

[Type here]

Miners Welfare Recreation Grounds (MWRG) Charity

Charlie Wayman Playing Fields - Community Building

Operational Summary

1. Building will be open subject to bookings by respective community organisations and their specific requirements. Opening up of the building will be by an authorised member of the MWRG Charity / Chilton Town Council staff. *Note: It will not be open for 'drop-in' use and will not be manned on a daily basis.*

- Football Clubs, other sports clubs and community organisations.
- Available for booking 7 days per week.
- Monday to Saturday between 9am and 9pm
- Sunday between 9am and 6pm

Note: proposed layout of building will allow for Changing & WC facilities to be accessed separately from the Community Room, kitchen and servery.

2. Booking system - we currently use an LTA Club Spark booking system for booking of tennis courts at the Miners Welfare Grounds and this will be further developed to support booking of all facilities including the Community building, football fields, etc. The booking system and payment is managed by the team located in the Council offices (Hutton House.)
3. Number of users - based on the following scenarios:
 - Football match - single pitch in use we can anticipate approx. 50/60 (includes players, officials, team managers and spectators.
 - Football matches - if both pitches are in use, we can anticipate approx. 120 (includes players, officials, team managers and spectators.)
 - Football tournaments - this could increase the numbers to approx. 200 / 250.
 - Community organisation - using the Community building for classes, training and other events - the space can accommodate up to 60 persons.

The overall site will be managed by the MWRG team / Chilton Town Council staff.

Bookings - Terms & Conditions

Once a booking reservation has been made and payment has been received a booking acknowledgement will be issued with terms and conditions for the booking and arrangements for access to the building will be agreed. (Note: a deposit will be retained.) The building will be opened by an authorised member of the MWRG Charity / Chilton Town Council staff. Keys will be signed-out to the responsible person from the respective organisation. Once the users have finished, the building will be locked up and keys returned to CTC offices. Checks will be made to ensure that the building has been left in the state it was handed over - if not the deposit will be retained to cover additional cleaning.