



Boscawen Park Conditions of Hire Facilities and Hireable Spaces

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1. Introduction

These Conditions of Hire apply to all bookings and organised use of hireable facilities within Boscawen Park, operated by Truro City Council.

Facilities covered by these Conditions include, but are not limited to, the following:

- Boscawen Park Pavilion (including the Main Sports Hall, changing rooms and ancillary facilities)
- Outdoor sports pitches
- Pétanque area
- Performance space
- Courts and recreational activity areas
- Ancillary spaces associated with the above facilities

A site plan identifying the location of facilities is provided in Appendix A.

By making or accepting a booking, the Hirer agrees to comply with these Conditions of Hire.

Where a booking is made through the Council's online booking system (including Lemon Booking), completion of the booking shall constitute acceptance of these Conditions of Hire.

2. Key Points for Hirers

The following points summarise the main responsibilities of Hirers when using Boscawen Park facilities. The full Conditions of Hire should be read for complete details.

Bookings

All bookings must be made through the Council's approved booking system.

Completion of a booking constitutes acceptance of the Boscawen Park Conditions of Hire.

Arrival and Departure

The booking period includes set-up and clearing away time of additional equipment that does not fall under the responsibility of Pavilion staff.

Hirers must vacate the facility promptly at the end of the booking period.

Shared Use of the Pavilion

The Pavilion is a shared building, and multiple activities may take place at the same time.

Hirers must ensure their activities do not disturb other users.

Maximum Capacities

Maximum room capacities must not be exceeded under any circumstances.

Approved room layouts and capacities are displayed within the relevant rooms.

Changing Rooms

Changing rooms are bookable alongside pitch hire for an additional charge.

Sports hall users may use changing rooms where required, subject to availability and by prior agreement with Pavilion staff on arrival.

Cleaning and Care of Facilities

Hirers must leave all facilities clean and tidy after use.

Furniture must be returned to its original arrangement.

Safety and Behaviour

Hirers are responsible for the conduct of participants and visitors.

Fire exits and safety equipment must not be obstructed.

Licensing for Events

Events involving amplified music or regulated entertainment may require a Temporary Event Notice (TEN) or other licence ([Cornwall Council – Temporary Event Notice](#)).

3. Facility Summary

Facility	Typical Uses	Booking Type	Max Capacity	Additional Facilities / Notes
Boscawen Park Pavilion				
Main Sports Hall (Hel Veur Sport)	Sports activities, exercise classes, community activities, organised group sessions and Pay & Play bookings	Hourly - Half & Full Day / Regular – Block bookings	205 persons – may vary depending on activity type and layout	Changing rooms available subject to availability. Kitchen / AV equipment available as additional hireable facilities
Park Studio (Studhla Park) 1 st Floor	Meetings, workshops, small classes, community activities	Hourly - Half & Full Day / Regular – Block bookings	61 persons	Kitchen / AV equipment available as additional hireable facilities
River Studio (Studhla Dowl) 1 st Floor	Meetings, training sessions, small group classes and community use	Hourly - Half & Full Day / Regular – Block bookings	48 persons	Kitchen / AV equipment available as additional hireable facilities
Changing Rooms (Stevellow-Chanjya)	Team changing facilities for sports activities or individual use – subject to availability	Bookable alongside pitch hire	Two teams per booking	Typically, two changing rooms allocated per pitch booking
Kitchen (Kegin)	Refreshments and catering associated with Pavilion and external facility bookings	Hourly – Half Day / Regular – Block bookings	6 persons - Operational use only	Users must comply with kitchen safety and cleaning requirements
Boscawen Park External Facilities				
Outdoor Sports Pitches	Matches, training sessions and organised sport	Match bookings / seasonal bookings	Determined by sport governing body	Changing rooms available to book at additional cost
Pétanque Area	Organised club play and recreational pétanque	Annual administration arrangement	As determined by safe use of playing area	Sessions must still be booked in advance (individual or recurring bookings)
Performance Space	Performances, community events, cultural activities	Event hire	Subject to event licence / safety assessment	Regulated entertainment may require a Premises Licence or Temporary Event Notice (TEN)

- **Maximum occupancies are determined in accordance with fire safety assessments and must not be exceeded under any circumstances.**
- **Layout-specific capacities may vary depending on the activity, seating arrangement or equipment used. The Council reserves the right to set lower limits where necessary.**

4. Definitions

The Council - Truro City Council.

