

**School Sports Booking**  
**Booking Process and Terms and Condition of Hire 2025**

**Booking Process**

**Online Booking Link**

Schools may complete the online application by clicking on the following link and select "School Sports" - <https://app1.apply4.com/eventapp/uk/barnetsport>

**How to Book**

If this is your first time making an online application, you will need to create an account to use the site. The system will remember your details and will store your application and any future applications on your account, allowing you to save and submit at your own convenience.

All schools are required to provide the contact details of their finance officer in the email section of the application. This ensures that all invoices are sent to the right team.

Please ensure that when you are ready to submit that you click on the submit button at the end of the declaration page or your application will remain in 'draft' status and will not be processed.

**Technical Support - Online Booking Link**

If you are having difficulty completing an application, please contact Apply4 on 020 3904 4547 or email: [support@apply4.com](mailto:support@apply4.com)

**Booking Information**

Please note that applying via Apply4 does not mean that your booking is confirmed.

Once your application has been submitted and approved you will be issued with an invoice for payment. Please use the "pay now" option on the invoice to settle the account. Anyone who cannot pay using this method should contact [Parkslettings@barnet.gov.uk](mailto:Parkslettings@barnet.gov.uk) to make alternative arrangements.

Once payment has been received your permit will be issued along with a map and your booking is confirmed. Permits must be retained by the teams and produced as evidence of your booking should it be requested by a council officer or official.

## **Terms and Conditions of Hire**

### **Booking of Pitches and Payment**

Pitch bookings must be made 7 days prior to the date of play.

Sub-letting of pitches by hiring schools is not permitted under any circumstances.

### **Payments**

**A school's account must be settled in full by the end of the term in which the booking occurred. Failure to do this will result in a 15% late payment charge being added.**

### **Policy on Outstanding Payments**

**No new bookings will be accepted until all outstanding payments for previous bookings are settled in full.**

### **Cancellations and Credits**

Cancellations of a school booking must be made via email to [parkslettings@barnet.gov.uk](mailto:parkslettings@barnet.gov.uk) **7 days** prior to the designated date of play. Any school cancelling after this date, but before the date of play will be charged 50%. As of the date of play the full amount will be charged.

If weather prevents play, then the school will be issued with a credit. This means that the school can rebook their game on a mutually convenient date. No refunds will be given. Credits must be used in the current term only. Please note that credit requests must be made by email to [parkslettings@barnet.gov.uk](mailto:parkslettings@barnet.gov.uk) within 14 days of the scheduled date of play.

### **Playability**

Information on the playability of the pitches will be posted on [Sport pitches | Barnet Council](#) under the heading "Latest Pitchline Update".

The website will be updated by Friday at 3.30pm if any matches must be called off, for example because of the playability of the surface.

Any team caught playing on a pitch declared unfit will be liable for the full cost of reinstatement and repairs.

### **Pavilions and Pavilion Keys**

Schools must vacate the facilities within 60 minutes of the game finishing, and 30 minutes before parks close (parks close at dusk).

Vehicles are not permitted on the playing areas, only in designated car parks.

Schools must leave both changing facilities and pitches in a reasonable condition. No boots are to be cleaned in the sinks or showers. No portable appliances can be used in the pavilions which have not been subjected to Portable Appliance Testing.

Teams are responsible for the opening and closing of the pavilions. It is essential that teams

make sure that all windows and doors are secure, and that lights are turned off before leaving.

The following deposits are required for the use of the pavilions, with all deposit cheques payable to the 'London Borough of Barnet' and undated:

- £50 cheque – for the key. If the key is lost or not returned. Teams are also liable for the cost of the locks etc.
- £100 cheque – for the pavilion. This is banked if teams fail to secure the building or cause damage.

Keys may be returned via post. The London Borough of Barnet cannot be held responsible for any keys that are lost in the post. Keys must be returned by registered/recorded delivery and be well secured in the envelope and be sent to: Greenspaces and Leisure, London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW.

The London Borough of Barnet does not accept any liability for personal injury, loss, or damage to personal property whilst on the premises.

### **Parking**

Vehicles are not permitted on the playing areas under any circumstances and must keep off the grass. Vehicles are only permitted in designated car parks. Any parking restrictions at the time of play should be observed.

### **Conduct**

Schools are responsible for the removal of all litter left after any match from the pitches, pavilions/changing rooms, car parks and surrounding areas. Failure to do so will result in fines of £50 being issued and permits revoked.

### **Nets and other equipment for all sports**

All schools must supply their own nets. All equipment such as stumps, balls, post guards etc. need to be supplied by the school.

The London Borough of Barnet cannot be held responsible for any of the school's property.