

3G - Lettings Policy

The Purpose of the Policy

The purpose of this policy is to set out the basis under which DFC Holdings Ltd (hereinafter called “**DFC**”) facilities may be used by third parties when not required by the DFC itself.

This policy has been drawn up to provide instructions and guidance for the DFC management on how such lettings should be managed.

No bookings may be made by any person under the age of 18 years and every session of hire and/or use **MUST** be supervised by a responsible adult who is either the hirer or an authorised representative of the hirer.

Policy Statement

DFC is able to provide assurances that the facilities are accessible for community use and makes these facilities available to users under the management of DFC. For completeness on this matter this statement covers all facilities to be made available to users, and where specifically agreed by DFC, extend beyond the 3G Artificial Turf Pitch (**3G ATP**).

- The needs of Yaxley Football Club Mens 1st Team, its members and constituent teams may be given varying degrees of priority as agreed from time to time over all other users and or user groups.
- The Lettings Tariff is defined by DFC and is reviewed annually during the first week of August
- All hirers may request a hard a copy of the Booking Form including the Terms and Conditions of hire and for completeness and for convenience, a current copy is available via the website.

Facilities

DFC offer the following facilities for football clubs and community benefit:

External

- 1 x 3G ATP Football Pitch – 106m x 76m (including a 3m perimeter run-off frame) to FA Step 4 ground level rating. It includes (where used as a full size pitch) 2 dug-outs. The pitch may according to needs be marked into thirds (of approx. size 33m x 70m) by use of plastic low profile training cones. No other method of marking is permitted under any circumstances.
- A 1.2m high metal safety perimeter fence with access gates
- Floodlights for evening/night activities

Yaxley 3G reserves the right to restrict the use of the pitch during inclement weather to preserve the facilities or to meet the demands of the other activities.

Internal

- Team Changing facilities – 2 team changing rooms each with toilets and showers. Separate disabled changing and toilet facilities are available subject to advance booking.
- Match Officials facilities - 2 match officials changing rooms (1 male and 1 male/female) as needs determined by the level/league requirements for each specific use.
- VIP Sponsors lounge – for 1st Team hospitality for visiting officials or as agreed by DFC on a case by case basis.
- Clubhouse – Licensed members only clubhouse for use by teams and supporters. Visiting supporters are granted temporary day membership and should sign into the visitors register.

The facility has access to two car parks. The main (larger) car park is located adjacent to the Clubhouse side accommodating approximately 85 cars including 1 disabled parking space. The other car park located on the opposite side of the access road accommodating approximately 55

cars. This car park is only to be used for overflow or upon prior agreement between the hirer and DFC.

Hours of Use

Normal Hours of use for the facilities are as follows:

Sports facilities:

- Monday – Friday 9am – 10pm
(Due to potential restrictions on floodlighting the 3G Pitch may only available until 10pm)
- Saturday & Sunday: 9am – 10pm

Use of these facilities may be restricted at times, due to usage for Yaxley FC and other related activities.

Access by non-Yaxley FC users

Access to the sports facilities will be gained through the clubhouse entrance under the management of Yaxley 3G staff.

Management Responsibilities

At all times the facilities will be managed by a Yaxley 3G Duty Manager and users will be expected to abide by the Terms and Conditions of Letting. Yaxley 3G reserve the right to terminate any letting where there is evidence that the organisation is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

Calculation of the Lettings Tariff

Tariffs will be subject to review by Yaxley 3G and will be reviewed a minimum of once each year.

Definition of Letting Type

Yaxley FC Members (Adult, Youth and Junior) including Associate Playing Members

Non Yaxley FC Members Junior/Youth Groups – for use of the facilities by a junior club or an activity that caters for juniors (Under 18's)

Non Yaxley FC Members Adult Groups – for use of the facilities by a junior club or an activity that caters for juniors (Under 18's)

Local Community Groups – for use of the facilities by the local community. Those from the PE postcode area who are non profit organisations

Other Groups – any use of the facilities by non local community adult groups (over 18's) or those using for commercial purposes

Summary

The facility has been designed with high regard for community access and availability. As such Yaxley 3G is able offer commitment to both support and develop opportunities with the local community within facilities. Yaxley 3G is committed to appropriately supporting and enriching the lives of those from the local community. As such letting of the facility is constantly reviewed to ensure that it appropriately meets the needs of the local community in terms of the cost, quality

and variety of activity. The facilities are managed by dedicated facility staff. The usage policy and lettings tariff is defined by Yaxley 3G and is reviewed annually.