The Park - Boscawen Park and all facilities located within it.

Facilities - Any bookable indoor or outdoor space within Boscawen Park including the Pavilion, sports hall, changing rooms, outdoor sports pitches, pétanque area, performance space and associated activity areas.

The Pavilion - The Boscawen Park Pavilion building and the spaces contained within it.

The Hirer - The individual, club, organisation or group responsible for the booking.

Regular Hire - A recurring or block booking arrangement agreed by the Council.

Pay & Play – Casual, non-exclusive booking of a facility or part of a facility, typically shared with other users.

Booking Period - The full time booked including preparation, activity and departure time.

5. Application of These Conditions

These Conditions apply to all bookings and organised use of facilities within Boscawen Park.

Additional conditions may apply to specific facilities or activities and must be read alongside these Conditions.

Hirers must comply with all relevant:

- statutory obligations
- safeguarding obligations
- licensing requirements
- health and safety requirements
- Council policies
- site rules or operational instructions issued by authorised Council officers.

Where the Council issues a booking confirmation, schedule, invoice, user guidance notes, key-holder instruction or facility-specific rule, those documents shall be read alongside these Conditions.

6. Booking Status

A booking is personal to the Hirer and may not be transferred, assigned or sub-let without prior written consent from the Council.

The Hirer may only use the facility specified within the booking confirmation and only for the activity declared at the time of booking.

A booking does not grant exclusive possession of any part of the park beyond the specific facility and booking period.

The Council reserves the right to refuse or amend bookings where necessary for operational, safety or management reasons.

7. Booking Process

All bookings must be made through the Council's approved booking process and/or booking system.

The Hirer must provide all information reasonably required by the Council, where appropriate to the booking, including:

- organisation name
- lead contact details
- nature of activity
- proposed days and times
- participant age range
- insurance details
- safeguarding details where applicable
- any equipment to be brought on site

The level of information required will be proportionate to the nature, scale and type of booking.

No booking shall be considered confirmed until acknowledged by the Council or confirmed through the booking system.

It is the responsibility of the Hirer to ensure that all booking details are correct upon confirmation.

The Council reserves the right to refuse any application for hire without being required to give a reason.

8. Hours of Hire and Access

The Booking Period includes all time required for set-up, preparation, clearing away and departure.

Hirers and participants may not access the booked facility before the start of the booking period.

All facilities must be vacated promptly at the end of the booking period.

The Council reserves the right to charge additional fees where Hirers exceed their allocated booking time.

Hirers must ensure that participants and visitors arrive and depart in an orderly manner.

Access arrangements, including any door access, key-holder arrangements or staff presence, shall be determined solely by the Council

9. Regular Hire Arrangements

Regular bookings may be agreed on a weekly, seasonal or other recurring basis.

The Council reserves the right to review or amend regular booking arrangements periodically to ensure fair and effective use of facilities.

Continued use of the facilities will be subject to satisfactory conduct, compliance with these Conditions and timely payment of charges.

10. Block Booking and Long-Term Hire Discounts

To support regular use of the Boscawen Park facilities and provide certainty for both Hirers and the Council, discounted hire rates may be available for regular booking arrangements in accordance with the Council's approved Schedule of Fees.

For the purpose of calculating eligibility for block booking or long-term hire discounts:

- A booking arrangement shall be considered continuous where the Hirer commits to a recurring programme of activity with the same facility, on broadly the same day(s) and time(s), over an agreed term, season, or annual programme.
- Scheduled breaks including school holidays, half-term breaks, bank holidays, Christmas closures, Easter closures, Council-approved closures, and other agreed periods when the facility is unavailable shall not be regarded as breaking the continuity of a booking arrangement.
- Discount eligibility shall be determined by the total number of sessions or duration of the committed booking programme rather than the number of uninterrupted calendar weeks.
- Where a Hirer commits to multiple terms, seasons, or an annual programme in advance, the Council may aggregate the total booking commitment when determining the applicable discount level.
- Discount apply only to the facility hire charge and do not apply to additional services, equipment hire, changing room hire, catering facilities, storage, or any other ancillary charges unless expressly stated otherwise.
- The Council reserves the right to withdraw or recalculate any discount where a Hirer significantly reduces, cancels, or alters a booking programme after the discount has been applied.

