



Coram's Fields Pitch Hire – Terms and Conditions

These Terms and Conditions form the agreement between Coram's Fields ("the Venue") and the individual or organisation hiring the pitches ("the Hirer"). Coram's Fields exists first and foremost as a safe space for children and young people, and we appreciate your support in helping us maintain that environment. By booking or using our facilities, you agree to follow the conditions set out below.

1. SAFEGUARDING RESPONSIBILITIES

- 1.1. Coram's Fields is a charity for children and young people. We hire out our football pitches to generate essential income to run our park, playgrounds, programmes and services for the local community. Our space is first and foremost a safe space for children. We ask all Hirers to help us maintain a child-safe environment.
- 1.2. Any participant presenting a safeguarding concern may be asked to stop playing and leave immediately.
- 1.3. Our park and pitches are supervised by staff members who have undergone DBS checks and safeguarding training. However, Safeguarding is everyone's responsibility - all pitch users should remain vigilant at all times and raise any safeguarding concerns with staff immediately.
- 1.4. Hirers organising events and activities on our pitches involving young or vulnerable people must have appropriate policies and measures in place to safeguard any young people and vulnerable adults who may be involved, and undertake responsibility for ensuring all supervising personnel have appropriate DBS checks and safeguarding training
- 1.5. Hirers must not film, take videos or photos without prior permission. Hirers are responsible for ensuring that all players, spectators and guests are aware of and comply with this policy. Where permission is given, the Hirer is responsible for gaining any necessary consent from those filmed.
- 1.6. CCTV operates onsite for safety and may be shared only with safeguarding or law-enforcement bodies. Where required, we may share booking details with safeguarding or law-enforcement authorities. We ask Hirers to cooperate fully.

2. PAYMENT TERMS

- 2.1. All bookings must be completed and paid through Bookteq using the Coram's Fields or Playfinder website ([here](#)).



- 2.2. All bookings must be paid for ahead of the booking taking place. Failure to make successful payment 48-hours in advance of the booking may result in the booking being cancelled i.e. we will assume the booking is no longer required, but payment will still be due as less than 30 days notice was given.
- 2.3. Each booking includes one astroturf pitch and one changing room, with the option to book an additional room when available.
- 2.4. Included in each booking are the following only:
 - 1 x 8-a-side floodlit astroturf pitch with the option of either 5-a-side or 8-a-side goals.
 - 1 x changing room with shower facilities

if additional changing rooms are required, these can be booked for an additional charge through bookteq. N.B. only one additional changing room is available each hour and is let on a first-come-first-served basis

3. DISCOUNTED AND AGE-SPECIFIC BOOKINGS

- 3.1. Discounted age-specific sessions are reserved and available for participants within the stated age range.
- 3.2. Hirers booking age-specific slots must ensure that ALL participants taking part in the booking fall within the relevant age bracket.
- 3.3. Proof of age may be requested. Where suitable ID cannot be provided, the participant may be asked to leave the session.
- 3.4. Coram's Fields reserves the right to request proof of age and to conduct random identification checks where participants appear to be older than the permitted age range for discounted bookings. Acceptable identification must be valid and capable of reasonably verifying the participant's age. When hiring age-specific slots, Hirers must ensure all players bring identification capable of reasonably determining their age.
- 3.5. Where a participant is found to be outside the permitted age range, or refuses or fails to provide valid identification upon request, Coram's Fields reserves the right to require that participant to immediately cease playing and leave the premises. Failure of the Hirer to effect the participant leaving (or spectating only) shall result in the session being cancelled without refund and all participants including the Hirer being required to leave.



- 3.6. In circumstances where Coram's Fields has reasonable grounds to believe that the Hirer has knowingly permitted a participant outside the permitted age bracket to take part in the booking, Coram's Fields reserves the right to cancel the booking with immediate effect, without refund, and to require all participants associated with the booking to cease play and leave the premises.
- 3.7. Discounted pitch bookings are offered solely for the benefit of individuals within the designated age brackets. The inclusion or invitation of participants outside the relevant age range shall be considered an abuse of the discount and contrary to the purpose for which the discounted rate is provided.

