

SCHOOLS 2020/2021 - CONDITIONS OF HIRE

Any school wishing to use any of Barnet's parks, courts or pitches needs to make a booking through the Sports Lettings Office. For your convenience the following applies for all bookings: -

Covid-19

During the covid pandemic you must evidence that you are adhering to the guidance on the government website <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>.

Please provide a risk assessment along with your application.

Office Hours

Due to Covid very few staff are office based, therefore it is essential that visits to the office are kept to a minimum. Visits should only be made by prior agreement only, therefore anyone turning up without an appointment will not be seen.

Booking of Pitches/Playing areas/Courts etc

Pitch bookings must be made 7 days prior to the date of play. No sub-letting of pitches by schools is permitted under any circumstances. Schools must take away all litter left behind after any match/training, in pavilions, car parks and surrounding areas.

Cancellations, Credits and Refunds

Cancellations of a school booking must be made via email **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 meant that the school can re-book their game on a mutually convenient date, as agreed with the designated Lettings Officer. No refunds will be given

Please note that credit requests must be by e-mail to the Lettings Office within 14 days of the scheduled date of play. On receipt of your written request an acknowledgement of your credit request will be sent to you. If an acknowledgement is not received within 14 days then please contact the Lettings Office. It is the responsibility of the school to make sure that they have received a written acknowledgement, and retain it until they decide to use it. Credits MUST be used in the current term only.

Pitch Line

The pitch line number is 020 8359 7328 or 020 8359 7329. This message tells if there are any problems with grounds or pavilions. The message is updated by Friday 3:30pm and is valid for the week.

Permits to Play

Schools are required to have permits (Booking Confirmation) available for inspection purposes when playing.

Sites, Pavilions and Pavilion Keys

Due to Covid 19 pavilions are currently not being provided.

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

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

Insurance

The London Borough of Barnet can not be held responsible for any of the school's properties.

Penalties

Fines of £50 will be imposed on any school found playing on pitches not designated to them, or playing when the Local Authority has called off the games.

There is a £10 administration charge for Schools who change their dates once their booking has been made.

A schools 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.

Nets (football only), and other equipment for all sports

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