- Eligibility for discounts remains subject to compliance with these Conditions of Hire and the Council's approved payment requirements.
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11. Charges and Payment

Hire charges shall be those approved by the Council and in force at the time of booking.

Payment arrangements will be confirmed at the time of booking.

The Council reserves the right to amend hire charges from time to time.

Failure to make payment may result in suspension or cancellation of bookings.

Any additional costs incurred as a result of the Hirer's use of the facilities, including cleaning, repairs or staff call-out, may be charged to the Hirer.

12. Cancellations by the Hirer

All cancellations must be made through the Council's booking system or by written notification to the Council.

Cancellation notice periods may apply depending on the type of booking.

Standard cancellation periods shall be as detailed below:

- 1 month notice: No charge
- 15 – 30 days' notice: 25% of total booking fee
- 4 – 14 days' notice: 50% of total booking
- Less than 3 days' notice: 100% of total booking

Non-attendance does not constitute cancellation.

13. Cancellations by the Council

The Council reserves the right to cancel or amend bookings where reasonably necessary.

Reasons may include:

- maintenance or repair
- adverse weather
- safety concerns
- operational requirements
- Council events or civic use.

Where possible the Council will provide notice and may offer an alternative booking, refund or credit as appropriate.

The Council shall not be liable for any indirect or consequential losses arising from cancellation.

14. Weather and Facility Conditions

The Council reserves the right to determine whether facilities are safe and suitable for use.

Outdoor facilities, including sports pitches, may be closed due to weather, maintenance or safety considerations.

Unless otherwise stated by the Council, normal wet or windy conditions shall not automatically entitle the Hirer to cancel without charge.

Where a national severe weather warning, flooding event or site-specific safety issue results in closure, no charge will normally be made for the affected session.

The Council's decision regarding the condition of facilities shall be final.

15. Conduct and Supervision

The Hirer is responsible for ensuring good order and behaviour throughout the booking period.

A responsible adult representative must be present for the full duration of the session.

The Hirer is responsible for the conduct of all participants, spectators and visitors associated with the booking.

The Council may require any person behaving in an unsafe or unacceptable manner to leave the premises.

Repeated poor conduct may result in suspension or termination of the regular booking arrangement.

16. Safeguarding

Where activities involve children or vulnerable adults, the Hirer is responsible for ensuring appropriate safeguarding arrangements are in place.

The Hirer shall comply with all relevant safeguarding legislation and guidance applicable to its activities.

The Council may require the Hirer to provide copies of:

- safeguarding or child protection policies
- codes of conduct
- DBS arrangements
- welfare officer details
- risk assessments

The Hirer shall ensure that all staff, volunteers, coaches and instructors are appropriately qualified, trained, vetted and supervised for the activities being delivered.

The Council reserves the right to refuse or cancel any booking where safeguarding arrangements are considered inadequate.

17. Insurance

Where appropriate to the booking, organisations delivering activities must hold appropriate Public Liability Insurance with a minimum indemnity of £5 million.

Where relevant to the activity, the Hirer shall also maintain any other appropriate insurance, including employer's liability, professional indemnity or specialist activity cover.

Evidence of insurance must be provided to the Council before the booking can be confirmed and thereafter on request.

If the Hirer fails to maintain appropriate insurance, the Council may immediately suspend or cancel the booking.

The level of insurance information required will be proportionate to the nature, scale and type of booking.

18. Health and Safety

The Hirer must comply with all health and safety requirements relevant to their activity.

The Hirer shall comply with all site instructions, signage, emergency procedures and reasonable directions given by Council officers or authorised personnel.

Fire exits and safety equipment must not be obstructed.

Any accidents, incidents or hazards must be reported to the Council.

The Hirer must ensure that appropriate first aid provision is available where required.

The Hirer shall not interfere with, misuse or tamper with any Council equipment, alarms, doors, heating systems, plant, electrics, water systems or safety systems.

Any substances brought on site must be lawful, safe and appropriately controlled. Hazardous substances must not be stored on site without the prior written agreement of the Council.

19. Risk Assessments

Where appropriate, the Hirer must undertake suitable risk assessments for their activities.

Risk assessments must include, where relevant:

- participant safety
- equipment safety
- supervision ratios
- emergency procedures
- safeguarding risks
- weather risks
- access and egress
- manual handling
- first aid arrangements

Copies of risk assessments must be provided to the Council before the booking can be confirmed and thereafter on request.