4. CANCELLATIONS BY THE HIRER

- 4.1. Hirers wishing to cancel must provide at least 30 days' notice to be eligible for a refund or to have their booking rescheduled.
- 4.2. Any cancellation made by the Hirer within 30 days of a booking will not receive a refund.
- 4.3. For Hirers with regular or block bookings across a season on pre-agreed dates, cancellations and refunds are at the discretion of Coram's Fields, and may only be considered for sessions that can be successfully rebooked by another Hirer. Coram's Fields is under no obligation to provide a refund for any missed or cancelled session as part of a block booking

5. CANCELLATIONS BY THE VENUE (CORAM'S FIELDS)

- 5.1. Coram's Fields reserves the right to cancel any booking at its discretion for any reason.
- 5.2. Coram's Fields will endeavour to keep such instances to a minimum and will aim to provide the Hirer with as much notice as reasonably possible. Notification of cancellation may be issued either via Playfinder or directly by the venue.
- 5.3. In certain circumstances, it may be necessary for Coram's Fields to close the venue at short notice due to emergency health and safety considerations.

In the event of unpredictable adverse weather conditions, such as high winds, storms, lightning, hail, or ice, Coram's Fields may delay making a decision to cancel a booking until it is deemed necessary in order to minimise the chance of unnecessary disappointment, but at the same time managing the safety of participants and staff.



Hirers who identify adverse weather and would prefer an earlier decision should notify the venue in advance. Coram's Fields will take such preferences into consideration where reasonably possible, however, the timing of any cancellation decision remains at the sole discretion of the venue.

- 5.4. In the event of cancellation, Hirers may choose either a refund or a rescheduled session.
- 5.5. Coram's Fields does not accept responsibility for consequential financial losses resulting from cancellations.

6. ACCESS AND SECURITY

- 6.1. Anyone over the age of 16 hiring the pitches must use the pitch gate to enter and exit the premises, accessed from Mecklenburgh Square or Brunswick Square (what three words: bridge.patio.jolly). The adjacent park and playground facilities (accessed from Guilford Street) are strictly for children and adults who are accompanying children (16 and under). No one over 16 can enter or exit the pitches from Guilford Street.
- 6.2. Hirers must report to the ground staff office upon arrival, located next to the changing rooms in a white building at the corner of the pitches
- 6.3. Hirers must arrive no earlier than 20 minutes before their booking (to avoid congestion and collision risk on the pitch sides and around the changing room area. Access to changing rooms will be provided 15 minutes before your booking.
- 6.4. Hirers must vacate their changing room 20 minutes after their booking end time to allow for necessary cleaning before the next group arrives.
- 6.5. Hirers are responsible for ensuring that their changing room is locked when not in use. Please be aware that Coram's Fields accepts no responsibility for the loss or damage of personal belongings.

7. PITCH USE AND CONDUCT

- 7.1. Hirers may only use the specific pitch booked and only during your booked session time, unless an alternative has been agreed with the Grounds Team.
- 7.2. Hirers must and must only wear approved footwear including trainers, astroturf trainers, and round-moulded studs. Bladed studs are not permitted and cause damage to the pitch, for which the Hirer may be held liable.