Lettings Tariff

2023-24

Prices are per hour and liable to periodic revision and may not reflect the actual prices on your booking form which confirms the agreed price . Please contact the booking office for the current and/or special one-off pricing

3G ATP - Whole Pitch Rate

	Non- Member Teams (Ad-hoc Bookings (Exc VAT)	Non-Member Teams – (Block booking of minimum of 10 bookings -VAT exempt)	YFC Member Teams (Ad-hoc Bookings - Exc VAT)	YFC Member Teams (Block booking of minimum of 10 bookings – VAT Exempt)
Adult Team	£130	£120	£120	£91.66
Local Community Group / Club	£110	£91.66	N/A	N/A
Junior Club	£105	£87.50	£100	£85

3G ATP - One Third Section Pitch Rate

Adult Team	£45	£37.50	£42	£35
Local Community Group / Club	£42	£35	N/A	N/A
Junior Club	£45	£37.50	£42	£35

NOTES

- All rates (including variations for peak/low usage times) are subject to change and may be varied at the discretion of Yaxley 3G from time to time according to availability and usage.
- Any additional specially discounted or one-off rates that may from time to time be agreed for community groups or charity fund raising events are provided entirely at the discretion of the management and the management reserves the right and privilege to accordingly postpone and/or rearrange such specially discounted sessions as it deems appropriate and under any circumstances it deems appropriate.

Lettings Procedure

1. All Hirers (whether present or via telephone/email) must provide sufficient information to constitute a Hire Agreement and must confirm that they have agree to the terms and conditions of hire as made available.
2. All Non-Yaxley FC users are required to provide proof of Insurance with the Hire Agreement Form
3. On receipt of an application to hire, Yaxley 3G shall:
 - a. Verify that the request is capable of being fulfilled, and meets the terms defined herein
 - b. inform the applicant that all new requests are subject to the approval of Yaxley 3G.
 - c. Upon acceptance, Yaxley 3G will send confirmation of the letting, and an invoice.
4. For regular and Block Lettings a pro-forma invoice may be issued and by agreement individual invoices may be sent periodically. Payments will either be made either in full, with periodic

payment dates or as per individual invoice payment terms. No refunds will be given if the hirer is unable to fulfil his/her part of the lettings agreement but cancellations by the hirer for unforeseen circumstances will be considered by Yaxley 3G and if deemed appropriate, allowed to be carried forward to a future booking. If Yaxley 3G is unable to fulfil its part of the lettings agreement, then the hirer may receive a refund or credit for a future booking.

Terms and Conditions of hire

All such lettings shall be subject to the following terms and conditions:

Responsibility of Hirer

1. It is the Hirer's responsibility to leave rooms, entrance areas, toilets / showers and equipment in a satisfactory state and to remove their own rubbish. Other than for accidental damage, the Hirer is responsible for any breakages or damage.
2. All organisations will be expected to have Public Liability Insurance; evidence of the insurance must be submitted.
3. Smoking is not permitted only in the specially marked smoking areas and no alcohol is permitted on the 3G surface at any time. For the benefit of all our customers and local residents we would ask that you do not use abusive language whilst at the facility.
4. Only service animals (including Guide/Hearing dogs) are admitted to the facility.
5. No food or drink (other than water intended for normal refreshment of players) is allowed on the 3G area. All water must be contained in plastic water bottles may be taken onto pitch and disposable bottles should be disposed of in the waste containers.
6. The 3G facility has equipment that is available for use for differing types of configuration of pitch and the Hirer should identify at the time of booking the configuration required. All equipment provided will be maintained and regularly checked for defects by Yaxley 3G. Any problems should be reported to the facility Duty Manager.
7. Any dispute relating to the hire of the facility will be referred to the management.
8. Variations to this contract agreed by the Hirer and Yaxley 3G may be made when the contract is renewed.
9. Guests and other visitors should be made aware of these conditions and regulations.
10. The person making the booking will be deemed responsible for payment, behaviour of their group and any damage caused by group members.
11. Users are expected to respect the facility and community. This includes vacating the facilities promptly and quietly, not to cause any purposeful damage or to deface any of the facilities and surrounding area, no foul language to be used and disposing of any litter in the bins provided.

Disclosure / Qualification

12. Those admitted to the facility must observe the conditions and regulations. The contract of hire will be deemed in force upon receipt of payment and/or use of the facility be signed by at least one adult who must remain on the premises during the contract of hire. No young person, under the age of 16 years without adult supervision are allowed to use the facility.
13. All adults either coaching or helping with **junior and youth teams** must hold a current, satisfactory CRB disclosure check and appropriate level of qualification. By completing the booking, you are confirming that all adults (coaching or helping) have both. Adults who are either going through disclosure or have yet to go through disclosure should not take part in sessions until the disclosure process has been satisfactorily completed. **This is the responsibility of the team.** If you require assistance for your team in relation to disclosure or qualifications, please contact your County Football Association.
14. Teams and or clubs making bookings on behalf of their team/club that is a member of a Football Association Affiliated Club and or League will be deemed to be CRB cleared as this is a requirement of membership of an affiliated Club and/or League.

