



Horley Town Council

Football Booking Policy

1. Introduction

For the purpose of this policy, Horley Town Council is referred to as 'the Council'. The policy is to provide guidance to those who wish to book a football pitch at Court Lodge Fields, Thornton Close, Horley RH6 8RJ whether for a League match or a training session.

2. Contracted Teams

For Adult and Junior teams who wish to use Court Lodge Fields as their 'home ground', they must enter into a written agreement with the Council. This contract can either be one for bookings that allow the use of the Innes Pavilion Changing Rooms, or one without use of the facilities. There are differing charges for these types of bookings as shown in our scales of fees which can be found on the [football page](#) of our website. There are a number of terms and conditions for bookings, set out below:

2.1 For all Adult Teams:

- The official Representative must sign the contract and prior to the start of the football season, each Football Club must submit the full names and contact details of the official Team Representative and the official Substitute.
- They must pay for a minimum of 10 matches per season which should be paid in 5 monthly instalments at the start of the season.
- A deposit of £100 per team must be lodged with the Council.
- The Team must send evidence of valid public liability insurance for £5,000,000, or a copy of their certificate of insurance.
- The Team must confirm that all their coaches know the code to access the key boxes which are fixed to either side of the Innes Pavilion exterior walls. The keys inside open the height barrier and drop-down bollard which give emergency vehicle access to the playing fields.

2.2 For all Junior teams:

- The official Representative must sign the contract and prior to the start of the football season, each Football Club must submit the full names and contact details of the official Team Representative, and the official Substitute.
- Invoices from the Council will be emailed to the team representative for immediate payment every month. Charges are displayed on our website www.horleysurrey-tc.gov.uk/football
- Any outstanding payments will incur an extra 10% charge and pitch booking requests will be declined to any team(s) with overdue accounts. Debt recovery agents will be appointed to resolve any overdue payments.
- A deposit of £100 per team must be lodged with The Council.
- The Team must send evidence of in date public liability insurance for £5,000,000, or a copy of the certificate of insurance.

- The Team must confirm that their coaches know the number to the key boxes which are fixed to either side of the Innes Pavilion exterior walls. The keys inside open the height barrier and drop-down bollard which give emergency vehicle access to the playing fields.

3. Team Representatives and Substitutes

3.1 Team Representatives and Substitutes must agree:

- To liaise with Council staff on all football matters.
- To inform home and away team members and officials of fixtures and cancellations.
- To provide and install nets to the goal posts, as well as velcro strips or plastic clips to attach the nets. The use of sticky tape is strictly prohibited and a charge per match may be levied on offending teams.
- To ensure any changing rooms used by the home team and away team are left clean and tidy.
- To maintain full compliance with all the conditions listed in the contract.

3.2 The Team Representative will be responsible for:

- The supervision and control of users and visitors at the venue throughout the period of hire.
- Informing the Council of any injury sustained by any person or damage to Council property during the period of hire. The Team Representative must inform the Chief Executive Officer in writing, detailing the location, time and date of the damage/injury, the nature of it and the likely cause, by emailing: info@horlesurrey-tc.gov.uk as soon as possible.
- Ensuring that all users conduct themselves in a proper and correct manner with due consideration for others. Any form of abusive and/or threatening behaviour towards Council staff, contractors, attendants or members of the public on the site will not be tolerated for any reason and may lead to the Council cancelling all future bookings requested by Team Representative/Club, as the Council directs. Any such incidents will be investigated on a case-by-case basis.
- Ensuring no valuables are left unattended during the period of hire.
- Ensuring that all users respect the privacy of the tenant and members of the independent Martial Arts Club next door to the Innes Pavilion changing rooms and **do not** enter the premises.
- Ensuring that all users respect the privacy of residents living adjacent to the facility and respect the enjoyment of those using the children's play area.
- Ensuring that all users are made familiar with and comply with all the requirements specified in this Contract.

4. Contracted Teams Match Pitch Booking Procedures:

- All pitch booking requests must be made by the Team Representative no later than 1.00 pm on the Wednesday preceding a Saturday/Sunday fixture; or by 1.00 pm on the day before a midweek fixture, by emailing: bookings@horleysurrey-tc.gov.uk
- Pitches will be allocated on a rotational basis at the discretion of the Council.
- Pitch allocations will be available to view on the website at the following location www.horleysurrey-tc.gov.uk/football.
- It will be the full responsibility of all contracted teams to notify their opposing teams of weekly pitch allocations.