- 7.3. Hirers must only use the pitches for activities appropriate for the space and surface. Activities such as football, rugby and soft-ball games are welcome. Hard-ball sports or anything that may damage the surface are not permitted (e.g. cricket stumps, or swingball.) Frisbee is permitted, providing players of a suitable standard to ensure there is no health and safety risk to other users of the pitches. If in doubt, Hirers should discuss the planned activities in advance of booking and playing to ensure they are permitted and appropriate.
- 7.4. Participants engaging in inappropriate activities will be required to stop immediately. Participants may continue using the pitch for any permitted activity for the remainder of their booking; however, no refund will be issued.
- 7.5. Hirers are responsible for the conduct of all participants, guests, and spectators during their booking. Hirers are expected to follow the following conditions when using our pitches. All participants must...
 - a. Not litter – litter must be placed in the bins provided
 - b. Not use offensive, provocative or profane language inappropriate for a children's park
 - c. Not engage (or threaten to engage) in any physical or verbal abuse towards staff or other pitch users. N.B. Coram's Fields has a zero-tolerance policy towards bullying, harassment, and racial or gender-based abuse. All participants, guests and spectators are expected to report any such incidents to a member of Coram's Fields staff.
 - d. Only go to the toilet using the facilities provided, never on the pitches themselves, nor on surrounding fences, hedges or buildings.
 - e. Not bring any glass items onto the premises (e.g. glass bottles or any items that may shatter and create an injury hazard.
 - f. Never drink alcohol, smoke or vape on the premises
 - g. Always keep their shirts on.
 - h. Not bring dogs or other animals onto the premises
 - i. Not consume any food on the pitches
 - j. Not bring bicycles onto the pitches.
 - k. Not climb (or attempt to climb) over any perimeter fences for any reason.
 - l. Not run on the pitch-side concrete areas, especially if the ground is uneven.
 - m. Not deliberately kick footballs out of the grounds.
 - n. Only get changed in the changing rooms, never on the pitches themselves or pitch side.
 - o. Not play while intoxicated
- 7.6. Hirers are responsible for ensuring participants, guests and spectators follow any instructions issued by Coram's Fields staff without protest or resistance.



- 7.7. Coram's Fields reserves the right to require any players who are in breach of these rules to leave the site. In the case of persistent or serious breaches, Coram's Fields may cancel bookings without refund and may ban individuals and/or groups from future sessions if they fail to follow any of the conditions laid out in this section.

8. EVENTS AND TOURNAMENTS

- 8.1. Where the Hirer wishes to hold an event within the sports facilities, all applicable hire terms and conditions shall apply, particularly with regard to capacity and impact on other users. Coram's Fields grants the Hirer a licence to use the facility only and does not act as the organiser of the event.
- 8.2. The Hirer shall be deemed the Event Organiser and is solely responsible for the planning, management, operation and delivery of the event, including all staffing, stewarding, safeguarding, health and safety, risk assessments, licences, insurance, legal compliance and any third-party contractors engaged in connection with the event.
- 8.3. Hirers and their guests are only permitted to enter the adjacent park if accompanied by a child (c.f. our "no entry without a child policy") even if they are part of an event on the pitches, and all park rules apply.
- 8.4. Any organised gathering in the park of more than 100 people shall be deemed an Event requiring the prior approval of Coram's Fields. Coram's Fields may also determine, at its sole discretion, that any group, gathering or activity constitutes an Event regardless of the number of attendees, having regard to factors including its nature, scale, impact on the park, use of infrastructure, catering arrangements, vehicle access requirements, safeguarding considerations, or any health and safety implications.
- 8.5. Where the Hirer has an explicit agreement to extend an event beyond the sports facilities and takes place within the wider park, the Hirer must also comply with the Coram's Fields Third-Party Events Guide and all associated terms and conditions, available on the Coram's Fields website – see Park Events.

9. FOOD PROVISION AND CATERING

- 9.1. Food vans, catering units, stalls, or any other food or drink provision are not permitted within the sports pitches or sports facility areas under any circumstances.

