

## Summer Sports Application Form 6<sup>th</sup> April 2024 to 25<sup>th</sup> August 2024

This document offers permit options which must be obtained by commercial, educational, training providers operating in Wandsworth parks, commons and open spaces.

### 1. Booking Procedure

- a. Please fill in the required fields on the application form.
- b. Once the form has been completed and signed, you will need to email it to [wandsworthsports@continental-landscapes.co.uk](mailto:wandsworthsports@continental-landscapes.co.uk).
- c. We will contact you to confirm your booking after we have been able to process your application. Alternatively, if there are any issues with your booking, we will contact you to check how you would like to proceed with your application.

### 2. Priority Bookings (terms and conditions)

- a. You must return the application form(s) by no later than **31/01/2024**.
- b. Any bookings after this date will only be on a first-come-first-serve basis, subject to availability.
- c. Forms submitted before **31/01/2024** will be processed and all successful bookings will be confirmed by **15/03/2024** (for schools) and **22/03/2024** (for teams and individuals).
- d. We will consider your previous years' bookings and where possible offer you the same location(s).
- e. Please contact us if you do not receive confirmation for your booking by **29/03/2024**.

### 3. Billing

You will be invoiced as soon as your request has been processed and payment is due upon receipt of the invoice(s). However, for schools within Wandsworth Borough Council payment is due within 30 days of receiving the invoice.

### 4. VAT Exemption [Please read before applying for exemption]

- a. In order to meet the VAT exemption criteria, you must book 10 or more dates for the same sport and site. Any gaps in your dates must not be greater than that of 14 days.
- b. All VAT exempt bookings must be paid in full prior to the start of your bookings.
- c. You cannot change/move VAT exempt bookings once they have been booked and paid for, so you must make sure that the dates and times are right for you.
- d. Where advantage is generally taken of the V.A.T. exemption concession for series hiring, attention is drawn that a cancellation may be contrary to the concession conditions and as a consequence make all bookings taxable, provisions of a refund in the event of the unforeseen non-availability of the facility (i.e. due to bad weather) is the only circumstance that will not break the exemption conditions.

### 5. Changing Rooms

- a. Changing rooms are designed to be shared with other teams/schools/etc. and Continental Landscapes Limited cannot be held responsible for any loss or damage to any property.
- b. All children must be accompanied by a responsible adult.
- c. No studded/muddy footwear is allowed to be worn within the pavilion.
- d. You must clear up any litter from the changing rooms and from the pitches produced by your team/school/etc. You will be provided with a black bin-liner by the attendant on the day.

- e. No Alcohol policy – If any team/individual is found with possession of alcohol or under the influence of alcohol within our changing rooms, their use of the facility will be revoked, and they will be asked to leave the premises.
- f. No illegal substances – if any team/individual is found with possession of any illegal substance(s), Continental Landscapes Limited will automatically contact the police and a ban will be placed upon the team/individual.

## 6. Prices

Please see **WSB Summer 2024 Pricing Information** document. Prices are set by Wandsworth Borough Council and are subject to review on 1st January every year. New prices are applied from 1st April of every year.

## 7. Sessions Offered

Cricket – Slot Bookings:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Grass SQ</b>	Not Available	Evening Only (17:00-21:00)	Evening Only (17:00-21:00)	Evening Only (17:00-21:00)	Not Available	Full Day: 10:00-21:00 Afternoon: 12:00-17:00 Evening 17:00-21:00	Full Day: 10:00-21:00 Afternoon: 12:00-17:00 Evening 17:00-21:00
<b>Artificial SQ</b>	Schools - Educational use Only	Evening Only (17:00-21:00)	Evening Only (17:00-21:00)	Evening Only (17:00-21:00)	Schools - Educational use Only	Full Day: 10:00-21:00 Afternoon: 12:00-17:00 Evening 17:00-21:00	Full Day: 10:00-21:00 Afternoon: 12:00-17:00 Evening 17:00-21:00
<b>Colts Grass SQ</b>	Not Available	Not Available	Not Available	Not Available	Not Available	Full Day: 10:00-21:00 Morning: 09:00-12:00 Afternoon: 12:00-17:00 Evening 17:00-21:00	Full Day: 10:00-21:00 Morning: 09:00-12:00 Afternoon: 12:00-17:00 Evening 17:00-21:00

Hourly Bookings:

- Cricket Artificial Wickets are permitted Monday to Friday (For Schools – Educational use only).
- All other sports will be booked in hourly increments.