5. Contracted Teams Training Pitch Booking Procedures

- In order to ensure effective and fair rotation of pitches, all contracted teams wishing to use Court Lodge Fields to train with their players must make a booking in advance to: bookings@horleysurrey-tc.gov.uk
- These requests must be made by no later than one week in advance of the intended training date, or they may not be processed.
- Pitch bookings for training are free of charge at the discretion of the Council and may be declined in the interests of protecting the pitches at any given time and ensuring they are never overly used.
- Any football club known to use the pitches for training without prior consent from the Council may have the ability to book pitches for future fixture bookings, including those required for league matches, withdrawn.

6. Casual Booking Procedures for non-contracted Teams

- Football Clubs must submit the full names and contact details of the official Team Representative on the Casual Booking application form along with the time and date they are requesting.
- All pitch fees must be paid in full before the match, an invoice for the amount will be issued.
- Charges are displayed on our website www.horleysurrey-tc.gov.uk/football
- No refund will be given on cancellations made by the applicant less than 48 hours before the fixture.
- A 50% refund may be given on cancellations made by the applicant more than 48 hours before the fixture.

7. Match Cancellations and/or Postponements

- The Council's decision to cancel any fixtures due to inclement weather or poor ground conditions shall be confirmed by a Council Officer by 1.00 pm on the Friday preceding a Saturday/Sunday fixture; or by 1.00 pm on the day before a midweek fixture.
- This will be communicated to all teams by email and updates will be provided on our website.
- The decision of the Council will be final and should then be communicated to the away team by the Team Representative.
- Cancellation of a match by a team official must be made by no later than 1.00 pm on the Friday preceding a weekend game, or within 24 hours prior to a weekday game, otherwise a charge will be made.
- The Referee may, at their discretion, cancel a match on the day in the interests of safety. However, the Council must be given written notification of any such cancellation within 24 hours of the fixture, or the pitch charge will automatically be payable.

8. Use of the Changing Rooms

- Junior Teams will not be offered the use of the changing rooms due to safeguarding rules.
- The toilets will usually be opened for use by the Junior Teams and spectators.
- The doors of all changing rooms are fitted with lock-hasps and, in order to safeguard the property of the Council and teams (including other personal effects), Team Representatives are advised to provide padlocks and to remove these prior to departure.
- The washing of football boots, footballs, clothing or any other equipment in the sinks or showers is not permitted.
- The changing rooms, toilets, showers, hand basins, patios and passageways must be left in a clean and tidy condition after all matches. A charge, based on the hourly rate of restoring the premises to a reasonable state of cleanliness, shall be levied against the home team responsible for breaching this condition.

- Litter bins, adjacent to football pitches have been supplied for disposal of plastic bottles and other rubbish. A charge will be levied against the home team if litter is not removed from the grounds and building. All teams are encouraged to promote the use of reusable plastic bottles to protect the environment and keep all areas clean and tidy.

9. Storage Facilities

- At present, the Council cannot offer any storage facilities for equipment at the Innes Pavilion building or anywhere on the playing fields or surrounding areas.
It is inappropriate for any Football Club or Team to place any storage facility of their own, without the express permission of the Council in writing beforehand and such practice will be deemed as breach of contract terms and this policy.

10. Car Park Usage

- The car park at the facility may be used and is also available to other users of the park and the general public.
- Officials and participants may use the car park free of charge to park their own vehicles, but these vehicles will be left entirely at the owner's risk.
- The Team Representative must ensure that cars parked at the facility do not cause damage to grass verges or the playing fields and **must not** restrict access to any emergency services required to respond to a call in the vicinity.
- Teams are encouraged to car share or use public transport, where possible.

11. Player and Public Safety

- Glass, bottles or other potentially dangerous objects must never be taken onto the playing fields or into the changing rooms.
- Smoking is strictly prohibited in any part of the building, and non-compliance may result in prosecution.

12. Disputes

- On all matters of dispute, the Chief Executive Officer or nominated officer shall be deemed to act on the matter with the full support of the Council and whose decision shall be final.
- Persistent failure to comply with these conditions may result in the withdrawal of the Council's consent to use the Court Lodge playing fields and the Innes Pavilion facilities.

This Policy was adopted by Horley Town Council at its meeting held on 17 March 2026.

Review Date: 2029