



Use of Parks & Recreation Grounds

Name of Event:

Location:

Date of Event: Start time: Finish time:

Estimated Number of people attending: (if over 500 see item 2 overleaf)

Key(s) Required: Yes No

All keys to be collected from the Council in the week prior to the event. Please note a deposit is required

Hirer's Name:

Hirer's Address:

.....

.....

Post Code:

Tel:

Email:

Terms & Conditions (please read & sign)

1. The Hirer shall indemnify the Council against all damage to the premises or to Council property in or on the premises and all claims in respect of personal injury (including injury resulting in deaths) or loss or damage to property arising out of negligent use by the Hirer of the premises or anything done permitted or omitted in the course of or as a consequence of such negligent use. The Hirer's Statutory Rights are not affected. Proof of appropriate insurance cover must be submitted with this document.
2. For events where over 500 people will be attending a risk assessment, event plan (map identifying the exact location of the event), an operational plan and an emergency plan are to be forwarded to the Police, the Fire Service, the Head of Environment and the Environmental Health Department of the borough council a minimum of 28 days prior to the event. Where security staff are required and used, they will be qualified as required by legislation.
3. The Hirer shall ensure that the site is left in a clean and tidy condition following the event. Any repairs or additional maintenance works required will be charged at cost.
4. Any keys issued must be returned to this office and a signed key receipt obtained within 5 days of the event. Failure to do so will result in a charge of £15.00.
5. Users of the Council's parking facilities should position their vehicles in such a manner as to allow adequate access for emergency services. Vehicles should be parked in an orderly fashion and not in a way which causes annoyance or inconvenience to the occupiers of any private property. In particular, vehicles should not be parked on grassed areas adjacent to designated parking areas or entrances.

The Council accepts no responsibility for the loss of or damage to vehicles whilst on Council land. Parked vehicles, whether in a designated parking area or not, are left entirely at the owners'/drivers' own risk.

6. The Council accepts no responsibility for the loss of or damage to any property belonging to the Hirer or any other person.
7. Any misuse of the facilities may result in the cancellation/refusal of all future bookings and the cost of replacing/ repairing any loss of or damage to Council property resulting from such misuse shall be charged to the Hirer.
8. The Council through its Child Protection Policy and Protection of Vulnerable Adults Policy is committed to providing a safe and healthy environment for its employees and the users of its facilities. Anyone hiring or using the Council's facilities are therefore expected to use those facilities for their proper purpose and ensure that all possible steps are taken to protect children and vulnerable adults involved in their activities from abuse. Where a hirer or anyone using the facilities under this agreement believes that abuse of a child or vulnerable adult is occurring, the Manager of the facility should be contacted immediately. Where an employee of the Council believes that a hirer or user of the facility under this agreement is causing abuse to a child or vulnerable adult, the above policies will be followed.

PLEASE SIGN AND RETURN A COPY OF THIS DOCUMENT

I have read and understand the above Terms and Conditions of Use and agree to abide by them.

Hirer's Name: Email:

Hirer's Signature: Date:

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NG16 2HX
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