

**Ingrams MUGA, Youth Pitch and Pavilion Hire**

Application for Sports Club to hire **Ingrams Sports Pitches and / or Pavilion**

Please complete this form and return it to [bookings@cranbrooktowncouncil.gov.uk](mailto:bookings@cranbrooktowncouncil.gov.uk) or to  
Younghayes Centre, 169 Younghayes Road, Cranbrook, EX5 7DR

**Details of Hirer**

Name of Person / Company Hiring .....

Name of Responsible Person .....

Billing Address (incl. Postcode) .....

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Position in Organisation (if applicable) .....

\*Contact Phone Number(s) .....

\*Email Address .....

<b>Ingrams Facilities</b>	<b>Hire Charges</b>	<b>Date / Dates</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>Approx Number of Attendees</b>
Youth Football Pitch	£30 for three hours – this does not include changing rooms				
Multi Use Games Area (MUGA)	£50 for three hours – this does not include changing rooms				
MUGA Additional flood light charge	£5 for three-hour booking				
Changing Rooms (12 people per room)	£10 for one changing room (state how many required; 1,2,3 or 4)				
Pavilion – Social Space and Kitchen	£15 per hour (minimum of two-hour booking)				
Additional charge for the sale of alcohol	£50 set charge (hirer to apply for a Temporary Events Notice <sup>1</sup> )				

1. Please ensure you have identified all the facilities you would like to hire to avoid disappointment.

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<sup>1</sup> Should you wish to sell alcohol you can apply for a Temporary Events Notice online via the East Devon District Council website: <https://eastdevon.gov.uk/licensing/alcohol-and-entertainment/temporary-event-notices/how-to-apply-for-a-temporary-event-notice/>

2. Please include the setting up and clearing away of your event when stating start and finish times. It is the user's responsibility to remove all rubbish and to ensure all areas are left clean and tidy for the next user.
3. Public Liability Insurance is required for the hire of any outdoor sports facility. A valid copy of your certificate must be supplied before any bookings will be confirmed.

Purpose of Hire (full details to be provided): .....

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I wish to use Ingrams as detailed above.

If you are hiring the Pavilion and Changing Rooms, the key safe codes will be sent to you via email the week of your booking.

Users and hirers of Ingrams have responsibility for managing all attendees<sup>2</sup> and any risks arising from their own activities. When they have control of the premises, guidance relevant to their specific activity or sector should be taken into account.

Any person or organisation hiring part of, or the whole facility during out of office hours, has total responsibility for fire safety whilst they occupy the facility. The person named on the hire agreement will be deemed the "responsible person" and will be required to meet the regulatory standards for fire safety and any instruction issued by the Council.

During the period of hire, all areas used will be required to be left clean and tidy by the hirer after use, this includes the social space, changing rooms, kitchen and bathroom facilities.

It is your responsibility to complete a risk assessments for your activity and have a safeguarding policy in place (if booking for juniors) which must be available to Cranbrook Town Council upon request.

Hirers must have access to a mobile phone at all times.

Hirers must ensure that they have sufficient first aid provision. For those hiring the Pavilion there is a first aid box available in the kitchen and if any of it is used, please inform [bookings@cranbrooktowncouncil.gov.uk](mailto:bookings@cranbrooktowncouncil.gov.uk) and complete the accident log.

#### **Questions for hirers:**

Q1. Will the event include the playing of pre-recorded music? Yes / No  
If you answered Yes to Q1 go to Q2 & Q3.

Q2. Will the event be open to the general public? Yes / No

Q3. Will an entrance fee be charged? Yes / No

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<sup>2</sup> Attendees are all personnel who are present during the period of the hirer's session, including persons, who may or may not have divulged or display a disability.

If you answered Yes to either Q2 or Q3 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](mailto:customerservice@pplprs.co.uk) or telephone 0800 072 0808.

If you answered No to Q2 and Q3, you will not require a licence for a performance of live music or to play recorded music between 0800 and 2230.

Music volume must be kept at a reasonable level.

### **Payment and Cancellation Fees**

All booking's must be paid in full, fourteen days prior to the event taking place unless it's a regular booking.

Cranbrook Town Council reserve the right to cancel any bookings where preparation of the ground has been impossible due to extreme weather.

If a pre-paid booking is cancelled due to pitch conditions or extreme weather, the hirer will be able to book an alternative date within a six-month period. The credit would be for the same activity at the same value as the initial purchase.

**The referee's decision will be considered final in determining whether the pitch is suitable and if a match can be played.**

The Council reserves the right to charge a cancellation fee unless the pitches or facilities can be re-let. A cancellation charge equivalent to 100% of the hire charge will be levied when less than five working days' notice is given.

I agree to all the conditions of hire and to pay all charges which may be due. This includes hire cost plus any additional charges for extra cleaning and damages.

### **Declaration**

I have received a copy of the Conditions of Hire and I agree to abide by them and acknowledge that my attention has been drawn to the advisability of having suitable insurance cover.

Signature of Hirer.....

Date.....

Payments should be made by bank transfer as per the details below;

BACS Payment to:  
Account Name: Cranbrook Town Council  
Account Number: 20354697  
Sort Code: 60-83-01

# INGRAMS LOCATION PLAN

