Oldbury on Severn Parish Council

Clerk/RFO:
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Oldbury on Severn Playing Field

Terms and Conditions of Hire

For the purposes of these Conditions of Hire, the hirer(s) means any individual or, if an organisation, the person 'responsible' at the activity/event. The premises mean Oldbury on Severn Pavilion. The Committee means the Oldbury on Severn Parish Council. All hirers must comply with the following terms and conditions:

Requests for special or non-standard use

Any requests for non-standard use of a field, green space or car park must be made in writing or by email at least 14 days before the event, and the use can only take place if permission is granted by the Parish Council.

On receipt of any request the following will be considered:-

- Duration and type of activity planned
- Risk to children and adults using the space for normal activities
- Planned or expected activities on the space for the requested date.
- Risk and potential damage to the ground, or sports pitches or sub-soil drainage pipes or other services.
- Condition of the ground and expected weather (for example too muddy for planned use
- Signage &notifications required before the event or during the event.
- Demarcation of a part of the space (for example roping off an area)
- Stewarding arrangements
- Organiser's insurance cover (eg for Bouncy Castle or sporting event)
- Cost of using field for special request

3. Vehicular Access. Authorised vehicular access is only granted to suitable areas with a valid reason. Any vehicle driven onto the area and parked must be kept to the area designated. Any unauthorised vehicular parking or parking outside the designated area will be treated as trespass, and action may be taken. Permission for vehicular access will only be given in exceptional circumstances.

4. The maximum capacity for any event shall not exceed the number stated on the appropriate license. The hirer must ensure that these capacities are not exceeded.

5. Land hire will be between 8am-midnight Mon-Sat and 8am-11pm Sun. Any noise must be kept to a minimum after 11pm.

6. No dogs, except guide dogs can be brought onto the outside areas, unless by prior arrangement.

7. A Booking Form must be completed and returned to the Bookings Clerk with a copy of the appropriate license if required.

8. The Committee reserves the right to refuse or cancel a booking.

9. The hirer will agree to pay for any damages incurred during the period of hire. Any loss or damage that occurs on any part of the outside area must be reported to the Bookings Clerk.

10. The hirer will be responsible for the conduct of all persons attending the event during the period of hire and that no nuisance is caused to nearby residents or other people using the facility.

11. The hirer shall indemnify and keep indemnified all members of the Council for:-
    - The cost of repair or any damage to the field and any sports or play equipment
    - Claims, losses, damages and costs for damage, loss of property, injury to persons using the premises (including the storage of equipment)
    - Claims, losses damages and costs suffered or incurred as a result of nuisance to a third party as a result of the use of the premises by the hirer.

12. If the field is rendered unfit at any point for the purpose for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever.

13. Any decorations or notices must be removed after the period of hire. No permanent fixtures or fittings belonging to the Outside areas are to be altered or removed.

14. The hirer must ensure that all entrances are kept clear and must read and adhere to fire safety regulations. The hirer is responsible for ensuring that all those attending are aware of the fire procedure.

15. The hirer will be responsible for setting out table and chairs and returning them to the store areas after the period of hire should they have been included in the hire agreement.

16. The sale of alcohol is not covered under the premises license and a Temporary Events Notice (TENs) must be obtained from the local authority. A copy of the TENs must be sent to the Bookings Clerk before the hire and displayed during the hire. The person named on the TEN's must be in attendance at the event. Alcohol must not be served to anyone under the age of 18. A TENs license must also be obtained if music, either live or recorded, is to be played.

17. The hirer will be responsible for leaving the outside area in a clean and tidy condition.

18. Prior to leaving the outside area the hirer must ensure that all guests and vehicles have left and the gates are closed and locked if needed.

19. The Council holds public liability insurance for the use of the outside area which covers the hirer during the period of hire. However the hirer should consider further insurance to cover their event/activity if the event is open to the general public.

20. Fireworks are not permitted anywhere on this site.

I agree to the above terms and conditions

Hirer

Signed _____ **Print** _____

Date _____

On behalf of Oldbury Parish Council

Signed _____ **Print** _____

Date _____