20. Equipment

Any equipment brought on site must be safe and suitable for the activity.

Equipment must not damage surfaces or facilities. Any damage caused and subsequent costs incurred as a result will be charged to the Hirer.

No equipment may be stored on site without prior approval from the Council.

Council-owned equipment, furniture or other items must not be removed from the premises or used other than for their intended purpose.

The Hirer is responsible for the safe setting up, supervision, use and removal of its own equipment.

Any specialist equipment, temporary installations or unusual activity equipment must be declared to the Council in advance and may only be used with prior approval.

21. Use of Boscawen Park Pavilion

Pavilion Spaces Overview

The Boscawen Park Pavilion contains several indoor spaces which may be hired individually or in combination, depending on availability and operational requirements.

Hire charges shall be as set out in the Council's approved Schedule of Fees in force at the time of booking.

The Pavilion includes the following primary spaces:

Main Sports Hall (Hel Veur Sport) - Ground Floor

A large multi-purpose activity space suitable for organised sports sessions, fitness classes, community activities, and recreational hire, including Pay & Play bookings.

Park Studio (Studhla Park) - First Floor

A flexible studio space suitable for meetings, workshops, small group classes, community activities, and similar uses.

River Studio (Studhla Dowr) - First Floor

A second studio space suitable for meetings, classes, training sessions, and small group activities.

Changing Rooms (Stevellow-Chanjya) - Ground Floor

Shared changing facilities available for hire in conjunction with sports pitch bookings or available for use by Pavilion users subject to availability.

Where booked alongside a pitch hire, changing room access typically provides the use of two changing rooms for participating teams and access to an officials' changing room. Where multiple matches are taking place at the same time, the officials' changing room may be shared.

Sports hall users may use changing rooms where required, subject to availability and by prior agreement with Pavilion staff on arrival.

Pavilion Kitchen (Kegin) - Ground Floor

Kitchen facilities that may be available as part of Pavilion room hire where appropriate.

Use of the kitchen must comply with the safety and cleaning requirements set out within these Conditions of Hire.

Shared Use of the Pavilion

The Boscawen Park Pavilion is a shared community facility, and multiple activities may take place within the building at the same time.

Hirers must ensure that their activities are conducted in a manner that respects other users of the building and does not unreasonably interfere with other bookings.

Hirers must ensure that:

- noise levels are appropriate for a shared building environment
- access routes, corridors, stairways, and entrances remain clear at all times
- participants and visitors behave respectfully towards other users of the facility
- activities do not obstruct shared facilities such as toilets, circulation areas, or entrances.

Hirers must ensure that participants arrive and depart in an orderly manner and that gatherings do not block entrances or circulation areas.

The Council reserves the right to intervene if activities cause unreasonable disruption to other users of the Pavilion.

Main Sports Hall

The Main Sports Hall located on the ground floor of the Pavilion may be hired for organised group activities, classes, recreational sport and Pay & Play bookings.

Activities must be appropriate for the facility and must not cause damage to the building or equipment.

Coaching, instruction, or organised training sessions may take place when the facility has been booked for that purpose, and the Hirer complies with the relevant insurance, safeguarding and safety requirements contained within these Conditions.

Park Studio and River Studio

The Park Studio and River Studio, located on the first floor of the Boscawen Park Pavilion, may be hired for meetings, classes, workshops, community activities, and other appropriate uses approved by the Council.

Use of these spaces must comply with the general Conditions of Hire set out within this document.

Hirers must ensure that activities conducted within these rooms:

- are appropriate to the size and nature of the space
- do not cause disturbance to other users of the Pavilion or surrounding park
- comply with health and safety requirements.

Furniture and equipment provided within these spaces must be returned to their original arrangement unless otherwise directed by the Council.

Hirers must ensure the rooms are left in an appropriate condition following use and comply with the cleaning requirements set out in Section 18.

Changing Rooms

Changing room facilities located within the Pavilion may be used by Hirers where appropriate to the activity being undertaken.

The Pavilion changing rooms are shared between indoor users and outdoor sports pitch users.

Changing rooms are available for hire by any user of the facilities but once booked, will be for the sole use of the hirer.

Where required, Hirers may book Pavilion changing rooms alongside a pitch booking for an additional charge.

A booking for changing facilities alongside a pitch booking provides access to two changing rooms, typically one for each participating team and access to an officials' changing room. Where multiple matches are taking place at the same time, the officials' changing room may be shared.

