

IRTHLINGBOROUGH TOWN COUNCIL



Council Offices, Station Road  
Irthlingborough, Northants NN9 5SN  
Tel/Fax: 01933 650866  
Email: [finance@irthlingborough-tc.gov.uk](mailto:finance@irthlingborough-tc.gov.uk)

Clerk of the Council: Mrs Angela Daly  
Mayor: Councillor Ethan Hopkinson

**CENTRAL RECREATION GROUND – PAVILION, MANTON ROAD,  
IRTHLINGBOROUGH, NORTHANTS NN9 5TT**

**BOOKING FORM**

NAME:.....

ADDRESS:.....

.....

.....

TEL NO: ..... MOBILE NO: .....

E-MAIL: .....

TYPE OF USE:.....

DATE REQUIRED:.....

TIMES: From:.....To:.....

BLOCK BOOKINGS: From:.....To:.....

FREQUENCY: Weekly/monthly/other(please specify) .....

.....

NUMBER OF GUESTS: .....

**Payment can be made by BACS – sort code: 54-41-05, account no: 06831737. Cheques should be made payable to Irthlingborough Town Council.**

**Please return forms, together with payment where appropriate to: Irthlingborough Town Council, Council Offices, Station Road, Irthlingborough, Wellingborough, Northants NN9 5SN.**

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You can view bookings via the Irthlingborough web site

<https://www.irthlingborough-tc.gov.uk>

Or specifically for the Pavilion

<https://www.irthlingborough-tc.gov.uk/central-recreation-ground-pitch.html>

In the event of there being no damage to the Pavilion please provide details for the refundable £50 deposit

Sort Code:

Account Number:

Name on the account:

Signed ..... Date .....

Please complete pages 1, 2, 3 & 4

Please sign pages 2, 3 & 4

Return via e-mail to [finance@irthlingborough-tc.gov.uk](mailto:finance@irthlingborough-tc.gov.uk)

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## CENTRAL RECREATION GROUND - PAVILION

### Action to be taken on discovery of a fire

#### If you discover a fire:

- ✓ Set off the fire alarm at the nearest call point
- ✓ Advise the group leader/tutor who will decide whether to call the Emergency Services on 999
- ✓ Attack the fire if possible, using the appliance provided – but without taking any personal risk
- ✓ Close all windows and doors wherever possible

#### On hearing the Fire Alarm:

- ✓ Exit the building via the nearest fire exit
- ✓ Do not stop to collect personal belongings
- ✓ Assemble outside in the car park, where a roll call will be made
- ✓ **Do not re-enter the building, until instructed to do so**
- ✓ Keep access clear to the building for the Emergency Services

Signed..... Date.....  
Group name.....

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## CENTRAL RECREATION GROUND - PAVILION

### Terms and Conditions for Hire

#### General

1. All bookings are entirely at the discretion of the Town Council based on a first come first served basis, regulated by the submission of fixtures lists in the case of Football Clubs.
2. All bookings must be paid for in advance.
3. Football boots must be removed before entering the pavilion.
4. The pavilion must be left clean and tidy.
5. The hirer is responsible for any damage caused to the pavilion for the duration of the booking, including any damage caused by third parties.
6. Any damage caused will be repaired by the Town Council and the cost invoiced to the hirer.
7. The premises should be inspected on arrival and any defects reported immediately to the Council Offices on 01933 650866 and a message left on the answer phone which will record the time of the message. Failure to do so could result in being responsible for defects found.
8. A damages bond of £50 for Irthlingborough teams and £100 for out-of-town teams will be required at the start of the season, refundable at the end of the season, or retained for the following season should the hirer prefer. Similarly, organisations hiring the pavilion will be required to submit a refundable deposit of £50 or £100 at the time of booking.
9. No equipment whatsoever may be stored in the pavilion other than at the discretion of the Council.

#### Smoking

Absolutely No Smoking is allowed in the Pavilion by law. Areas are designated for smoking.

#### Payment

All bookings must be paid for in advance.

#### Cancellations

If notice of cancellation is not received by the Council Offices at least 48 hours before the booking, the full cost of the hiring will be charged, except when the match has been called off due to weather conditions by the referee. To advise of a cancellation ring 01933 650866, email [finance@irthlingborough-tc.gov.uk](mailto:finance@irthlingborough-tc.gov.uk) or write to Council Offices, Station Road, Irthlingborough, Northants NN9 5SN

#### Insurance

**Hirers are responsible for their own insurance.**

**I have read the terms and conditions above to which I agree and will ensure that they are complied with.**

Signed: ..... Group name: ..... Date: .....

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## F.A.Q.

The Pavilion is padlocked, keys are available from Irthlingborough Town Council Offices 09:00 to 15:00 Monday to Friday.

Goals will require putting up on arrival

Goal posts need to be dismantled on completion of the match

Nets are in a dustbin inside the pavilion

Corner flags are not provided

Posts & Nets & one old paint line marker – Owned by ITC - are inside the pavilion and will need erecting and dismantling before and after games.

On departure **please:**

Turn off all taps

Turn off the heating

Close the windows

Lock the pavilion and return the keys

Ensure you have taken all of your belongings

Leave the building how you would like to find it

Return the keys to the council offices

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## CENTRAL RECREATION GROUND, MANTON ROAD, IRTHLINGBOROUGH, NORTHANTS NN9 5TT

### Hire fees for use of Football Pitch and Pavilion from 1<sup>st</sup> April 2019 Prices Last Reviewed - January 2024

**Please Contact:**

[Finance@Irthlingborough-tc.Gov.Uk](mailto:Finance@Irthlingborough-tc.Gov.Uk)

Irthlingborough Town Council on 01933 650866 to check the availability of your date(s)

**Completed Booking forms to be sent to: - [Finance@Irthlingborough-tc.Gov.Uk](mailto:Finance@Irthlingborough-tc.Gov.Uk)**

Irthlingborough Town Council,  
Council Offices,  
Station Road,  
Irthlingborough,  
Northants,  
NN9 5SN.

**Football Teams – Hire of pitch and pavilion per match:**

Irthlingborough teams	£25.00 + VAT = £30.00 + £50.00 deposit
Non Irthlingborough teams	£50.00 + VAT = £60.00 + £100.00 deposit

**Pavilion hire for private bookings:**

Half day - up to 4 hours between 8:00am & 6:00pm	£37.50 + VAT = £45.00 + £50.00 deposit
Full day - up to 8 hours between 8:00am & 6:00pm	£62.50 + VAT = £75.00 + £50.00 deposit
Evening - 6:00pm to 12:00 midnight	£75.00 + VAT = £90.00 + £100.00 deposit
Community Groups, per session – with approval of the Chairman of the P & R Committee and one other committee member	£8.33 + VAT = £10.00 + £50.00 deposit

In the case of “one off” party bookings, fees are due no later than 2 weeks prior to date of booking.

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