

Owston Ferry Parish Council

Recreation Field Rules of Use for Events

- 1 An initial enquiry for use of the Recreation Field should be made to the Parish Clerk via email to owstonferrypc@yahoo.co.uk or by telephone on 07876194049.
- 2 A detailed written application for use should be submitted a minimum of 8 weeks before use.
- 3 A request made with less than 8 weeks' notice may be refused on grounds of insufficient notification.
- 4 Such applications will be placed in front of Owston Ferry Parish Council at the next Council meeting. The Parish Council reserves the right to make any further enquiries before granting or refusing the application.
- 5 The Parish Council will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
- 6 Applicants may be required to provide a deposit of up to £100 at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Parish Council is satisfied that the Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
- 7 Applications from commercial ventures will be subject to a hire charge.
- 8 Applications from fundraising/not for profit activities may be subject to a hire charge.

Organiser/User Responsibilities

Owston Ferry Parish Council holds Public Liability Insurance for the Recreation Ground land and casual use by the public. Organisers are responsible for the Public Liability of all matters connected with their Organised Activity.

- 1 Owston Ferry Parish Council strongly advises the Organiser to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and proof of Public Liability Insurance will be required.
- 2 A Risk Assessment must be carried out in writing and given to the Parish Council at least 21 days prior to the event.
- 3 Free public access is to be retained throughout the entire hire period, and safe and unrestricted public access to all play and gym equipment must be guaranteed.
- 4 If identified in the Risk Assessment, it is strongly advised that a First Aider must be in attendance with means to call the Emergency Services. However the Parish Council advise that a First Aider be in attendance even if the Risk Assessment does not identify a need.

- 5 At least 1 Organiser must be present for the entire duration of the event and their names and contact details notified on the Application form. It is recommended that Organisers are clearly recognisable to other Users.
- 6 The Organiser(s) must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
- 7 The running of events is the responsibility of the Organiser who should ensure that they are adequately supervised.
- 8 All Third Parties must have their own Public Liability Insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of Public Liability Insurance may be requested by the Parish Council. Bouncy Castles must be hired from someone with their own Public Liability Insurance and comply with the requirements of the Public Liability, for example: height/weight restrictions, adult supervision.
- 9 Should the event involve stallholders:
 - They must provide their names and addresses to the Organiser who will retain a list. This list must be provided to the Parish Council on demand.
 - The Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.
 - Under no circumstances are motorised vehicles allowed onto the Recreation Field without prior agreement from the Parish Council and this use may be restricted to limited areas only. The permission to take motorised vehicles onto the grounds may be withdrawn at short notice, and is subject to suitable weather/ground conditions.
- 10 The Organiser must ensure unrestricted access for Emergency Vehicles to and from the Recreation Field and neighbouring roads at all times.
- 11 The Organiser must take every care that no damage is done to any part of the Recreation Field including: trees, paths, buildings, fences, furniture, the play areas and football pitch.
- 12 Bonfires are not permitted. Barbecues may be permitted with prior approval from the Parish Council, and must be kept off the ground.
- 13 As far as is practicable, the Organiser will return the Recreation Field in the state in which it was found, in particular to ensure that:
 - All litter and detritus is removed away from the Recreation Field immediately after the event including flyers on the grounds and surrounding areas of Owston Ferry. It is not permitted to place any collection of litter in the litter bins on or near the Recreation Field.
 - Any damage to the land, equipment, buildings, trees, hedges, play equipment, gym equipment or fencing shall be repaired or otherwise made good at the hirer's expense. Any damage and/or repair must be reported to the Clerk.

- 14 Parking for the event should be controlled and marshalled. Care should be taken to ensure that those attending the event do not block adjacent roads or damage grass verges.
- 15 Noise levels must not be such as to unduly disturb nearby residents.
- 16 Organisers will ensure that all Health and Safety precautions as listed in this document are adhered to.
- 17 The hiring fee, where appropriate, is to be paid in advance.
- 18 The Organiser must confirm the start and finish times for the event at the time of booking.
- 19 Please note football games take place on the ground throughout the year. Details of fixtures can be obtained from the Parish Clerk.
- 20 The Organiser and event must not contravene laws relating to betting, gaming and lotteries.
- 21 The grounds must not be used for any other purpose than that in this Agreement.

Disclaimer

- 1 Items left on the Recreation Field, with or without the permission of the Parish Council, are the sole responsibility of the owner. Owston Ferry Parish Council is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at their own risk.
- 2 Should an Organiser have a query concerning the maintenance of the Recreation Field before an event, the Parish Council should be advised as soon as possible and definitely before the commencement of the event. The Parish Council undertakes to make all reasonable efforts to put the matter right before the start of the event. The Parish Council reserves the right to charge for maintenance/work required to the Recreation Field in order to host an organised activity.
- 3 Owston Ferry Parish Council reserves the right to cancel an organised activity if the Recreation Field is unfit for the intended use.

Sanctions

- 1 Any failure to observe any of the above considerations will incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction that the Parish Council may impose, including possible redress under law.
- 2 Any such sanction shall be reasonable, fair and proportionate.
- 3 Such sanction will be notified to the Organiser as soon as possible after the event. The Organiser will be entitled to put forward an explanation before any sanctions are carried out. Any explanation will be considered by the Parish Council and the final decision notified to the Organiser.
- 4 The Parish Council reserves the right to update this document as appropriate.

BOOKING FORM

| | | | |
|--------------------------|-----|-------------------------------------|-----|
| Event | | | |
| Date | | | |
| Start Time | | Finish Time | |
| Name of Organiser | | | |
| Address | | | |
| Tel Number | | | |
| Email Address | | | |
| | | | |
| Risk Assessment Enclosed | Y/N | Public Liability Insurance Enclosed | Y/N |
| Deposit Enclosed | Y/N | Amount | |

I have read and agree to the Recreation Field Rules of Use of Events

Signature: Print Name:

Date:

For Official use

| | | | |
|--------------------------------|-----|---------|--|
| Details Check and Approved | Y/N | Date: | |
| Deposit Paid | Y/N | Amount: | |
| Details of Documents Received | | | |
| Any Other Information Required | | | |
| Signed | | | |
| Date | | | |