

PARISH COUNCIL

Policy & Conditions for the Use & Hire of the Recreation Ground

1. Policy Purpose & Scope

This document sets out the official policy of the Parish Council governing the hire and usage of the Parish Recreation Ground, including associated outdoor space, pitches, and pavilion infrastructure. The policy applies equally to non-commercial entities (such as local sports clubs, charities, village fetes, and community groups) and commercial entities (such as fitness instructors, commercial event organisers, caterers, and trade stalls).

The primary objective of this policy is to facilitate vibrant community and commercial activities while safeguarding council assets, preserving public access, maintaining public safety, and protecting nearby residents from excessive noise or nuisance.

2. General Principles & Governance

- **The Parish Council is broadly supportive of any entities (commercial or otherwise) wishing to hire these facilities, as long as below guidelines are followed**
- **Public Access:** The Recreation Ground is a public asset. No private or commercial event shall restrict general public access to unhired areas of the ground without explicit written authorization from the Parish Council.
- **Booking Priority:** In the case of conflict between two events wishing to use the facilities, priority for bookings will always be given in the following hierarchy:
 1. Any pre-existing booking of the Rec/Pavillion
 2. Any new request from a non commercial entity
 3. Any new request from a commercial entity
- **Environmental Protection:** Hirers must strictly protect the grounds, trees, turf, and surrounding flora. Vehicle movements on turf are strictly prohibited unless explicit consent has been issued and ground conditions are appropriate.

3. Standard Conditions of Hire

3.1 Insurance & Indemnity

All hiring organisations must hold valid Public Liability Insurance (PLI) and provide proof of cover upon application:

- Non-Commercial / Community Groups: Minimum £5,000,000 (£5M) indemnity limit.
- Commercial Entities / High Risk Activities: Minimum £10,000,000 (£10M) indemnity limit.

The hirer indemnifies the Parish Council against all claims, actions, costs, and damages arising from their use of the ground.

3.2 Health, Safety & Risk Assessment

A documented Risk Assessment tailored to the specific event/activity must be provided. Where applicable, hirers must also submit a Fire Risk Assessment, First Aid Management Plan, and Crowd Control Plan.

3.3 Statutory Licenses & Permits

The hirer is solely responsible for identifying and obtaining all necessary statutory permissions, including:

- Temporary Event Notices (TENs) for alcohol sales or regulated entertainment.
- Food Hygiene Certification for mobile caterers and commercial food vendors.
- PPL/PRS licences for playing live or recorded music publicly.

3.4 Ground Protection & Waste Management

All litter and waste generated by the event must be collected and removed from the site by the hirer immediately following the event. On-site council litter bins must not be used for event waste. The hirer will be billed for the full cost of ground reinstatement or professional cleaning if the site is left damaged or littered.

3.5 Structures, Inflatables & Amusements

Marquees, staging, fairground rides, and bouncy castles require explicit council approval. All bouncy castles or inflatables must comply with PIPA testing standards, receive trained supervision at all times, and be secured in accordance with BS EN 14960.

3.6 Noise Curfew & Nuisance

Amplified sound and music must strictly cease by 22:00. Noise levels must be kept within reasonable thresholds so as not to cause disturbance to neighbouring residential properties.

4. Schedule of Fees & Security Deposits

Fees are structured to encourage local community participation while ensuring commercial enterprises contribute fairly to public asset upkeep. Note: Fees will increase by XXX% each year

EXAMPLE ONLY TO BE DISCUSSED

Category	Entity / Event Type	Standard Hire Rate	Security Deposit
Cat A: Parish Non-Profit	Parish youth sports, community fetes, local charities	Free / £10–£15 per hr (utilising pavilion utilities)	£50 – £100
Cat B: External Non-Profit / Private	Private resident parties, regional sports, non-parish charities	£20 – £35 per hour	£150 – £250
Cat C: Small Commercial	Bootcamps, outdoor fitness classes, regular instruction	£15 – £25 per hour (or £100/mo block)	£100
Cat D: Major Commercial	Ticketed festivals, fairs, filming, corporate events	£250 – £600 per day (plus agreed revenue share)	£500 – £1,000

Note on Deposits: Security deposits are refundable within 14 business days following post-event site inspection, provided the ground is left clean, undamaged, and free of waste.