubbish from the site, including from the changing rooms.

Pitches

1. Sports equipment is not provided by the Council, all teams must provide their own. It is recommended to obtain appropriate insurance cover for any damage which may occur as the Council cannot be held liable for any damage to third-party equipment.
2. Each team must only play on the pitch which has been allocated to them at the time of booking. We are unable to guarantee the same football pitch each time.

3. League match fixtures will take priority over friendly games and training.
4. The general public shall be allowed free access to the outfields at all times.
5. Club players or officials who have been found to have been engaging in anti-social behaviour or harassment may face disciplinary action by the appropriate governing body and Cranbrook Town Council have the right to refuse and withdraw any future bookings. Please refer to the Council's policy on unacceptable behaviour.
6. The facility hired must not be sub-let.
7. To preserve the quality of the pitches; crossways training is encouraged on all football pitches with minimal training lengthways. Access to the cricket square is prohibited unless during a cricket match or cricket training sessions.

Devon Air Ambulance

The Ingrams pitches are a helicopter landing site for the Devon Air Ambulance Trust and it is essential that all loose sports equipment, including movable goal posts and sight screens, are removed from all pitches at the end of hire. All sports infrastructure should either be returned to the equipment store or removed from site.

Changing Rooms

1. Each hirer is responsible for the care and cleaning of the changing rooms, showers and toilets after use.
2. Before leaving, the responsible person should remove all rubbish and wash any mud from communal areas.
3. Studded boots / training shoes are not allowed in the Pavilion and should be removed before entering the building. Mud must be removed from footwear outside the building. The cleaning of footwear inside the Pavilion is not allowed. There is a boot wash facility located on the outside of the building between the entrances into the changing rooms. Showers and sinks must not be used to clean boots.
4. Sports equipment must not be stored in changing rooms as these are shared facilities. Should any team wish to store sports equipment at Ingrams they are welcome to contact bookings@cranbrooktowncouncil.gov.uk
5. Lockable lockers are provided in the changing rooms. Any items left unattended in the changing rooms are left at your own risk and the Council cannot accept any responsibility for any loss or damage.
6. The changing rooms are checked by Council staff.

Fire Safety

1. Please familiarise yourself with the location of the fire exits in the Pavilion and the fire meeting point, which is to the right of the car park near the coach parking. In the event of an evacuation all attendees are to be accounted for at the designated assembly point.
2. The hirer must have access to a mobile phone and in the event of an emergency dial 999. You may be expected to give important information to the emergency services, such as how many people are onsite and where they are. The mobile phone number must be included on the booking form.
3. Please **do not obstruct** fire exits and access routes, this includes the main entrance.
4. Designated fire doors must not be wedged open.
5. Familiarise yourself with the location and availability of the fire extinguishers.
6. In the event of a fire and if an evacuation of the building is required, it is your responsibility to designate responsible persons to assist vulnerable individuals, e.g. disabled persons and children.
7. In the event of disabled persons being attendees, ensure escape routes are planned for such persons and sufficient space is kept clear to allow escape.
8. If the social space is hired for a large gathering (such as a birthday party or seated entertainment), designate sufficient responsible persons who are able to assist in the event of an evacuation.
9. Smoking and smoke machines are **not permitted** at the site.
10. DO NOT under any circumstances light matches, candles, tea lights or any other naked flames.
11. Please make sure any electrical equipment you bring into the Pavilion has been tested by a certified electrician and passed a 'Portable Appliance Test'.
12. When the fire alarm sounds, music must stop playing immediately, and any electrical equipment is to be switched off.

General Health and Safety

1. Please note that you are responsible for providing your own first aid kit for your session(s)/event(s). There is a defibrillator located outside on the front of the building, in the yellow box near the main entrance door?
2. If you are running a public or paying session, please make sure you have conducted your own risk assessments for any activities you are organising. Appropriate insurance

cover must be presented to the Council prior to the session taking place. Your policy must cover you for a minimum of £5 million.