Payment

15. All bookings must be paid for in advance. The weekly fee relating to each booking must be paid in full prior to the bookings start time **NO PAY – NO PLAY**. Payments made are non-refundable within 48 hours of the booking unless agreed by Yaxley 3G on a case by case basis. The payment method should be agreed at the time of booking.

Usage Policy

16. Bookings are not guaranteed to be accepted on a first come first served basis. Each application is evaluated against our community usage policy. As a result all bookings are reviewed on an annual basis. Yaxley 3G reserve the right not to accept any particular application for bookings.

Cancellations

17. If payment is not received as described above, the booking may automatically be cancelled and the user will be liable to meet the full booking cost. No notice will be given. Should Yaxley 3G deem that any block booker is continually abusing the block booking system in anyway, then Yaxley 3G will retain the right to cancel that block booking with a minimum of 7 days notice in writing.
18. Yaxley 3G reserve the right to refuse admission, or to evict, any person from the facility.
19. Should Yaxley 3G require any area of their facility that is normally used by a block booking for the purposes of a special event or similar, Yaxley 3G will inform any block bookings affected with a minimum of 7 days notice in writing and allocate replacement booking slots according to availability
20. As special discounts are applied to Block Bookings, NO CANCELLATIONS will be accepted within the block booking period. It is the responsibility of the block booking applicant to ensure that each weeks' activity is paid for irrespective of use or not.
21. Repeated failure to pay or appear for the booking will result in termination of the entire block booking.
22. Cancellations or modifications to an existing booking cannot be made less than 48 hours before the session is due to start. This does not apply to block bookings
23. Standard (Non-Block) Booking customers cancelling in line with this cancellation policy may either receive a credit that can be redeemed against future sessions or be required to pay 50% of the original booking fee at the discretion of Yaxley 3G.
24. All customers failing to cancel a booking within the defined period, or failing to attend a pre-booked activity will be charged the full fee for the activity in question, irrespective of reason.
25. Refunds will only be given in exceptional circumstance and requests in writing must be addressed to The Managing Director, Yaxley 3G, In2itive Park, Holme Road, Yaxley PE7 3NA.
26. Any Block Booking applicant wishing to terminate their entire block booking must forward their requesting in writing to the Sports Centre Manager no later than 28 days before the requested termination date. All outstanding fees must be paid up to date before the termination request will be accepted and adjusted (increased) charges will be applied historically to the Block Bookings completed.

Charges

27. Our charges are listed above. Charges include use of changing rooms, showers, floodlights, electricity, water and gas.

Booking Time

28. Bookings finish one minute before the hour or half hour, for example 5.00pm to 5.59pm to ensure there is a smooth and quick turnaround for teams.
29. Registered users are able to check their booking details via their secure website access, details of which are provided at the time of first booking. Subsequent bookings may be viewed using the original username and password. Information is not available to or viewable by other users except Yaxley 3G for the purposes of operating, managing and administering the facility.
30. The schedule of date & time, room and equipment to be let must be indicated on this form. All periods of hire are inclusive of setting up and setting down time. This should be borne in mind when making bookings.

Photographs

31. From time to time photographs may be taken of activities for promotional purposes. If you have any objections to your child / team being photographed, please inform us in writing.
32. It is the hirer's responsibility to ensure that any photographs or videos involving children are only taken and used with prior consent of the child's parent / guardian.

Liability

33. Yaxley 3G will not be held liable for accident to person(s) or loss of property by any person or organisation during or in connection with bookings at any of the facilities at Yaxley 3G. Anyone entering or using the facility does so at his or her own risk, and Yaxley 3G accept no liability in respect of any loss, damage or injury, howsoever caused. It is the hirer's responsibility to undertake any risk assessment of their activities and provide to Yaxley 3G. Any accidents that do occur should be noted in the facility accident book.

Supervision

34. If you organise a child's team (Under 18) please ensure parents or responsible adults accompany their children into the venue and are responsible for their safety before and after the booking.

Footwear

35. Players should wear appropriate footwear. Please see the signage around the facility for details. Players NOT wearing appropriate footwear will not be allowed onto the 3G surface. It is the responsibility of the hirer as named on the booking form (or his nominated person) to ensure that ALL players attending with his group comply.

Health & Safety

36. All players should be made aware of the Health & Safety requirements of the facility. In particular, the location of the emergency exits of the clubhouse and changing rooms as well as the outside areas.