- 9.2. Coram's Fields operates a strict "No Entry Without a Child" policy within the main park. Hirers and their guests who are accompanied by children are welcome to enter the park as members of the general public to consume or share food.
- 9.3. Any food provided or shared within the park must be on a non-commercial basis, unless explicitly agreed in advance. The sale of food or drink is not permitted without the prior written approval of Coram's Fields. Coram's Fields accepts no responsibility or liability for any food or drink provided or consumed within the park (unless provided by the Café). Where food is provided for guests, it must be clear that it is intended solely for the Hirer's invited attendees, is not available to the general public, and is not being provided by or on behalf of Coram's Fields.
- 9.4. Hirers and their guests who are not accompanied by children are not permitted to enter the park, even for the sharing, provision or consumption of food.
- 9.5. Hirers may request that an area be created on the basketball courts adjacent to the pitches for food to be provided and consumed. Permission will not be granted during busy periods, particularly during the summer months and school holidays, where vehicle access would be difficult to manage or where closing the basketball court would unreasonably impact public use. Approval will also be subject to operational requirements e.g. the ability and availability of staff and equipment to safely and securely cordon off the area from the rest of the park
- 9.6. Where permission is granted...
 - the food provision area must be contained within a designated area and, where required by Coram's Fields, securely cordoned off.
 - the provision of food must not diminish the general public's enjoyment of the park outside the area and we reserve the right to stop food provision that is causing complaints (e.g. excessive smoke or unpleasant smells)
 - the food provision must remain within the agreed parameters and facilities
 - all food and drink must be consumed within that designated area and must not be taken onto the sports pitches or into other areas of the park. The Hirer is liable for any damage caused by guests bringing food on to the pitches
 - Coram's Fields may require fencing, barriers or other measures to separate the food provision area from the wider park in order to avoid confusion with facilities provided by Coram's Fields and to ensure compliance with the "No Entry Without a Child" policy
 - Where the Hirer engages a third-party supplier, the Hirer is solely responsible for ensuring that all necessary licences, registrations, permits, food hygiene certifications, risk assessments and insurance policies are obtained and



maintained. The Hirer shall indemnify and keep indemnified Coram's Fields against any claims, losses, damages, costs, liabilities or proceedings arising from the provision of food or drink by the Hirer or any third-party supplier.

- 9.7. Due to the additional management, staffing, health and safety requirements, and the potential temporary closure of public facilities associated with food provision, an additional charge will apply where food provision is approved, payable in addition to the standard pitch hire fee.

10. HEALTH AND SAFETY

- 10.1. Hirers must only use pitches for appropriate activities that can be conducted safely, and ensure appropriate and safe numbers of participants are playing on the pitch at any one time (i.e. must not over-crowd pitches).
- 10.2. Hirers must ensure they do not use the pitches for any activities that may be reasonably deemed to be unsafe or risk harm to neighboring players.
- 10.3. All Hirers (an in particular, Hirers organising events or more formal gatherings) must conduct, and are responsible for, their own risk-assessment prior to booking and play to ensure the facilities are appropriate for the planned activities. Hirers wishing to see the facilities are welcome to arrange an appointment with the Front Office via info@coramsfields.org.uk
- 10.4. All Hirers are responsible for conducting a pre-play pitch inspection to ensure the surface is safe for the activities being run. Very occasionally issues can be caused by the previous game. If any issues are found, please report this immediately to the grounds team prior to play.
- 10.5. In the case of poor conditions (fog, high-winds, storms etc) Hirer's are responsible for independently risk assessing the conditions for the activities being undertaken. Hirers should cease if they consider the situation to be unsafe and pose a significant risk.
- 10.6. Hirers are responsible for conducting a medical risk assessment for the players and activities being run, and ensuring appropriate first aid provision for the scale and type of activities being organised. Coram's Fields typically has 1-2 staff on duty who are first aid trained, but Hirers may wish to consider hiring additional medical and/or first aid provision for events with bespoke activities and/or larger numbers.
- 10.7. Hirers and players are responsible for playing within their own levels of fitness.

