

ARTIFICIAL PITCH - LETTINGS BOOKING FORM



This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Lettings Arrangements are adhered to at all times. PLEASE RETURN COMPLETED FORM TO: pitch@millom.cumbria.sch.uk

Please specify pitch requirements: <i>FULL PITCH/THIRD PITCH</i>	TIME		DATE(S)	TOTAL HOURS	COST PER HOUR	TOTAL COST
	FROM	TO				
TOTAL COST						
Name of Club/Organisation:						
Name of Coach/Hirer:						
Contact Name & Tel No.:						
Contact Email:						
Treasurer/Details for Invoicing:						
Name:						
Address:						
E-mail:						
Purpose of Hire: <i>(if fundraising, state where proceeds will be applied)</i>						
Estimated No. of People present?						

DECLARATION			
I apply for use of the above accommodation and facilities and if my application is approved, I will pay in advance all letting charges in accordance with the school schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.		Public Liability Insurance Policy No.	
		Expiry Date:	/ /
		Level of Cover:	£
Signed:		Date:	

FOR OFFICE USE ONLY					
Cancellation Costs:	£	Admin Costs (if any):	£		
Booking Confirmed (Date):		Invoice Sent (Number & Date):		Payment Received (Date):	

Millom School Artificial Pitch

Conditions of Letting

1. Access at all times to the facility is through Millom School grounds via the main entrance on Salthouse Road. Please park all vehicles in the Visitor car park and proceed to the pitch on foot via ramp to the school field, along the track, and via the pedestrian walkway and gate between the school field and the Artificial pitch. It is important to keep access to the pitch clear for the emergency services.
2. Millom School accept no responsibility for the loss or damage to cars or other vehicles parked in the school car park or the contents thereof.
3. The use of the Pitch has to be restricted to the use and accommodation specified in the letting agreement. The hirer should take all precautions to prevent damage.
4. The hirer is responsible for ensuring that the conditions of hire are adhered to during their use of the pitch.
5. Correct footwear must be worn at all times and persons wearing unsuitable footwear will not be permitted to enter or use the facility. **No metal studs, no blades, and no flat soled shoes.**
6. We ask that you do not move the goals as this may cause damage to the surface of the pitch. The hirer is required to pay for any breakages, losses or damage to the facilities arising out of the letting.
7. Any additional maintenance or cleaning costs must be met by the hirer.
8. No bicycles, skateboards, motorcycles or other vehicles are allowed on to the pitch.
9. No food or chewing gum to be consumed on the pitch.
10. No alcoholic drinks are allowed on to the pitch. Intoxicating liquor is not permitted to be sold to the public or supplied on educational premises without the express consent of the School Governors and the appropriate licence.
11. Any water drinks must be in unbreakable containers. No glass bottles or other glass containers are allowed on to the pitch.
12. No flammable materials should be used.
13. Millom School is a no smoking site; **smoking & vaping are not permitted on the pitch or the school grounds.**
14. Nominated Representatives of the School Governors must be given free access to the hired facilities for the purposes of inspection. The School Governors reserve the right to cancel any letting in which case a proportion of the charges may be refunded.
15. The hirer shall affect Third Party (public liability) insurance with a minimum indemnity of two Million Pounds for any one occurrence to cover its legal liabilities resulting in injuries to persons, including participants in the hiring activity, and/ or loss or damage to property including the hired premises, or arising out of the letting of educational premises. The school will not be responsible for any injury to persons or damage to property arising out of the letting of the premises unless such injury or damage results from the negligence or breach of statutory duty on the part of the school.
16. The sub-letting of the premises is not permitted.
17. It is the responsibility of the hirer to ensure that no other persons other than those participating in their club activity are allowed on the pitch during their period of hire.

18. Public Safety.

- a. The hirer shall be responsible for the prevention of any activity, which may endanger public safety, and for keeping clear all exits.
- b. The hirer shall be responsible for providing adequate supervision to maintain order and good conduct.
- c. During winter conditions (i.e. heavy rain, storms, snow, frost etc.) it is the hirer's responsibility to establish that the pitch is suitable to play on.

19. The Governors take no responsibility for First Aid provision. Hirers are required to carry their own risk assessment and to provide their own First Aid cover. There should be a competent person who is trained and available to give first aid. The hirer is responsible for bringing with them a basic first aid kit.

20. If an accident occurs, please report in the first instance to: pitch@millom.cumbria.sch.uk

21. There is no access to a public telephone. **In the event of emergencies, the organiser should have a fully charged mobile phone on their person so that the appropriate emergency services can be summoned.**

CANCELLATIONS:

22. The Hirer is required to give 7 days' written notice to terminate a **block booking**.

23. For individual, one-off bookings the Hirer is required to give adequate notice of at least 48 hours.

PAYMENT TERMS, FEES & CHARGES:

24. The school must receive payment for lettings 7 days prior to the day of the letting, unless by prior arrangement with the school Business Manager.

25. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation (see above)

26. The charge for facilities includes the use of equipment supplied on the pitch. In the event of the hirer requiring additional equipment a separate charge will be made according to the circumstances.

27. Millom School reserves the right to change or amend part or all of the charging structure. Changes will normally come into effect in September.

Artificial Pitch Hourly Fees

Full Pitch	£80.00
1/3 Pitch	£35.00

with effect from 01/09/2026

SUPPLIED, INSTALLED AND MAINTAINED BY



Rules

▼
**Only use STM recommended
maintenance equipment.**

▼
**NO metal studs, no blades
or flat soled shoes**

▼
**Footwear should be clean
and in good condition.**

▼
No smoking.

▼
No chewing gum.

▼
**No food or drinks
other than water.**

stmworld.co.uk

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