

Ask for: Sarah Poulton  
Direct Line: 01246 959415  
Date: 04 April 2025  
email: sarah.poulton@chesterfield.gov.uk

Dear Sir / Madam,

## **APPLICATION FOR HIRE OF FOOTBALL PITCH**

You are hereby invited to apply for the hire of a Chesterfield Borough Council football pitch for the forthcoming 2025 / 2026 season.

Ensure that you **FULLY COMPLETE and SIGN** the enclosed football application form. A separate application form must be completed for **EACH TEAM** that you require a pitch for.

Application forms that are not completed correctly will be returned and only accepted once completed fully. Please send this application form via email with an electronic signature or a scanned application.

Completed Postal application forms should be sent to:

**Sarah Poulton, Environmental Services, Green Spaces Team, CBC Depot, Old Brickworks Lane, Chesterfield, Derbyshire, S41 7LF.**

Applications will be considered, and pitches allocated to clubs who have not breached terms and conditions of hire from previous years. Any team that defaulted on payment last year will be invoiced for the FULL amount at the beginning of the season.

## **Diary / Payment Dates**

When all application forms have been received, pitch allocation will take place. Failure to send in booking form may result in no pitch allocation so be sure to return at your earliest convenience. Once allocated, pitch acceptance contracts will be sent out including confirmation of your club particulars and detailing the payment structure if one is required. This will need to be signed and sent back or signed when keys are issued. Keys to allocated changing facilities can be picked up from the middle of August from the CBC depot.

**Chesterfield Borough Council**, Stonegravels Depot, Old Brick Works Lane, Chesterfield S41 7LF

**Telephone:** 01246 345 345, **Text:** 07960 910 264, **Email:** info@chesterfield.gov.uk

[www.chesterfield.gov.uk](http://www.chesterfield.gov.uk)

An invoice will be sent out in September. Please note that failure to keep up with the payment plan will result in that plan being withdrawn and could ultimately lead to the facility being withdrawn

It is imperative, that Chesterfield Borough Council draws the following issues to your attention.

1. **Authorised Signatory** – In signing the application form it is then the individual who becomes personally liable for any debts due to the Council, and not the club (as a whole), unless the organisation is a limited company.
2. **Public Liability Insurance** – All clubs using Council facilities **MUST** hold public liability insurance to the sum of £5,000,000 as a minimum. No allocation will be made unless a valid certificate of insurance is provided.
3. **Email Address** – 2 valid email addresses are required in order that the hirer can be notified of any cancellations. **Failure to provide two different email addresses will result in the application not being accepted.**
4. **Keys** – Keys will need to be collected and signed for from CBC depot. Loss of keys will result in an invoice being raised to pay for replacement keys / Alarm Fobs and relocking of the building, should it not be secure.
5. **Net Pegs** – All clubs are reminded about collecting ALL metal net pegs up after use, metal net pegs left lying about on the park has caused significant damage to mowing blades in previous seasons.
6. **Litter & Anti-Social Behaviour** – Clubs are reminded it is the home team's responsibility to collect all litter up from around the facility after use & make sure **ALL** players behave in a responsible manner. There is a litter procedure in place which can result in fines to your club
7. **Late Applications** – If you hired a pitch from Chesterfield Borough Council last season, and you return the application late, your pitch may be offered to another club.

Yours,



Sarah Poulton, Development Team Leader