Users of the Main Sports Hall may use changing rooms where required; however, access remains subject to availability and operational requirements.

All users must ensure that changing rooms are used responsibly and left in a clean and tidy condition.

Pavilion Kitchen

Where kitchen facilities form part of a Pavilion booking, the Hirer must ensure that the kitchen is used safely and hygienically.

The Hirer must ensure that:

- equipment is used appropriately
- surfaces are cleaned after use
- waste is disposed of correctly
- no food or materials are left on site without permission.

Where kitchen facilities are used for the preparation or handling of food beyond basic refreshments, the Hirer must ensure that appropriate food hygiene standards are maintained. Where required by the Council, the Hirer may be asked to provide evidence of suitable food hygiene training or certification.

Room Layout and Furniture Use

Rooms within the Boscawen Park Pavilion may be arranged in a variety of layouts depending on the activity being undertaken.

Maximum occupancies for Pavilion spaces are determined in accordance with fire safety assessments and must not be exceeded under any circumstances.

Approved room layout styles and associated maximum capacities are displayed within the relevant rooms as Room Layout and Capacity Guidance.

Hirers must ensure that any room arrangement complies with these published layouts and does not obstruct fire exits, circulation routes, or access to safety equipment.

If furniture or equipment is moved during a booking, it must be returned to its original arrangement unless otherwise agreed with the Council.

Furniture or equipment must not be removed from one room for use in another part of the building without prior permission from the Council.

The Council reserves the right to restrict room layouts or furniture arrangements as necessary to ensure the safe use of the building.

General Use

Hirers must not exceed the maximum occupancy for any Pavilion space as determined by the Council.

Animals are not permitted except assistance dogs or with the prior written consent of the Council.

Smoking and vaping are prohibited inside the Pavilion.

22. Cleaning and Waste

Hirers must leave all facilities in a clean and tidy condition.

All rubbish must be placed in appropriate bins or removed from site.

Additional cleaning costs may be charged if facilities are left in an unsatisfactory condition.

23. Damage and Liability

The Hirer is responsible for any loss or damage caused during the booking period.

The Hirer must report any damage, defect, or breakage to the Council as soon as it is identified.

The Council may recover the cost of repair or replacement if damage occurs.

The Council accepts no responsibility for loss or damage to personal property.

24. Outdoor Sports Pitches

Outdoor sports pitches may be hired for organised sporting activities, matches, and training sessions.

The Council reserves the right to close pitches as necessary for maintenance, weather conditions or safety reasons.

The Council's decision regarding pitch fitness for play is final.

Participants must respect the facilities and surrounding park environment.

Additional facility-specific requirements are set out in Appendix B – Football Pitch Use.

25. Pétanque Area

The Pétanque area within Boscawen Park may be hired for organised and recreational play.

Use of the facility is subject to the Council's approved Schedule of Fees.

Charges apply per group, per pitch, per hour. Each booking provides exclusive use of the allocated pitch for the booked period, irrespective of group size.

Hirers may access the facility on a pay-per-use basis or through an annual membership arrangement, where applicable.

All sessions must still be booked in advance, either as individual bookings or on a recurring schedule, to ensure fair and managed use of the facility.

No equipment may be stored permanently on site without prior approval from the Council.

26. Performance Space

The performance space within Boscawen Park may be used for performances, community events, and organised entertainment subject to Council approval.

Where events involve regulated entertainment, including amplified music, the Hirer must comply with the Licensing Act 2003.

Depending on the nature of the event, the Hirer may be required to obtain either:

- a Premises Licence
- a Temporary Event Notice (TEN)

Licensing conditions may include restrictions relating to:

- event finish times
- amplified sound levels
- sound monitoring
- speaker positioning
- environmental health requirements.

Typical operational limits for outdoor events may include music finishing between 21:30 and 22:30, with an absolute latest time for amplified sound of 23:00, unless otherwise authorised.

The Council may impose additional conditions as necessary to protect nearby residents and park users.

Hirers must also comply with the [Boscawen Park Events and Performance Space Policy](#) where applicable.

27. Alcohol, Food and Catering

No alcohol may be sold, supplied, or consumed on the premises except in accordance with the law and any permissions or licences required.

Where the Hirer intends to provide alcohol, catering or refreshments as part of its activities, this must be declared in advance to the Council.

