

# DURSLEY TOWN COUNCIL

## WAR MEMORIAL RECREATION GROUND/KINGSHILL HOUSE PLAY PARK

### TERMS AND CONDITIONS FOR CHARITY/COMMUNITY EVENTS

**EVENT:**

**DATE:**

**BENEFICIARIES:**

**ORGANISING BODY** (*hirer*):

**MAIN CONTACT:**

**Address:**

**Tel/email:**

Note: Unless otherwise agreed, free public access to the ground must be maintained at all times during the event.

1. Full details – date, time and how the area will be used, plus anticipated setting up arrangements and event layout etc. must be submitted at least four weeks before the event. This will enable the Town Council to liaise with other / regular users of the ground and minimise the impact on the site.
2. A site meeting will need to be arranged between the Responsible Representative of the organising body and a representative of the Town Council before any access is granted to the site.
3. In the event of prolonged bad weather, representatives of the Town Council with the organisers or their Agents will decide beforehand if the event should take place.
4. Should restrictions be imposed due to an outbreak of Foot & Mouth or any other disease / national directive, Council reserves the right to cancel the booking immediately and without notice.
5. Council agrees to waive the commercial rent (\*) for the ground, providing evidence of charitable intent is received at the time of booking. Please remember that if the organising body / hirer is applying for funding from elsewhere, then the above waived rent can be included as an 'in kind' contribution.
6. The hirer/main contact is asked to provide a cheque for a bond (\*), part or the whole of this amount may be used to put right any damage to the field if not put right by the hirer within 21 days of vacating the site. Should the damage exceed the bond (\*) amount, the Council will have the right to charge any extra sum of money involved. The bond should be paid 7 days before the event and will be returned to the hirer/main contact within 21 days, subject to the field being left satisfactory to the Council. The Council agrees to waive the bond for events/activities which it considers to be 'low impact'.

7. The hirer is responsible for informing the local Police of the event and arranging any additional security if considered necessary.
8. The hirer is responsible for arranging adequate insurance cover for the event including public liability, copies of which must be sent to Dursley Town Council before the event opens to the public. The hirer is advised to arrange insurance cover to protect against cancellation e.g. due to bad weather, as the Council will not be liable for any loss of costs.
9. The hirer is responsible for carrying out risk assessments of the event, and checking any test certificates required for rides / equipment (including inflatable structures) used as part of the event. Copies of these should be sent to Dursley Town Council before the event opens to the public.
10. If the event includes music and/or the sale of alcohol, the hirer is responsible for obtaining a Temporary Event Notice from Stroud District Council, under The Licensing Act 2003. A copy of the application must be sent to Dursley Town Council, followed by a copy of the consent immediately upon receipt - and in all cases, before the event takes place.
11. All music played during the event will be kept at the lowest volume possible so that it does not cause a nuisance to the surrounding residents. Stroud District Council Environmental Health Department should be consulted for advice concerning this matter. Furthermore in order that there is no disruption to the school day at neighbouring schools, music volume and engine/equipment noise should be kept to a minimum during the school term time until after 17.00 hours.
12. The hirer is responsible for leaving the ground in a clean and tidy condition, collecting all refuse and arranging for its appropriate disposal.
13. The hirer is responsible for maintaining proper health and sanitary conditions.
14. With regard to events held on the Recreation Ground, cold water can be provided for cleaning, drinking and domestic purposes free of charge. The Pavilion may be made available to the organiser / hirer under certain conditions, and if so, must be kept locked at all times. Dursley Town Council cannot offer the Pavilion as an unregulated facility open to the general public.
15. With regard to the use of Kingshill House Play Park, Dursley Town Council regrets that none of the above facilities (item 14) are available.
16. Regarding animals, Council is prepared to consider waiving the regulation banning dogs from the ground, if asked to do so in advance, thereby allowing guard dogs only, but the dogs must not be allowed to run loose or be exercised within the boundaries of the Recreation Ground. There should be no other animals including fish and/or birds, kept on the site without prior permission.
17. Should these terms and conditions be acceptable, please sign and return a copy to the Town Clerk, Dursley Town Council, Jacob's House, Castle Street, Dursley. Glos. GL11 4BS. Tel 01453 547758. email [clerk@dursleytowncouncil.gov.uk](mailto:clerk@dursleytowncouncil.gov.uk)

Signed .....

Date .....

\*Dursley Town Council's Recreation Fees and Charges are attached. Please note that these prices are reviewed annually, new fees and charges may apply depending on the hire date/s.