

# Rosslyn Park Rugby Club Pitch Booking Form

Block Booking	
One off Booking	

Please print clearly in black or dark blue ink and return the completed form and payment to the club office

## Booking information

Full Pitch  Half Pitch  Training Area

Notes:

Day of booking  Date from  Date to

Time from  Time to

Frequency of booking  
Weekly  Monthly  One off

Purpose of booking  Numbers (estimated)

Dates not required  
le term holidays/agreed not  
to use

## Your details

Name of club/organisation

Title  First name  Surname

Address

Post Code

Contact telephone  
Mobile  Other

Email (mandatory)

Second Contact Name

Tel

Email

### Pitch information/fees

#### Evening (1700-2200)/weekend

Full pitch  
(one off  
bkg)

£250

Full Pitch  
(2-9 bkg)

£195

Full Pitch (10+  
bkg)

£175

Half Pitch  
(one off  
bkg)

£150

Half pitch  
(2-9 bkg)

£130

Half Pitch  
(10+ bkg)

£100

Training  
Area

TBC

TBC

TBC

#### Day time (school rate) Mon-Fri, 0800-1700

Full pitch  
(one off  
bkg)

£195

Full Pitch  
(2-9 bkg)

£175

Full Pitch  
(10+ bkg)

£150

Half Pitch  
(one off  
bkg)

£130

Half pitch  
(2-9 bkg)

£115

Half Pitch  
(10+ bkg)

£100

Training  
Area

TBC

TBC

TBC

#### Other rate

Full Pitch

Half Pitch

Training Area

I have read and understand the terms and conditions of hire attached and accept responsibility on behalf of the club/organisation

Signature

Print Name

Date

Booking  
confirmed

Date

Name

1. **Bookings:** A pitch can be booked over the phone or by emailing [pitchbooking@rosslynpark.co.uk](mailto:pitchbooking@rosslynpark.co.uk). Failure to book a pitch or pay for a booked pitch by the deadline could result in your team/group being unable to use the pitch. Any group must play on their allocated pitch/pitch area only. *Bookings are not transferable with the prior agreement and confirmation by the Club Office*
2. **Cancellations:** Our cancellations policy is as follows. For cancellations of a pitch/pitch area booking received up to 14 days in advance of the booking date a full refund will be given; for cancellations received under 14 days in advance, but not less than 48 hours, a refund of 50% will be given; for cancellations of 48 hours or less no refund will be given. Cancellations must be confirmed by email via [pitchbooking@rosslynpark.co.uk](mailto:pitchbooking@rosslynpark.co.uk).
3. **Payment:** All payments must be made in full before the date of use. Payment can be made in cash, by cheque or by credit/debit card. Payment by invoice must be authorised by the Club Office prior to the start of the booking period. Failure to pay the full amount owing will result in the group being unable to play and any future bookings suspended. In this instance the Club will aim to recover any costs.
4. **Unauthorised Use:** Any group found to be playing on a pitch/pitch area without a prior valid booking will be charged the full current rate and may be refused future use.
5. **Notifications:** will be sent out by email only. A valid email address must be provided on the Pitch Hire Agreement. Please ensure you have a valid copy of your booking confirmation when you arrive.
6. **Parking** – available. Any special requirements please notify the office
7. **Changing Facilities** - available on request
8. **Conduct:** All groups must ensure that their conduct is respectful and that excessive offensive language will not be tolerated – to players, supporters, residents and staff. Please remember that there are often young children on site)
9. **Litter Pledge:** By signing the pitch hire agreement you are committed to ensuring that all litter must be removed from the site and taken away or put in the bins on site. Failure to do so may result in the club seeking to recover their costs from the group. Group/team managers are responsible for litter generated at games
10. **Dogs:** Dogs are permitted to be on site but not on the pitch area, and must be on a lead at all times. All dog mess is the responsibility of the owner and must be removed from the site (it cannot be disposed of on site in our bins) for disposal. Failure to comply may result in the offender being reported to the Local Authority and may incur a fixed penalty fine under the Clean Neighbourhoods and Environment Act 2005.
11. **Failure to comply with the above terms and conditions may result in the termination of any existing or future bookings.**