



Epping Forest

Wanstead Flats

Registered Charity

Application for Season Pitch Hire

Please complete all sections of this application form and ensure that you have read our terms and conditions of pitch hire. This will assist us in processing your application.

Are you a (please tick as appropriate):

League	<input type="checkbox"/>	Club	<input type="checkbox"/>	School	<input type="checkbox"/>	Community group	<input type="checkbox"/>
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Section A (to be completed by all)

Club/League name:	
Booking lead: (legal name for invoice/payment correspondence)	
Contact number:	
Email address:	
Postal address:	
Club Secretary:	
Contact number:	
Email address:	
Postal address:	

Preferred payment (tick preferred)	Payment in full	<input type="checkbox"/>	Payment in two instalments	<input type="checkbox"/>
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By signing below, you confirm that you have read and agreed to the terms and conditions of pitch hire.

Booking Lead Signature
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Section B (to be completed by Clubs/Schools/Community groups Only)

Are you affiliated to your County Football Association? (please tick as appropriate)

London FA		Essex FA		Amateur FA		Other		Not Affiliated	
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How many teams do you have within your Club?

Adult teams		Youth (U16)		Female		Disability	
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Which League are you registered to play in? :

(if you have several teams / age group please specify for each)

Team (age group)	Registered League
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Does your Club currently hold a valid FA Charter Standard Award? (please provide a copy of certificate if so)	
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Section C (to be completed by Leagues Only)

Which County FA are you affiliated to?	
Age stipulations (Adult/Youth League)?	
Which format of football do you play (e.g. 11v11)?	
How many teams are registered to play in 2015/16?	
How many female teams play within your League?	
How many disabled teams play within your League?	
How many Clubs within your League hold the FA Charter Standard award?	

Booking options

Please read the information below carefully. For assistance, please call: 020 8529 2085.

Wanstead Flats Playing Fields will operate a 30 week football season on the dates below. Season bookings are taken to host fixtures on either "A" dates or "B" dates.

This equates to a 15 week block booking (alternate weekends). If you require, applications are welcome for those wishing to confirm 2 block bookings of A & B weekends. This enables you to play at home for 30 weeks.

Full-sized Pitch - 11 v 11 (teams to provide goal nets and corner flags)*

Day	Casual (Adult)	Block (Adult)	Casual (Youth/Female)	Block (Youth/Female)	Casual (U16)	Block (U16)
Saturday 15 games per season	£70	£600	£55	£395	£40	£270
Sunday 15 games per season	£85	£855	£60	£575	£42	£345

Mini-Soccer (teams to provide portable goals)

Day	Casual (Adult)	Block (Adult)	Casual (Youth/Female)	Block (Youth/Female)	Casual (U16)	Block (U16)
Saturday 15 games per season	£40	£360	£40	£300	£40	£240
Sunday 15 games per season	£45	£405	£45	£340	£45	£270

* - Please note VAT is included within the price of casual bookings, but is not applicable to a 15 game block booking.

* - all bookings are required bring their own goal nets/portable goals with them.

Payment and pitch plan

The City of London currently offers a payment plan for Block bookings. All block bookings are to be paid in advance. Options include payment in full (for which there is a 5% discount) or payment in two instalments. For block bookings of 6 or more pitches payment in two instalments will also receive 5% discount.

Your first payment must be received prior to any fixtures played, along with a signed terms and conditions agreement.

- First Instalment/ or full – **due before 30 August 2017**

- Second Instalment – due before 15 January 2018

If payment is not received in advance, play will not be permitted and your allocated pitch will be available to hire by other teams.

A block booking (15 weeks = 1 block), entitles you to VAT exemption and the following discounts.

If you wish to discuss any of this information further please contact our finance

2017/18	A Dates		B Dates	
Week	Saturday	Sunday	Saturday	Sunday
1	2 Sept	3 Sept	9 Sept	10 Sept
2	16 Sept	17 Sept	23 Sept	24 Sept
3	30 Sept	1 Oct	7 Oct	8 Oct
4	14 Oct	15 Oct	21 Oct	22 Oct
5	28 Oct	29 Oct	4 Nov	5 Nov
6	11 Nov	12 Nov	18 Nov	19 Nov
7	25 Nov	26 Nov	2 Dec	3 Dec
8	9 Dec	10 Dec	16 Dec	17 Dec
9	6 Jan	7 Jan	13 Jan	14 Jan
10	20 Jan	21 Jan	27 Jan	28 Jan
11	3 Feb	4 Feb	10 Feb	11 Feb
12	17 Feb	18 Feb	24 Feb	25 Feb
13	3 Mar	4 Mar	10 Mar	11 Mar
14	17 Mar	18 Mar	24 Mar	25 Mar
15	N/A	N/ A	7 Apr	8 Apr
16	14 Apr	15 Apr	21 Apr	22 Apr
17	28 Apr	29 Apr	N/ A	N/ A
Payment & Pitch Plan	Discount available on total booking fee			
Payment in full in advance	5 %			
6+ pitches in two instalments	5 %			

office via 020 8529 2085.

Pitches will be closed on 23, 24, 30 and 31 December

Section D – Booking requirements

Please tick/ mark as appropriate

Day	A Block	B Block	Total no of pitches
Saturday			
Sunday			

Pitch type	No. of pitches	Time slot (circle as applicable)
Adult (11v11)		AM / PM
Youth (11v11)		AM / PM
Child (11v11)		10am / Noon / 2pm
Child (9v9)		10am / Noon / 2pm
Mini Soccer		10am / 11.30am / 1pm / 2.30pm

Note

- AM fixtures must kick off **before 11am and finish by 1pm.**
- PM fixtures must kick off **by 2pm and finish by 4.30pm.**
- All Youth & Mini Soccer fixtures are to be played within the allocated timeslot.

This application form is **not** confirmation of your pitch hire at Wanstead Flats Playing Fields. A response from the City of London with your pitch allocation and full quote will be sent in due course. On receipt of the 1st payment/or in full your pitch will be confirmed for the season.

Please return this form by email to wanstead.flats@cityoflondon.gov.uk or post to "FAO: Sports Business & Sales Officer, City of London, The Caddie House, Bury Road, Chingford, E4 7QJ.

Wanstead Flats Playing Fields

Terms & Conditions of Pitch Hire

“Agreement”	Means the hire agreement comprising the Application for Hire and these terms and conditions;
“Application For Hire”	means the application made by the Hirer to the City for the hire of the Premises as attached to these terms and conditions;
“City”	means the Mayor and Commonalty and Citizens of the City of London, a corporation by prescription of PO Box 270, Guildhall, London EC2P 2EJ;
“Deposit”	means the deposit equivalent in value to 20% of the Fees to be paid by the Hirer upon return of the Application of Hire form, if required by the City;
“Fees”	means the fees payable by the Hirer to the City in respect of the Rights as set out in the Application for Hire;
“Football Season”	means the 30 week period which will run between September and April beginning on the date specified by the City at the City’s absolute discretion during which the Premises may be used for Football;
“Head Grounds Person”	means the person appointed from time to time by the City as Heads Ground Person or their authorised representative, whose contact details are indicated at the end of these terms and conditions;
“Hire Period”	means times and dates as set out in the Application for Hire;
“Hirer”	means the organisation or individual listed as Hirer on the Application for Hire and where the Hirer consists of more than one person such persons will be jointly and severally liable for the performance of the Hirer’s obligations under this Agreement;
“Permitted Hours”	means the hours authorised by the City, from time to time, for the exercise of the Rights in respect of the Premises;
“Premises”	means the field or pitch allocated by the City for hire by the Hirer from time to time including the non-exclusive use of changing facilities and car parks;
“Rights”	means the right for the Hirer and the Users to use the Premises on the terms and conditions set out in this Agreement; and
“Users”	means all persons being members of the Hirer or persons properly authorised by the Hirer being its guests or members and supporters of visiting teams.

Agreement

These terms and conditions and the application for hire attached together set out conditions upon which the City had agreed to grant the Rights in respect of the Premises to the Hirer. In these terms and conditions the following words and expressions will have the following meanings:

2. Right to Use Premises

- 2.1 In return for the payment of the Fees, the City grants to the Hirer the Rights (in common with the City and all others authorised by the City so far as is not inconsistent with the Rights) during the Permitted Hours during the Hire Period on the terms and conditions set out in this Agreement.
- 2.2 No match can be played on the Premises unless an Application for Hire has been submitted to, and prior consent obtained from, the City.
- 2.3 The City has absolute discretion in deciding whether or not to grant the requirements of applicants. The City will allocate Premises having regard as far as practicable to the number of pitches available, the applications received and the requirements of applicants.
- 2.4 The grant of the Rights in respect of the Premises is subject to the Hirer maintaining good and orderly conduct of all Users. **The Premises will not be hired to, or allocated to, Football Clubs, Leagues, or Schools that have not paid all outstanding Fees.**

