



Mrs Julie Trinder  
Administrator  
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## BICESTER TOWN COUNCIL

Council Offices,  
The Garth,  
Launton Road,  
Bicester  
Oxon, OX26 6PS

Telephone: 01869 252915  
Email: [enquiries@bicester.gov.uk](mailto:enquiries@bicester.gov.uk)  
Website: [www.bicester.gov.uk](http://www.bicester.gov.uk)

### **Rules and Regulation for the Hiring of Bicester Town Council Pitches and Pavilions**

- Bookings can be made within normal office opening hours (Monday – Thursday 9am – 5pm Friday 9am – 4pm).
- Bookings can only be confirmed once a completed form has been received. This must be within **2 working days** of the fixture. Requests outside of this time frame will not be processed.
- Bookings can be made online, via email or via the Council Offices using an official pitch booking form.
- Email correspondence will only be reviewed within office opening hours as detailed above.
- There is to be no littering of the football pitches or the surrounding areas. It is the clubs responsibility to ensure all areas are cleared after the match and failure to do so may lead to a club fine.
- All participants whether they are players, managers or parents are expected to behave in a sporting manner both on and off the pitch regardless of the result or any incidences that may have occurred during the game. This includes the use of foul language and/or unruly behaviour. Threats or abuse directed towards match officials, or any form of racism, will not be tolerated and may result in police action.
- It is the manager's/coaches responsibility to ensure the safety of their players by adhering to Health & Safety guidelines at all times.
- Adult goals and nets are available for use and should be treated with respect. Any damage that occurs to the equipment, buildings or pitches will be the responsibility of the home team and will result in a club fine. CCTV is in operation.

Bicester is twinned with Neunkirchen-Seelscheid, Germany,  
Canton des Essarts, France, and Czernichow, Poland

August 2018

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- The setting up, dismantling and storage of adult goals and nets is the responsibility of the home team. Mini/youth goals and corner flags are not to be left on site.
- Changing rooms should be left as found, and ready for the next user. Football boots must **not** be worn in the changing rooms. Misuse of changing rooms will lead to a club fine.
- No training is permitted on the pitches outside of the football season.
- Teams will have use of pitches and pavilions (where applicable) for 1 hour before the start of the match, and 30 minutes from the end of the match.
- Fixture details are to be forwarded to Bicester Town Council using the form provided via email or delivered/send to our offices, if a booking form is not received this will result in no pitch booking being made for your team.
- Pitch cancellations and fixture changes must be forwarded to Bicester Town Council with a minimum of 48 hours notice. Failure to give the correct notice will result in pitch fees being payable by the home team, regardless of reasons or persons responsible. The only exception is in the unlikely event of the cancellation being instigated by Bicester Town Council.

## Bicester Town Council Pricing Structure – Season 2018/2019 - Prices include VAT

Description	Revised (Cost Ex VAT)
Adult Pitch Only	<b>£37.50</b>
Adult Pitch & Pavilion	<b>£42.50</b>
Junior Pitch Only	<b>£27.50</b>
Junior Pitch & Pavilion	<b>£30.50</b>
Intermediate Pitch Only	<b>£19.50</b>
Intermediate Pitch & Pavilion	<b>£22.50</b>
Mini Pitch Only	<b>£16.50</b>
Mini Pitch & Pavilion	<b>£19.50</b>
Pavilion Only – Charity Organisation	<b>£15.00 per hour</b>
Pavilion Only – Commercial Organisation	<b>£25.00 per hour</b>

**Pitch fees will be invoiced on a monthly basis and payment must be received by Bicester Town Council within 14 days of issue.**

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**NOTE:** Please remember at all times, all football pitches and pavilions remain the property of Bicester Town Council. If for some reason your favoured pitch is unavailable, an alternative pitch will be provided for you. All bookings are made on a first come first served basis.

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