

KH Sports Park Limited

TERMS AND CONDITIONS – IMPLIMENTED FROM 01 AUGUST 2026



HIRER DETAILS:

Company Name:

First Name:

Last Name:

Telephone Number:

Email:

TERMS AND CONDITIONS

General

- 1.1 Block and casual bookings must not be sub-let or transferred to another third party. Kings Hill Sports Park Ltd reserves the right to immediately cancel any booking that has been sub-let or transferred.
- 1.2 Applications for hire must be submitted in writing using the official booking form.
- 1.3 The individual signing the booking form is deemed to be the Hirer.
- 1.4 Hire charges are reviewed annually/seasonally. Hirers will receive at least one month's notice of any changes.
- 1.5 A booking is only confirmed once a signed booking form has been received.
- 1.6 Kings Hill Sports Park Ltd reserves the right to cancel bookings to accommodate major community events. Where possible, one month's notice will be provided.

Block Bookings & Cancellations

- 2.1 Applications are considered annually. Outstanding invoices/direct debits must be settled before future hire is approved.
- 2.2 Invoices must be paid by the date specified on the invoice.
- 2.3 Please note that any invoice which remains unpaid after 60 days will be escalated for recovery through the Small Claims Court.
- 2.4 Direct Debit amendments received after the 15th will apply the following month.
- 2.5 Proof of insurance must be provided upon request.
- 2.6 Invoice queries/ amendments must be raised within 7 days of receipt.**
- 2.7 Seven days' written notice is required for cancellations;** otherwise, full charges apply.
- 2.8 Four weeks' written notice is required to cancel an entire block booking; otherwise, full charges apply.
- 2.9 Bookings are non-refundable but may be rescheduled at the Sports Park Manager's discretion.

Casual Bookings

- 3.1 Payment is required in full before the booking.
- 3.2 Seven days' notice is required for cancellation, or the full booking charge remains payable.

3G Pitch Rules

- 5.1 Use designated access routes.
- 5.2 Wait until previous users have vacated.
- 5.3 Only rubber moulded studs are permitted. Metal studs, blades and spikes are prohibited.
- 5.4 Bags must be stored in designated areas.
- 5.5 Only staff may operate nets and floodlights.
- 5.6 Sports bottles only. No food, chewing gum or animals.
- 5.7 Spectators must remain within designated areas.

Changing Rooms

- 6.1 The Hirer is responsible for the conduct of all participants.
- 6.2 Appropriate welfare procedures must be in place.
- 6.3 Property is left at the owner's risk.
- 6.4 Changing rooms must be left clean. Cleaning, repair or replacement charges may apply.
- 6.5 Keys must be returned after use.
- 6.6 The Hirer is responsible for securing changing rooms.

Safeguarding

- 7.1 All coaches working with children must hold appropriate DBS clearance and qualifications.
- 7.2 A suitable safeguarding policy must be in place.

Bad Weather

- 8.1 Kings Hill Sports Park staff will decide whether facilities remain open. If the facility closes, **a credit note will be issued.**

Additional Terms

- 9.1 Health & Safety: Hirers must comply with all health and safety procedures and emergency instructions.
- 9.2 Damage to Property: Hirers are liable for damage beyond fair wear and tear caused by their group.
- 9.3 Lost Property: Items left behind may be retained for a reasonable period before disposal.
- 9.4 Data Protection: Personal information will be processed in accordance with applicable data protection legislation.

General

- 10.1 The Hirer is responsible for the good conduct and behavior of all participants associated with the booking
- 10.2 We reserve the right to eject anyone considered to be objectionable from the site and the Hirer will be liable for any costs that arise from this. Such behavior may result in any future bookings being cancelled.
- 10.3 Consideration should be given to other users.
- 10.4 The correct insurance policy must be held by the group/club/ organisation prior to any activity taking place and produced upon request by the Sports Park Manager.
- 10.5 The hiring agreement constitutes permission to use the premises and confers no tenancy or other right of occupation on the Hirer.
- 10.6 KH Sports Park Ltd does not accept responsibility or liability for any loss and/or damage to vehicles, valuables and personal belongings left, lost or stolen anywhere on the Sports Park grounds or buildings.
- 10.7 All Activity must be supervised by an adult, and each group is responsible for its own first aid.
- 10.8 All first aid incidents are to be reported to Kings Hill Sports Park Staff.