3 Hirer's Obligations

The Hirer agrees with the City as follows:

3.1 Fees:

The City may, at its absolute discretion agree to receive the Fees in full or in two equal instalments made by agreed method outlined by Application For Hire. In the event that the City agrees to such a payment plan then the Fees will be due in the amounts and at the dates specified by the City. If payment of an instalment is not received on the due date or dates, then the City may (without prejudice to any other rights it may have) cancel the booking and retain the any part payment of the Fees received.

3.2 VAT:

The Hirer must pay all VAT that may from time to time be charged on the Fees or other sums payable by the Hirer under this Agreement and all VAT incurred in relation to any costs that the Hirer is obliged to pay or in respect of which the Hirer is required to indemnify the City under the terms of this Agreement, except where such VAT is recoverable or available for set-off by the City as input tax.

3.3 State of Premises:

- (a) The Hirer must keep the Premises clean and tidy and clear of rubbish during and arising from the exercise or purported exercise of the Rights.

- (b) Immediately upon the occurrence of any damage to the Premises or other property of any kind on it or injury to any person on the Premises in any way attributable to the exercise or purported exercise of the Rights the Hirer must advise the City of the same and make good the same or pay full compensation in money for such damage.
- (c) If the Hirer or Users leave litter on or around the Premises at any time the Hirer will be liable to a penalty of £100 to the City.
- (d) The Hirer will be liable for any damage caused to any part of the Premises including, without limitation, damage to the pitch, equipment, building, fences or any other part of the City's property by the Hirer or Users.
- (e) Should the Hirer or Users leave litter or cause damage as specified in clauses (c) and (d) play will be suspended for 1 week without refund. Repeated offences will result in termination of play for the remainder of the season without refund.
- (f) The Hirer must ensure that its activities are fully risk-assessed and that all appropriate safety precautions are taken. The Hirer is responsible for making its own assessment as to the safety of the Premises. Any damage to or faults with the Premises or any equipment, fixtures or fittings are to be immediately reported to the City's grounds staff.
- (g) The Hirer is responsible for the supply, erection prior to play and dismantling following play of goal nets and corner posts/flags on the Premises. **The City does not provide a storage facility at the Premises** for such equipment. No mark is to be left on goal posts as a result of using tape or adhesives to affix nets.

3.4 Statutory obligations:

The Hirer must comply in all respects with the requirements of all statutes applicable to the Premises or the exercise of the Rights and use its best endeavours to ensure that all Users comply with such statutes.

3.5 Rules and Regulations:

The Hirer must comply with any rules and regulations which the City may make governing the use of the Premises and exercise of the Rights and of which the City notifies the Hirer.

3.6 City's rights:

The Hirer must permit the City or its officers, servants or agents to enter and view the exercise of the Rights and must not impede in any way the City or its officers, servants or agents in the exercise of the City's rights of possession and control of the Premises.

3.7 Cancel of Play:

- (a) If, in the opinion of the Head Grounds Person or other duly authorised representative of the City, the Premises are at any time unfit for use due to inclement weather or other cause, the Head Grounds Person may decide that play cannot take place or, if begun, must cease. The decision of the Head Grounds Person or representative will be final and binding upon the Hirer and any instructions to cease play must be complied with

immediately. The assessment of the Premises under this condition by the Head Grounds Person or other duly authorised representative of the City is a general assessment of whether there are any obvious reasons why the Premises are not suitable for play only and is not intended to replace the Hirers own assessment under condition 3.3(f) above.

- (b) Should play be cancelled under condition 3.7(a) above no refund of the Fees will be due. Wherever possible alternative times for the use of the Premises by the Hirer will be allocated within the Football Season but the Football Season may not be extended.
- (c) No allocation of the Premises whether seasonal or occasional will bind the City by contract or otherwise and the City reserves the absolute right to withdraw such allocations if the Premises should be required for any purpose whatsoever, subject to the City giving notice of the withdrawal of the allocation as may be practicable in all the circumstances. In such event, the charges paid for use of the Premises for that season (or proportionate part thereof) or for that particular occasion will be refunded, but the City will not be liable for any loss, damage or claim incurred by the Hirer in consequence of such cancellations.
- (d) If the Hirer does not require the use of the Premises on a date allocated it must give 5 days' prior notice to that effect to the City. No refund will be made in respect of these dates.