The Hirer is responsible for obtaining any licence, consent or approval required by law for its activities.

The Council reserves the right to prohibit catering, alcohol, external vendors, or food preparation where operationally necessary.

28. Respect for the Park Environment

Hirers must ensure their activities do not damage park infrastructure, grassed areas, paths, or landscaping.

Vehicles must only be parked in designated areas.

Access routes and emergency routes must remain clear.

Participants must respect other park users at all times.

29. Compliance with Law and Policies

The Hirer shall comply with all applicable laws, regulations, safeguarding standards, and codes of practice relevant to the activity being delivered.

The Hirer shall comply with all Council policies reasonably notified to it, including equality, safeguarding, health and safety and facility use requirements.

The Hirer shall not use the Facilities for any unlawful purpose.

30. Indemnity and Liability

The Hirer shall be responsible for, and indemnify the Council against, all claims, costs, liabilities, losses, damages, and expenses arising from:

- the Hirer's use of the Facilities
- breach of these Conditions
- negligence or misconduct of the Hirer
- acts or omissions of the Hirer's staff, volunteers, contractors, participants, or attendees

Nothing in these Conditions shall exclude or limit liability for death or personal injury caused by negligence, fraud, or any other liability which cannot lawfully be excluded.

Subject to the above, the Council shall not be liable for indirect or consequential loss arising from the hire or use of the Facilities.

31. Breach of Conditions

If the Hirer breaches these Conditions, the Council may:

- issue a warning
- require immediate remedial action
- terminate the session
- suspend future bookings
- cancel the regular booking arrangement
- recover costs incurred

Serious breaches may result in immediate termination without refund.

Examples include:

- safeguarding failure
 - unsafe conduct
 - violence or abuse
 - deliberate damage
 - unauthorised sub-letting
 - non-payment
 - unlawful activity
-

32. Termination of Regular Hire Arrangement

The Council may terminate a regular hire arrangement immediately or on notice where:

- the Hirer is in breach of these Conditions
- payments are overdue
- insurance lapses
- safeguarding arrangements are inadequate
- the Facilities are required for other overriding operational purposes
- the Hirer's use is no longer compatible with the Council's management of the site

The Hirer may terminate a regular booking arrangement by giving the Council one-month notice period in writing.

Termination shall not remove any liability already incurred by either party up to the date of termination.

