



HADDINGTON ATHLETIC COMMUNITY FOOTBALL CLUB

3G & Whittingehame Drive Pavilion Booking Form

Telephone: 07952 000103

Email: booking@haddingtonathletic.co.uk

CONTACT DETAILS	Name:
	Telephone: (home) (work) (mobile)
	Email Address:
	Invoice Address:
BOOKING DETAILS	Is the booking on behalf of Community Club <u>OR</u> Non Community <u>OR</u> Commercial? Community Club <input type="checkbox"/> Non Community <input type="checkbox"/> Commercial <input type="checkbox"/>
	Please provide the following details (some may not apply) Organisation: Club: Team: Age Group:
	Is this for a block booking? If "Yes", how many weeks? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Start Date: End Date:
	Start Time: End Time:
	Date of any exclusions for block booking (e.g. holidays)?
	Do you require access to the pavilion changing rooms / showers? What size of 3G pitch do you require? Yes <input type="checkbox"/> No <input type="checkbox"/> Third <input type="checkbox"/> Half <input type="checkbox"/> Full <input type="checkbox"/>
	DECLARATION



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PRICING

- We have three pricing structures – **Community Rate** (This rate applies to all fide Community Clubs^[1]), **Non Community Rate** (This applies to all casual lets) and **Commercial Rate** (This applies to outside companies who run commercial coaching sessions).
- Customers will be charged for space hours:

SPACE REQUIRED	COMMUNITY	NON COMMUNITY	COMMERCIAL
Full pitch for match play (Adults)	£77.65	£100	£105
Full pitch for match play (under 18)	£44.40	£100	£105
Third of full pitch (7 aside area) per hour	£13.45	£33.50	£35
Half of full pitch per hour	£19.40	£50	£55
Full pitch per hour	£38.80	£100	£105

- Additional charges will be incurred if lets overrun, this applies to all.
- Cleaning charges may be applied if let areas are left untidy.
- All non HAFC bookings will be required to pay the required fee prior to access to the pitch.

BOOKING POLICY & CANCELLATIONS

- All bookings are to be made via the email: booking@haddingtonathletic.co.uk or by telephone: **07952 000103**.
- Please state clearly – **space required, whether you are ELC affiliated or not, date and start and end time, whether you need access to the changing rooms within the pavilion and contact details (name, telephone number, email address, home address) of person making the booking request**. If HAFC team making request then please include the **club team** details.
- All requests will be handled by the club booking manager(s) and they will advise the booking owner as soon as possible whether the booking has been confirmed or not.
- Failure to provide the required information on making a booking request may result in the booking slot being let to another party.
- If the booking owner fails to turn up for a booking slot once the booking has been confirmed, payment of the agreed fee is still required by the booking owner, unless the club have managed to re-let the space for the duration of the initial booking.
- Continual “missed” bookings may jeopardise the booking owner from making any future bookings for the facilities.
- The management reserves the right to cancel any let at any time. We shall endeavor to give one weeks notice, however in unforeseen circumstances less notice may be given. Let holders must give 7 days notice to cancel or amend booking. If let holders fail to give the required notice, they will be charged the agreed fee at the time of the booking.
- Any HAFC team making bookings will also require to fill in the log book within the pavilion for the duration of their use.

FACILITY RULES

- Metal studs and flat sole trainers are forbidden** footwear on the 3G pitch. Anyone found wearing either of these will be asked to replace footwear if available or leave the premises.
- We operate a **NO smoking policy** on our premises.
- We also want the facilities to be made available to young and older players, so we ask you to adhere to our club policies that cover **NO violence or aggression; NO foul or abusive language; NO rude gestures; NO racial remarks; NO alcohol or drugs**. Anyone found breaching these policies may be asked to leave the premises and jeopardise any future bookings being made by the said individual(s).
- We ask our customers to use the bins within the vicinity of the 3G pitch/pavilion for rubbish to help keep the facilities clean & tidy.
- We ask any customers wishing to use the facilities to park at the roadside at Whittingehame Drive, as opposed to parking at the pavilion or the road access to the cemetery.
- Maximum 20 players per third for anyone over 16 years of age (pro rata for larger areas).

LOST PROPERTY

HACFC will not accept responsibility for any loss of possessions thus we ask customers to look after their own personal possessions at all times.

DAMAGES

We ask all our customers to report any damage to the facility manager (if on site) or via the booking email or telephone number. Customers found damaging/vandalising the facilities will have the let cancelled/suspended pending investigation and may be the subject of criminal prosecution.

CHILD PROTECTION REQUIREMENTS

- HACFC child protection policy is available at <http://www.haddingtonathletic.co.uk/index.php/club/documents?download=3:child-protection-policy> and should be adhered to by all parties using the facilities.
- Legal responsibility for ensuring safety and well being of children under the age of 18 rests with organisation/individual who arranges the booking. No responsibility lies with HACFC.

NOTES

- ^[1] Fide Community Clubs – (1) a club recognised as such by the appropriate governing body for the sport in Scotland, e.g. SFA, SRU, etc. **OR** (2) a club with other certified dispensation from East Lothian Council.