

12. **The unauthorised use of facilities/buildings, or playing of matches cancelled by an authorised Grounds Person will result in an immediate £50 fine and withdrawal of facilities for the club/organisation until a full investigation can take place.**

13. For Football/Rugby Matches, the booking period covers the **official match duration** and only 1 Football/Rugby Match may take place per booking.

24. The authority's Sports Development Unit will be given priority in programme allocation, in order to support the aims of the sports and Active Living Strategy.
25. It is the policy of the County Borough of Blaenau Gwent to safeguard the welfare of all children and vulnerable persons. All organisations should therefore have a clear statement (code of practice) and adopt working practices and procedures that deal with child protection and vulnerable persons issues. A copy of such should be provided.

26. **Hire of Facilities**

a. Hire

Facility hire requests **MUST** be made and paid for by 12noon on the Thursday prior to the weekend of the required fixture. Facility hire requests made after this time will be considered but not guaranteed.

In the event of midweek games/training requests consideration will be given 24hrs prior to the requested time/date.

b. Cancellation

The hirer may cancel a booking by 12noon on the Friday prior to a weekend booking. Cancellations made after this time will result in the full fee being payable. This does not apply when cancellations are made by officials of BGCBC. Where the correct notice is provided the booking fee can be transferred to an alternative booking or refunded.

For midweek fixtures a cancellation notice of 24hrs is required.

Refunds or transfer of payment will only be applicable for fixtures cancelled by BGCBC
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- a. The hirer will be responsible to ensure the facility is left **secure** on completion of the booking.
- b. Damage or theft caused as a result of a facility being left unsecured will be the responsibility of the hirer and invoiced accordingly for costs incurred.
- c. For long term/regular facility users, the hirer accepts that keys provided will be the responsibility of the hirer and should be returned in the event of the club/organisation ceasing to use the facility.
- d. In the event of keys not being returned on request, the hirer will be invoiced for the costs incurred to change locks or means of security.
- e. Casual hirers will be issued a key that **MUST** be returned within 48hrs of facility hire.
- f. The hirer will be responsible to sweep out & clean up match-day debris & arisings.
 - i. If a hirer does not sweep out or clear the facility, all facilities may be withdrawn and an appropriate cleaning charge invoiced to the hirer. The withdrawal of facilities will remain in place until the invoice has been paid.
 - ii. If upon entry to a facility, the facility has not been swept or cleared by a previous hirer, the hirer should report the incident