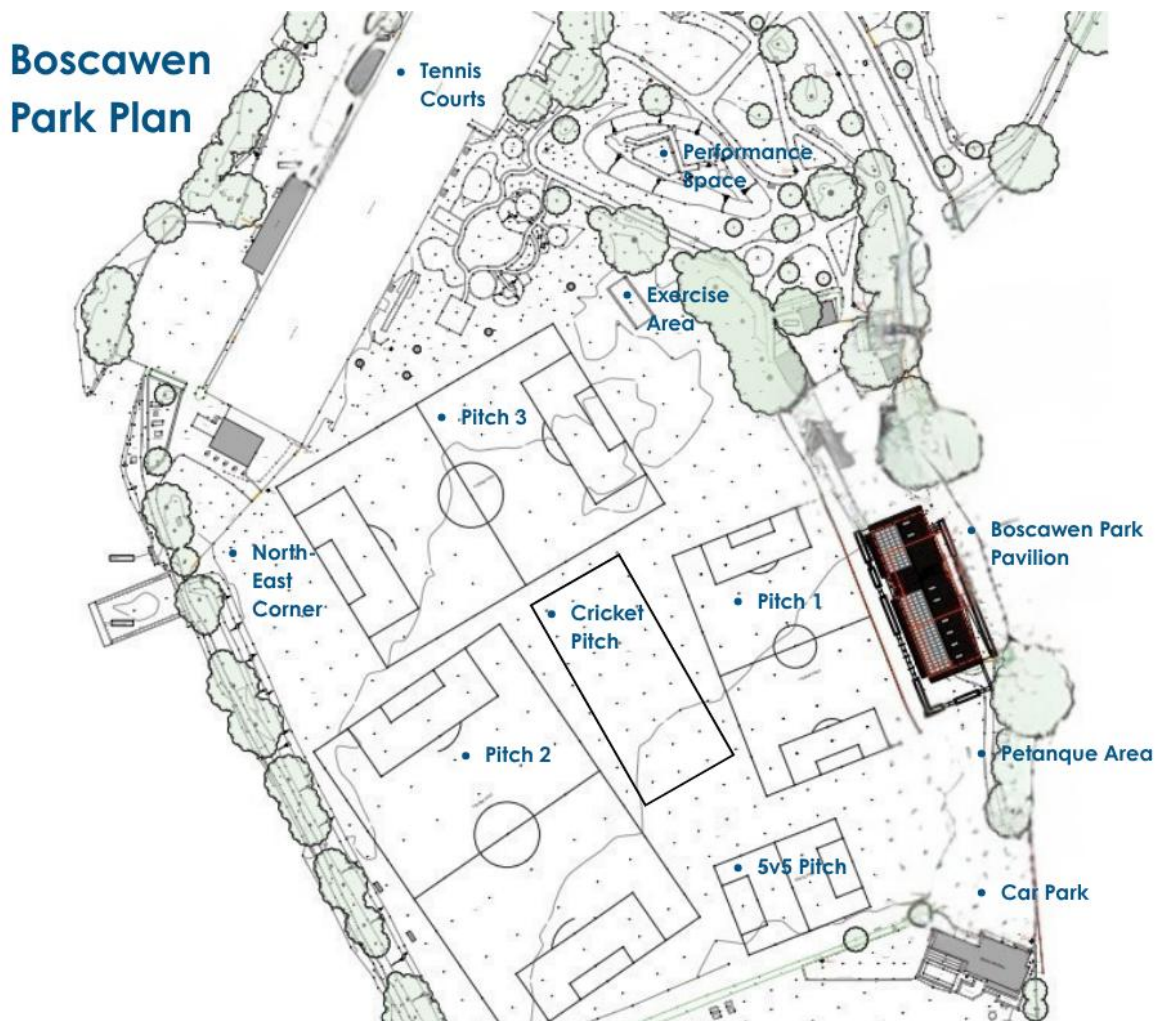
33. General

The Council may amend these Conditions of Hire from time to time. Updated Conditions shall apply from the date notified by the Council.

If any provision of these Conditions is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

These Conditions shall be governed by the law of England and Wales.

Appendix A – Boscawen Park Site Plan



Appendix B - Football Pitch Use

1. Application

This Appendix forms part of the Boscawen Park Conditions of Hire and applies to all bookings involving the use of outdoor football pitches at Boscawen Park.

This document must be read in conjunction with the main Conditions of Hire. In the event of any conflict, the Conditions of Hire shall take precedence.

2. Pitch Provision and Set-Up

Boscawen Park provides multiple football pitches suitable for a range of formats including 5v5, 7v7, 9v9 and 11v11.

The pitch type booked must be suitable for use and age group.

Pitch 2

- Full-size adult pitch (11v11)
- Fixed adult goals installed

Pitch 3

- Configurable as 11v11 or 9v9
- Fixed adult goals installed (for 11v11 use)

Pitch 1 (Junior Pitch)

- Configurable for junior formats (typically 7v7, 9v9 or 5v5)

5v5 Pitch

- Small-sided football

The Council will provide:

- Goals
- Nets
- Corner flags (where applicable)

All pitches will be set out by the Council in advance of use, based on the requirements specified at the time of booking.

Portable goals for junior and small-sided formats are stored in a secure container on site and will be deployed by the Council as required based on the booking.

3. Permitted Use

Football pitches may only be used:

- For the activity specified within the booking
- Within the allocated Booking Period
- In accordance with the format (e.g. 5v5, 7v7, 9v9, 11v11) agreed at the time of booking

The Hirer must not:

- Use pitches for unauthorised activities
 - Alter pitch markings or layouts
 - Move fixed goals
-

4. Pitch Markings and Equipment

Pitch markings will be set by the Council and must not be altered.

Hirers must not:

- Apply additional markings
- Use line marking materials
- Modify the playing surface

Goals, nets, and flags must be used appropriately and in accordance with FA safety guidance.

Portable / Free-standing goals must not:

- Be moved or repositioned
- Used unless properly secured and stabilised

Any concern regarding goalpost safety must be reported immediately and the equipment must not be used.

Any defects or damage must be reported to the Council as soon as reasonably practicable.