3.8 Assignment:

The Hirer must not assign or sub-license the whole or any part of the Rights except with prior consultation with, and the written consent of, the City. Any monies taken in respect of any assignment or sub-licence will be payable immediately to the City.

3.9 Nuisance:

The Hirer must not do anything on the Premises, nor exercise the Rights, in such a way as to cause damage to the Premises or nuisance, annoyance, disturbance, inconvenience, injury or damage to the City or its tenants or the owners or occupiers of adjacent or neighbouring premises.

3.10 Public Liability insurance:

The Hirer must maintain in force throughout the Licence Period an insurance policy or policies with a reputable insurance company, to cover the Hirer's liabilities arising under this Agreement or from the exercise of the Rights, with a limit of indemnity of not less than £5,000,000.00 in respect of any one claim for bodily injury or disease or damage to property. The Hirer must provide evidence of such policy to the City or its agent (or a summary of its terms) and a copy of the current premium receipt, prior to commencement of play at the beginning of the season.

3.11 Financial Viability of Hirer:

In the event that the Hirer is no longer financially or otherwise viable and ceases to operate, the Hirer must immediately notify the City.

4 Termination

4.1

Without prejudice to the City's rights in respect of any breach of the Hirer's obligations contained in this Agreement, the Rights will expire:

- (a) immediately on notice given by the City at any time following any breach by the Hirer's obligations under this Agreement;
- (b) after not less than 14 days' notice given by either party to the other expiring at any time;
- (c) automatically at the end of the Hire Period.

4.2

Subject to condition 4.3 below, if for any reason whatsoever the Fees have not yet been paid, the Hirer must immediately upon termination pay the same to the City.

4.3

If the Rights are terminated the City will be entitled to retain the Fees unless such termination is for reasons outside the control of the Hirer (excluding termination at the end of the Hire Period) in which event the City will refund any part of the Fees held that relate to the Rights not yet exercised. In the event that the Hirer is no longer financially or otherwise viable and ceases to operate, and as a result provides at least 14 days written notice of termination, the City may (at its discretion) waive any outstanding Fees.

4.3

In the event the Hirer terminates this Agreement, VAT exemption may not apply as set out by [HMRC guidelines](#).

5 Miscellaneous

5.1 Exclusions:

Nothing in this Agreement is to imply or warrant that the Premises may lawfully be used or are physically suitable for the exercise of the Rights. Responsibility for any personal property brought on to the Premises remains with the owner of such property and the City will not accept liability for any loss, damage, removal or theft to or of any such personal property.

5.2 Third party rights:

Nothing in this Agreement is intended to confer any benefit on any person who is not a party to it.

5.3 Liability:

The Hirer must, to the extent permitted by law, indemnify and keep indemnified the City, its employees, servants and agents from and against all actions, claims, demands, costs and proceedings howsoever arising out of or in connection with the loss, damage, removal or theft to or of any such personal property brought onto the Premises, and further indemnify the City against all accidents, injuries or other damage which may be occasioned to

any person by the use of the City's property or presence on the Premises, except those accidents or injuries directly resulting from the City's negligence.

5.4 Notices:

All notices served by either party pursuant to this Agreement must be in writing and will be sufficiently served if delivered by hand or sent by recorded delivery to (in the case of a notice to the City) the address of the City specified in this Agreement and (in the case of a notice to the Hirer) to the address specified on the Application for Hire.

Declaration

Please sign below to indicate that your organisation has read, understood and agrees with the Wanstead Flats Playing Fields Terms & Conditions of Hire.

Organisation Name:	
Date:	
Booking Lead Name:	
Signature:	

Before your organisation is eligible to play on Wanstead Flats, this agreement must be returned with your application for pitch hire and a copy of your Public Liability insurance schedule.

The City's grounds staff can be contacted at the following:

Tel 020 8529 2085

wanstead.flats@cityoflondon.gov.uk

This is one of
14 green spaces
managed by the
City of London at
little cost to the
general public.