3. If there is any food preparation the hygiene and food safety is the hirer's responsibility.
4. If a spillage occurs during your use of the social space, please clean it up and dry the area immediately. A mop and bucket are located in the kitchen.

Our Expectations and how Ingrams should be left

1. **We expect all areas to be left clean and tidy.** We reserve the right to charge you for any maintenance or cleaning charges incurred as the result of your use at Ingrams.
2. **Any rubbish you generate must be put in a bin liner and placed in the communal bin at the rear of the pavilion. Alternatively please take your rubbish away with you.**
3. We would be grateful if any damages are reported immediately using the contact numbers on page 1.
4. If you are the last to leave, please ensure that you close all opened windows and close and lock the fire exit doors and the front door.
5. Please make sure the key is put back in the key safe and the numbers are scrambled.

Ingrams – Conditions of Use

1. All applications for use must be in writing on the accompanying completed booking form and emailed to bookings@cranbrooktowncouncil.gov.uk (preferred) or delivered to Cranbrook Town Council, Younghayes Centre, 169 Younghayes Road, Cranbrook, EX5 7DR. The person by whom the application form is signed will be considered as the hirer and will be responsible for payment of the charges and observance of the conditions. The hirer will also be responsible for securing the observance of the conditions by all other people on site attending the event. **The hirer shall be responsible for and shall indemnify the Town Council, its servants and agents against all claims, demands, actions and costs arising from the hirers use of the land or from any loss, damage or injury suffered by any person arising in any manner whatsoever out of the use of the land by the user.**
2. Hirers are responsible for the safety of participants and for preventing damage to the site.
3. The hirer is responsible for the safety of all persons present in Ingrams attending their session(s) or event(s). Please pop this under Health and Safety.

4. Ingrams shall not be used for any purpose other than agreed in the 'purpose of use' on the booking form.
5. The charge shall be as stated.
6. We do not have a licence to supply or sell alcohol at present. Should you wish to sell alcohol you can apply for a Temporary Event Notice online on the East Devon District Council website at, eastdevon.gov.uk/licensing/alcohol-and-entertainment/temporary-event-notices/apply-for-a-temporary-event-notice/
7. Hirers who intend to have music, live or recorded, must read and complete the questions on the booking form. You are advised to purchase a music licence from Phonographic Performance Ltd and Performing Rights Society (PPL PRS). For further information contact customerservice@pplprs.co.uk or telephone 0800 0720 808. Please keep music and noise outputs to an acceptable level.
8. Any damage which is a consequence of the hiring must be reported and paid for by the hirer. If damage has been found and not reported, the Council reserve will seek the cost of repair from the hirer.
9. The usage period must include the time for preparing, clearing and vacating the area, other hirers may have the area booked immediately before or after your usage period.
10. In the event of the area being required by the Council due to circumstances outside the Council's control, it is hereby agreed that the Council may, by not less than two days' notice (except in an emergency), given to the hirer, cancel the booking at any time and without incurring any liability whatsoever in respect of any inconvenience or loss suffered by the hirer on account thereof.
11. The hirer is not to do, or permit to be done, on the site anything which is illegal or may cause a nuisance or annoyance to the Council or neighbouring residents.
12. Except insofar as the Unfair Contract Terms Act, 1977 (or any statutory modification or re-enactment of it) otherwise requires, the Council will not be responsible or liable in any way whatsoever or to any person whatsoever (and whether there shall be any negligence by its servants or agents) in respect of:
 - a) Any damage or loss of any property brought onto or left upon the land either by the user or by any other person.
 - b) Any loss or injury which may be incurred by, or done by, or happen to the user or any person resorting to the land by reason of the use thereof by the user.
 - c) Any loss to breakdown or machinery, fire, flood or government restriction which may cause the hiring to be interrupted or cancelled.

13. Invoices for regular hire will be raised and issued after the events. **All sporadic and one-off bookings are required to be paid in full two weeks before the event takes place. Payments should be made by bank transfer, details below.**

Payment

BACS Payment to: Cranbrook Town Council

Account Number 20354697

Sort Code 60-83-01