

**POTTON TOWN COUNCIL**  
**HIRE OF MILL LANE RECREATION GROUND FOOTBALL PITCHES, POTTON SG19 2PG**

<b>Start date</b>		<b>End date</b>	
<b>Pitch hire times</b>			
<b>Start time</b>		<b>Finish time</b>	
<b>No. of pitches required</b>		1 <input type="checkbox"/>	2 <input type="checkbox"/>
<b>Name and address of Hirer</b> (including post code) – <b>Invoice address</b>			
<b>Telephone/mobile</b>			
<b>Email address</b>			
<b>Other facilities required</b> (# delete as appropriate)			
<b>Changing rooms/showers</b>	# YES / NO		

<b>Key holder information</b>	
<b>Are you the key holder</b> (# delete as appropriate)	# YES / NO
<b>Name and address of key holder if different from Invoice address</b>	
<b>Telephone/mobile</b>	
<b>Email address</b>	
<b>Date keys issued</b>	<div style="border-bottom: 1px solid black; padding-bottom: 2px;">Yellow gate padlock key</div> <div style="border-bottom: 1px solid black; padding-bottom: 2px;">Changing rooms keys (main door and shutter)</div>
<b>Signature of key holder</b>	

I confirm I have received and agree to be bound by the Terms and Conditions for the Hire of Football Pitches at Mill Lane Recreation Ground, Potton SG19 2PG. <b>Please provide fixtures as soon as possible. You will be invoiced on a monthly basis.</b>	
<div style="border-bottom: 1px solid black; height: 40px; margin-bottom: 10px;"> <div style="position: absolute; top: 10px; left: 10px; font-size: 2em; font-weight: bold;">X</div> </div> <div style="margin-left: 20px;">Signature of Hirer</div> Name (please print): .....  Date: .....	<p><u>Please return this completed form to:</u></p> <p>Administration Assistant          Potton Town Council          The Community Centre          Brook End          Potton          SG19 2QS</p> <p>OR by email to: <a href="mailto:sharon.shaw@pottontowncouncil.gov.uk">sharon.shaw@pottontowncouncil.gov.uk</a></p> <p>Please call 01767 260086 if you have any queries.</p>

Please leave changing rooms tidy and dispose of any rubbish.

Key holder is responsible for locking the changing room main door and closing the shutter.

~~Key holder is responsible for the padlock on the yellow gate. Please lock the padlock onto the open gate. The yellow gate must be closed and locked with the padlock upon leaving the ground.~~