CCTV/Drones

- 11.1 The Sports Park has several CCTV cameras installed for Health and Safety and security reasons.
- 11.2 The CCTV camera recordings may be used in evidence against individuals and/or groups who contravene any Sports Park policies.
- 11.3 KH Sports Park Ltd prohibits the use of Drones at the Sports Park unless authorised to do by the Sports Park Manager. Authorisation must be requested in writing with proof of public liability insurance attached.

Dress Code

- 12.1 Shirts and tops must always be worn in all public areas of the site. Excessive undressing should not take place in a public space.
- 12.1 No Football Boots to be worn inside the Pavilion other than accessing changing rooms to and from pitches.

Food and Drink

- 13.1 Only food and drink purchased at the Sports Park Café or from its vending machines can be consumed within the pavilion building.

Smoking/Vaping

- 14.1 No smoking/vaping is allowed anywhere within the Sports Pavilion or within or around the 3G pitch except where signs are displayed. The allocated smoking area is at the side of the Pavilion where a smoking bin is provided.

Alcohol

- 15.1 The Hirer is not permitted to bring their own alcohol onto the site.
- 15.2 The bar reserves the right to ask customers for identification.
- 15.3 Anyone found to be purchasing or supplying alcohol to people under the age of 18 will be asked to stop, the drink will be removed from the minor and the police called.
- 15.4 Illegal substances are not permitted.

Driving / Parking

- 16.1 The Sports Park access road is governed by a 10mph speed limit which must be adhered to.
- 16.2 Visitors must park within the designated parking areas only and not on the access road, verges, pavements or in the surrounding residential streets.

Animals

- 17.1 No animals are allowed on the 3G pitch.
- 17.2 All animal mess should be disposed of in the bin provided.

Lost Property

- 18.1 Any belongings left on the premises will be removed and stored in lost property for a period of 6 weeks only before disposal.

Litter / rubbish

- 19.1 All litter and rubbish should be placed in the bins provided throughout the site.

Reporting

20.1 Any problems or damage must be reported to a member of staff at the earliest opportunity.
20.2 Hirers must report all accidents involving injury to the public to a member of staff as soon as possible and complete the relevant Accident paperwork as requested.

Fire Safety

21.1 In observation of Fire Regulations, we have strict limitations on numbers of people able to occupy the Pavilion, please contact the management for details.
21.2 Fire exits must not be obstructed in any manner at all.
21.3 It is the Hirers' responsibility to ensure that fire procedures displayed on site are verbally communicated to their teams and spectators.
21.4 Fire equipment must be kept in its proper place and only used for its intended purpose.
21.5 In the event of a fire, everyone must vacate the building and meet at the assembly point and must not re-enter the premises until it has been deemed safe to do so and the fire alarm has been switched off.

Nuisance to others

22.1 The Hirer must ensure that the minimum noise is made on arrival and departure, particularly at night.

Complaints

23.1 All complaints should be made via the Sports Park Manager in the first instance.

Pay and Play

24.1 Pay & Play bookings may be made on the day of the activity, subject to availability. Payment in full is required immediately at the time of booking before the booking is confirmed.

BY SIGNING THESE TERMS AND CONDITIONS, I HEREBY DECLARE THAT I ADHERE TO ALL CLAUSES IN THE T&C'S: PLEASE NOTE THAT IF ANY OF THE T&C'S HAVE BEEN BREACHED, THIS WILL LIKELY INCUR A FEE.

THE SPORTS PARK RESERVES THE RIGHT TO AMEND THESE TERMS FROM TIME TO TIME. THE TERMS IN FORCE AT THE TIME OF BOOKING WILL APPLY.

Full Name:

Signature:

Date: