

SANDIACRE PARISH COUNCIL

PARK HIRE POLICY – OUTDOOR EVENTS

Hire of Park Policy

Sandiacre Parish Council (the Council) owns and manages two parks within Sandiacre: Doncaster Avenue Recreation Ground and Springfield Park, off Sandringham Road

The Policy and Terms and Conditions apply to all applications received for holding a public event on the parks and all relevant information and documentation is required before permission to proceed will be granted.

Sandiacre's parks and play areas are important community facilities and are provided for the benefit and enjoyment of all residents and visitors. The Council is supportive of activities that help promote the health and well-being of residents and build community cohesion.

The Council believes that access to the park's facilities shouldn't be unduly restricted, but requires all organised activities and public events to be pre-approved by the Council.

Park Hire Conditions

Park Grounds

The ground occupied by the event and its patrons must be left in the same condition as it is found. Event organiser(s) will be liable for any damage done to the park (including its contents and ground) during set-up, operation and clearance of the event and will be charged accordingly for any associated reinstatement works.

Waste management

All litter and waste generated by the event must be removed from the ground and surrounding areas and disposed of appropriately by the event organiser(s).

Parking

No vehicles are to be parked on the ground unless by express permission of the Clerk.

PA equipment

A PA system must be positioned on the ground to cause the least amount of noise and disturbance to nearby properties.

Noise control

Noise levels generated by the event and specifically by the use of PA equipment must be kept to a minimum throughout the duration of the event so as not to unduly disturb other park users or occupants of surrounding residential properties.

Catering

All catering units or food stalls must comply with appropriate food hygiene regulations and recommendations and the food vendor must have Public Liability Insurance in place.

The vendor must provide copies of the following certificates to the organiser: Food hygiene training certificates, food safety management system (Safer Food Better Business documentation), electrical and gas installation inspection certificates.

Adopted September 2020

Temporary Events Notice

All stipulations of a Temporary Events Notice (TEN) must be observed and adhered to.

Trade stalls

All stipulations of a trading licence and insurance cover must be observed and adhered to.

Public Liability Insurance

Third party insurance must be held. The minimum level of indemnity of £5 million must be in place to cover the day of the event and a copy of the insurance certificate must be presented to the Clerk at least ten working days prior to the event taking place.

Risk Assessment

A comprehensive and detailed risk assessment covering all aspects of the event must be produced and a copy given to the Clerk at least ten working days prior to the event.

Safeguarding Children

A safeguarding children policy in relation to the event/activities must be produced and a copy of the document must be presented to the Clerk at least ten working days prior to the event.

Security - Stewards / Marshalls

The organiser shall be responsible for ensuring the security of the event and its participants, including any ticketing and monitoring attendance numbers.

Equipment

All equipment must be erected and dismantled on the day of the event.

Withholding Use

The Council reserves the right to withhold use of the ground if any of the following apply:

- I. The Council is of the reasonable opinion that an event organiser(s) is in breach of any of the agreed terms and conditions before, during or after the event
- II. The Council is of the reasonable opinion that the event is likely to be of an objectionable or undesirable nature, contrary to the values of the Council.
- III. The Council is of the reasonable opinion that the event could cause an unacceptable level of disturbance to other users of the ground or surrounding residential or commercial properties.
- IV. The ground is in such poor condition that it is deemed unsuitable for event use, as will be decided by the Clerk or an appropriate Council representative prior to the event being set up.
- V. The Council is of the reasonable opinion that the ground is likely to be used for a purpose other than that shown on the application.
- VI. The Council is of the reasonable opinion that the event may significantly disrupt the enjoyment of the park by the general public, other than for reasons due to the inherent nature of the agreed event.
- VII. The Council is of the reasonable opinion that due to adverse weather conditions, the event would jeopardise the safety of any person attending the event.

Adopted September 2020

OUTDOOR EVENT BOOKING FORM

APPLICANT CONTACT DETAILS

Name	
Address	
Post Code	
Telephone No.	
Mobile	
Email	
Name / contact number during event (Emergency)	

EVENT DETAILS

EVENT NAME	
Nature of event	
DATE	
PARK LOCATION	
Number expected to attend, including organisers/volunteers	
<u>Important</u> • Please supply a detailed plan identifying: Access / Egress, event control, toilets, first aid facilities/station, stalls (booked/expected), gazebos, attractions, parking areas, additional litter bins, wet weather facilities. • Activities planned: Sale/supply of alcohol, music, refreshments, raffles, sports, performances, sale or supply of food • Times: Opening / closing. Setting up / dismantling • Have the police been made aware / invited to attend	

BOOKING DETAILS

Time of access to site	
Running times of event	
Time the site is expected to be vacated	

Is your organisation a registered charity?
Number:

RISK ASSESSMENT

The event organiser is responsible for complying with all relevant Health and Safety and Fire Safety Risk Assessment legislation for the event.

Please provide a detailed Risk Assessments identifying all potential hazards.

Copies should be kept on site during the event for organisers and volunteers to refer to.

HEALTH AND SAFETY MANAGEMENT

In accordance with the above, please provide details of the identified responsible officers for the following:

	Full name	Address	Contact details
Event Organiser			
H/S Officer			

PUBLIC LIABILITY INSURANCE (PLI)

You need to be covered by PLI for the public event. This should provide the minimum limit of indemnity of £5,000,000.

LICENCES

Depending on the precise nature and details of the event you may need a Temporary Event Notice.

For example: Licences are required for the supply of alcohol.

NOISE LEVELS

Is your event/activities likely to generate noise?

If yes, what controls will be in place to ensure the event does not cause noise and disturbance to surrounding residential properties?

STEWARDS

How many Stewards will be present at the event?

COMMUNICATIONS

What form of communication will be used during the event?		
Mobiles	Radios	Other (Public address system)

Adopted September 2020

STRUCTURES

What structures will be erected on site?			
Gazebos	Marquees	Other	Seating
Number	Number	Number	Number

CATERING

Will food be sold or supplied	Yes	No
Food stall holder details		
Ice cream vendors		
Copy of PLI provided Copy of Food Safety in Catering Certificate provided		

SALE OF GOODS

How many commercial stalls	
How many charity fund-raising stalls	
Briefly list goods to be sold	

ANIMALS

Are any animals to be involved in the event?	
If so, please explain	

FIRST AID

Please provide details of First Aid cover at the event	
Trained First Aiders	
Ambulances	
Paramedics	

CAR PARKING

What arrangements are provided for car parking, including off-site facilities and stall holders and people with a disability?

DISABLED FACILITIES

What arrangements are in place for people with disabilities: Parking, access, viewing, toilets etc?

TOILETS

What arrangements are in place for a large public gathering?

FIRE FIGHTING EQUIPMENT

Please provide details of fire-fighting equipment available at the event

WASTE / LITTER

All rubbish generated from the event should be removed before leaving the site. Please indicate how this will be achieved.
The Parish Council will charge for any additional litter left on the park. The park must be left in clean and tidy condition!

OTHER EQUIPMENT

Please provide details of any other equipment to be used:
Generators etc.

SIGNS

What kind of signs will be displayed on the day?
Banners / Posters / Highway directional signs must be removed at the end of the event or the Parish Council may charge for removal and clearance.
Advertising material must not be erected or displayed.

ADDITIONAL INFORMATION / REQUESTS

Please provide details of any other information you think is relevant or list any additional requirements
Grass cutting required
Informing residents of the event in advance and of possible disturbance

CHARGES

The Parish Council will charge the organiser for any damage or erosion incurred on park land following an inspection of the grounds after the event has been held.

Any rubbish or signage left uncollected will incur a charge to the organiser.

ACCEPTANCE OF TERMS AND CONDITIONS FOR BOOKING

I confirm I have read and understood the conditions of hiring park land (Public Open Spaces) owned and maintained by Sandiacre Parish Council.

I confirm I am authorised to complete this form on behalf of _____

and agree to be responsible for any information provided.

I confirm that _____ has Public Liability Insurance of £5m that will cover an event as described on the form.

I understand that I am responsible for any information that is later discovered to be false.

I understand this booking form is provisional until I receive authorisation from the Clerk.

I agree to produce any further details upon request, if asked to do so.

Signed _____ Date _____

SANDIACRE PARISH COUNCIL

PARK HIRE POLICY - CHARGES

Charges: Per Hour

To include setting up and dismantling times.

Organised community event on the park

Per Hour - £25 (E.g. 8 hours x £25 = £200) - Hours to be booked in advance

Organised commercial event on the park

Per Hour - £50 (E.g. 8 hours x £50 = £400) – Hours to be booked in advance

Size of event

Estimated up to 500 people

Discounts

Local community groups, non-profit making organisations and local registered charities will be eligible for a 50% discount.

Payments and deposits

A deposit of 50% of the total hire fee will be required to secure the booking. The remainder of the fee is due at least ten working days prior to the event.

Refunds

The hire fee is non-refundable if the organiser cancels the event within ten working days of the event taking place.

A 50% refund of the total hire fee will be given if the organiser cancels the event more than ten working days before the event.

If the event is cancelled by the Parish Council, through no fault of the organiser, a full refund of any fee paid shall be given.

Damage to park land

The organiser will be charged for any damage caused to park land (including erosion of grassed areas) and for any litter/rubbish/signs left uncollected.

Discretionary / Free charges

Any discretionary or free charges will be applied by the Clerk, following consultation with the Chairman and Vice-Chairman.

For example, EBC may wish to set up a gazebo on park land to offer a free micro-chip service that benefits local residents and helps promote responsible dog ownership in the parish.