- 10.8. Hirers are responsible for conducting footwear checks prior to play and ensuring footwear conforms to the permitted requirements and is safe and appropriate for the surface and activities being undertaken.
- 10.9. Under no circumstances should Hirers, players or spectators attempt to access floodlight towers or external electricity switch cupboards
- 10.10. Hirers are responsible for keeping the pitch surround clear at all times and must not leave belongings on the pitch-side where they could be a trip hazard for players or spectators.
- 10.11. Hirers are responsible for ensuring participants do not run or warm-up in the areas surrounding the pitches. These areas are not suitable for activities. Hirers wishing to warm up (or warm down) before playing should do so on the pitch itself where it is safe to do so, booking a longer session if more time is required to facilitate this.
- 10.12. Hirers must not use or enter the long-jump sand pit
- 10.13. Hirers and players must not attempt to move goals themselves. If different goals are required, please ask the grounds staff team who have appropriate manual handling training to move them for you.
- 10.14. Players must not wear jewelry or items likely to cause injury to other players in the event of physical contact in the course of play.
- 10.15. Hirers are responsible for ensuring that changing rooms are solely used appropriately for changing and preventing boisterous and potentially dangerous behaviour of their players.
- 10.16. Anti slip surfaces and mats are provided in wet areas, if these are missing, please report this to the grounds team prior to using the facilities.
- 10.17. Hirers are permitted, by prior agreement, to put small lightweight gazebos / registration desks in specific pitch-side areas providing they are at least 3m away from the pitch edge and providing there is room to pass safely. Under no circumstances are heavy, edged or corners structures or furniture permitted on the pitch surrounds (including food vans).
- 10.18. All participants use the pitches and facilities entirely on their own and the Hirer's risk. Coram's Fields accepts no responsibility for injuries except those caused by our negligence.

11. EMERGENCY AND EVACUATION



- 11.1. In the unlikely event of a fire or emergency evacuation, the muster point is in the north-west corner of the pitches, next to the gate onto Brunswick Square (which is also the point of egress).
- 11.2. It is important participants, guests and spectators listen to instructions from Coram's Fields staff as the muster and egress points may change depending on where the suspected issue is located.
- 11.3. Participants must exit the site if instructed to do so and must not return to the changing rooms to collect belongings until advised that it's safe to do so by Coram's Fields staff.
- 11.4. Hirers are responsible for ensuring all participants aware of the emergency evacuation procedure and location of the exit prior to the commencement of play.

12. LIABILITY

- 12.1. Coram's Fields accepts no responsibility for any injury, loss, or damage incurred by the Hirers, participants or spectators during the use of the pitch or associated facilities, except where such loss is caused by the negligence of Coram's Fields or its on-duty staff.
- 12.2. Coram's Fields will not be liable for any financial loss resulting from the cancellation of any booking, including but not limited to those cancelled due to extreme weather, natural disasters, fire, flood, war, pandemic, or government restriction; or otherwise.
- 12.3. Hirers are responsible and liable for any injury or damage (to the pitch, facilities or neighboring properties) caused by themselves, their players or their spectators, and agree to indemnify Coram's Fields against any third-party claims arising from such damage or injury.
- 12.4. Hirers must undertake to have adequate insurance to cover personal accidents and liabilities prior to play. Coram's Fields does not provide insurance for players
- 12.5. Any approval, consent, exemption or permission referred to in these Terms and Conditions may be withheld, withdrawn or made subject to conditions by Coram's Fields at its sole discretion.

13. ACCEPTANCE OF TERMS



- 13.1. By booking or using our pitches, the Hirer agrees to these Terms and Conditions in the version that most immediately precedes the session booked and played.
- 13.2. Updated versions will be available on our website and on Bookteq.
- 13.3. Coram's Fields reserves the right to refuse any future booking request from any Hirer, participant, organisation or group that has previously breached these Terms and Conditions.

14. CONTACT

- 14.1. For booking enquiries, please contact Playfinder: 0333 300 3477
- 14.2. For complaints, please contact Playfinder via their website ([Contact us | Playfinder](#))
- 14.3. Site details:

Coram's Fields,
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