



Wellington Hockey Association
National Hockey Stadium
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WHA Turf booking and cancellation Policy

1. The turfs at NHS, Elsdon Park, Fraser Park and Maidstone Park; the NHS Pavilion, the NHS Boardroom and the Fraser Park Pavilion may be booked for practices, training sessions, trials, games and meetings within and outside the WHA competition structure.
2. All turf, Boardroom and Pavilion bookings must be made by email to the WHA Tournament and Competition Officer at info@wellingtonhockey.org.nz
3. No turf, Boardroom or Pavilion bookings may be made by telephone.
4. Fees for turf bookings at NHS, Elsdon Park, Fraser Park and Maidstone Park, and the NHS Boardroom and the Fraser Park Pavilion are set out in the 2020 WHA Turf Fee policy document at https://wellingtonhockey.org.nz/content_page/10016917/. There is no fee for booking the NHS Pavilion. Any such fees will be included in the fortnightly invoice from WHA to clubs and schools through the Xero accounting system and be payable in accordance with the invoice.
5. Once a turf, Boardroom or Pavilion booking is confirmed, the user must give WHA **seven days' notice** of any change or cancellation. Failure to do so will result in the full booking fee being payable, even if the turf, Boardroom or Pavilion is not used.
6. The WHA Tournament and Competition Officer will make all efforts to ensure times and dates remain as booked. However, rescheduled WHA competition games and programmes take priority over any practice or training bookings. If it is necessary for WHA to cancel a booking for such reason, the affected user will be given at least **three days' notice** and any fees paid will be refunded.
7. If a half-turf has been booked and a full turf is used, the user must pay the full turf fee.

8. If the surface of a turf is unplayable at the time for which it is booked, contact the Tournament and Competition Officer in the first instance. An alternative booking may be able to be arranged, and if not, the booking fee will be refunded.
9. WHA will not refund any booking fee for a turf that is not used because of adverse weather conditions, unless, the turf is unplayable.
10. The watering of the turfs at NHS is closely controlled and regulated in accordance with what water is required. Users of the NHS turfs may not interfere with or mistreat the watering system in any way.
11. Users must leave any equipment already at the turf or in the Boardroom or Pavilion at the time of their booking, such as goals, sticks, balls, chairs etc. in the same position as they were found. Users may be charged an additional fee if such equipment is not returned properly.
12. Every endeavour has been made to address the important areas of the booking, however, should the clauses prove to be deficient in any regard; the WHA Chief Executive reserves the right to deal with all matters not provided for.