5. Warm-Ups and Training Activities

To protect pitch quality:

Warm-ups should take place:

- Away from goalmouths
- Off the main playing surface where possible

Repeated drills, small-sided training, or intensive activity must not be carried out on match pitches unless specifically booked for that purpose

Goal areas must not be used for pre-match drills where this may cause excessive wear

6. Referees and Match Officials

The Hirer is responsible for ensuring that appropriate referees or match officials are appointed where required

Match officials must:

- Be briefed on pitch layout and any site-specific considerations
- Support safe and appropriate use of the facility

The Council does not provide referees or match officials.

7. Spectators and Sideline Management

The Hirer is responsible for the conduct and management of spectators.

Hirers must ensure that:

- Spectators remain at a safe distance from the field of play
- Designated spectator areas (where applicable) are respected
- Touchlines remain clear for players and officials
- All run-off areas surrounding the pitch remain clear of equipment, spectators, and obstacles at all times.

Spectators must not:

- Enter the field of play
- Interfere with equipment or match activity
- Obstruct access routes or emergency access

In addition to ensuring that all safeguarding requirements associated with their activity are adhered to, the Hirer is responsible for ensuring good order and behaviour at all times.

8. Dogs

Dogs are not permitted within the play area or adjacent sports field, with the exception of assistance dogs. Dogs are permitted around the floral gardens area but must be on a lead and kept under control at all times. They are allowed off the lead around the Riverside Walk but must remain under control at all times.

Owners are responsible for promptly collecting and disposing of any dog waste using the bins provided. Failure to comply with these requirements may result in the owner being asked to leave the site.

The Hirer is responsible for ensuring that participants and spectators comply with this requirement.

9. Footwear and Pitch Protection

To protect the playing surface:

- Appropriate football footwear must be worn
- Footwear must be suitable for grass pitches and prevailing ground conditions

The following are not permitted:

- Inappropriate or unsafe footwear
- Any activity likely to cause damage to the pitch surface

The Council reserves the right to restrict use where pitch conditions are at risk.

Use of Pavilion – Footwear

Where Pavilion facilities are used in conjunction with pitch bookings, Hirers must ensure that players and participants take reasonable steps to minimise the transfer of mud and debris into the building.

Football boots should be cleaned as far as reasonably practicable prior to entering the Pavilion, using the boot cleaning facilities provided at the changing room entrances.

Football boots are only permitted within the Pavilion as far as the changing room corridor area (up to the double doors). Football boots **must not be worn beyond this point in order to protect internal floor finishes. Any damaged caused by the failure to follow this instruction will be charged to the hirer.**

This arrangement allows access to changing room and toilet facilities only. Access to other areas of the Pavilion must be in appropriate footwear.

Hirers are responsible for ensuring that participants comply with these requirements and that Pavilion areas are kept in a clean and safe condition.

10. Weather and Pitch Conditions

The Council reserves the right to:

- Inspect pitches prior to use
- Close pitches where conditions are unsafe or unsuitable

The Council's decision regarding pitch fitness for play is final.

Hirers must not use pitches where:

- Closure has been communicated
- Conditions are clearly unsafe or likely to cause damage

11. Changing Rooms and Facilities

Changing rooms are not included with pitch bookings unless specifically booked.

Where required, they must be booked separately in accordance with the Conditions of Hire.

Use of Pavilion facilities must comply with all relevant sections of the Conditions of Hire.

12. Conduct and Responsibility

The Council expects all players, coaches, officials, and spectators to adhere to the FA Respect Code and England Football Grassroots Code.

The Hirer is responsible for:

- The behaviour of all participants, officials, and spectators
- Ensuring activities are conducted safely and appropriately
- Preventing damage to the pitch and surrounding environment

The Hirer must ensure that:

- All attendees respect the park environment
- Litter is removed or disposed of appropriately
- The facility is left in a satisfactory condition

13. Damage and Reporting

Any damage, defect or incident must be reported to the Council as soon as possible.

The Hirer may be held liable for:

- Damage to pitches
- Damage to equipment
- Additional repair or reinstatement costs arising from misuse

The Council reserves the right to recover additional cleaning or maintenance costs where facilities are left in an unsatisfactory condition, including where reasonable measures to protect the condition of playing surfaces or internal areas (such as cleaning footwear or adhering to access restrictions) have not been followed.

14. General

The Council reserves the right to:

- Amend pitch allocations
- Adjust layouts
- Introduce additional controls where required for safety or operational reasons

All use of football pitches must comply fully with the Boscawen Park Conditions of Hire.