## Summer Provisions:

	Battersea Park	Garratt Green	Garratt Park	King George's Park	Tooting Common	Wandsworth Common	Wandsworth Park
<b>Grass SQ</b>	2	x	x	x	x	2	1
<b>Colts Grass SQ</b>	x	x	x	x	x	1	x
<b>Artificial SQ</b>	2	x	x	x	1	2	1
<b>Cricket Nets</b>	3	x	x	x	x	x	x
<b>Rounders</b>	3	x	x	x	x	x	x
<b>Running Track</b>	1*	x	x	x	1*	1*	1*
<b>Touch Rugby</b>	x	x	x	4	4	4	x
<b>Ultimate Frisbee</b>	x	x	x	x	4	x	x
<b>Hardball Area</b>	x	x	1	x	x	1	x
<b>Softball</b>	x	x	x	x	x	1	x
<b>General Area</b>	4	4	4	4	4	4	4

\* - Only available upon request

## Application Form:

### Contact Details:

<b>Title:</b>	
<b>First Name:</b>	
<b>Surname:</b>	
<b>Date of Birth:</b>	
<b>Borough You Pay Your Council Tax In:</b>	
<b>Name of Organisation/Team:</b>	
<b>Contact Address:</b>	
<b>Post Code:</b>	
<b>Billing Address (If Different):</b>	
<b>Post Code:</b>	
<b>Email Address:</b>	
<b>Mobile Number:</b>	
<b>Daytime Contact Number:</b>	

### Booking Request:

<b>Sport/Activity:</b>	
<b>First Choice Venue:</b>	
<b>Contingency Venue:</b>	
<b>Pitch/Area:</b>	
<b>How many Pitches/Area:</b>	
<b>Time slot(s) required:</b>	
<b>Number of Participants:</b>	
<b>Changing Rooms:</b>	

### Dates:

April						6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25						

If you require further bookings, then please email us with the information required.

**Booking Request:**

**Sport/Activity:** \_\_\_\_\_

**First Choice Venue:** \_\_\_\_\_

**Contingency Venue:** \_\_\_\_\_

**Pitch/Area:** \_\_\_\_\_

**How many Pitches/Area:** \_\_\_\_\_

**Time slot(s) required:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Changing Rooms:** \_\_\_\_\_

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June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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**Sport/Activity:** \_\_\_\_\_

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**Contingency Venue:** \_\_\_\_\_

**Pitch/Area:** \_\_\_\_\_

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**Time slot(s) required:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Changing Rooms:** \_\_\_\_\_

**Dates:**

April						6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
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July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25						

If you have any comments or additional information that you'd like to add then please let us know. This information will be taken into consideration when we process your booking.

## 8. Hiring Agreement

- a. I acknowledge that hiring Wandsworth Borough Council's parks, commons and/or open spaces for summer sports are subject to fees. Fees are charged based on the activity and choice of venue (please see price list for further information).
- b. I understand that by completing this application does not mean that I have permission to hold the session and Continental Landscapes may ask me to provide them with more information before my application is processed.
- c. By submitting this application form, I claim full authority of my organisation/team to make this application on their behalf and certify the information I provide is accurate.
- d. I agree to pay all fees in relation to the summer sports permit, as invoiced by Continental Landscapes on behalf of Wandsworth Borough Council.
- e. I acknowledge that once the booking confirmation and payment is accepted, no refunds or credits are offered for cancellations made within 7 days of the booking date.
- f. I understand that in certain circumstances, Continental Landscapes in conjunction with Enable Leisure & Culture may need to cancel or issue a temporary grass ban (this may be due to poor weather conditions that might result in your planned activity causing damage to the grounds). In which case, credits/refunds will be offered or alternatively, the permit can be transferred to a different date and time depending on availability. Refunds will be processed at the end of the Summer Season.
- g. I recognise that if I cancel the booking on the day, I will have up to 24 hours to notify Continental Landscapes of the reason why the booking has been cancelled. Each cancellation request will be examined by Continental Landscapes and a refund or credit note is not guaranteed, this will be decided at Continental Landscapes' discretion.
- h. I accept full responsibility that my organisation/team will conform to all legal requirements and abide by the terms and conditions and the byelaws of Wandsworth Borough Council's parks, commons and/or open spaces.

## 9. GDPR – "Your Privacy"

All of the data we collect is privacy protected and maintained within our sports booking system provided by Gladstone, a leading sports booking software. Any data that is collected on these forms will be inputted into Gladstone and the information will be destroyed once it's no longer necessary.

From time to time, it may be necessary for Continental Landscapes to share data with Enable Leisure & Culture, who act as agents on behalf of Wandsworth Borough Council. The information is shared to enable council appointed officers to consult with site hirers about potential sport development opportunities at specific sites, to ensure Wandsworth Borough Council are meeting the needs of the local community. Other types of data shared relate to the booking numbers and income generated at each site. In these cases, the data will be shared in an aggregated and anonymised way to protect your details with the utmost privacy.

**Signed by Applicant:**

**Name of Applicant:**

**Date Submitted:**