

LONGFORD PARISH COUNCIL

PLAYING FIELD HIRE POLICY

1. All applications to use the playing field must be made in writing/email to the Parish Clerk on the attached form.
2. Longford Parish Council reserves the right to grant or refuse permission for use of the playing field. The Parish Council's decision will be final.
3. All hirers of the playing field must send in advance of the event the following documentation
 - a. Public Liability Insurance Certificate covering the hirer to the value of £5m
 - b. A risk assessment for the event
 - c. PAT testing certificate if intending to connect to village hall electrics
 - d. Copies of any relevant licenses / notices required for the event (eg Temporary Event Notice).
4. All organisations to carry out their own risk assessment to assess the suitability of the playing field for the purpose of which the organisers wish to hire it.
5. The hirer to ensure that all fixtures and rubbish are removed immediately after an event.
6. Any damage incurred as a result of the event must be made good at the expense of the hirer.
7. The Parish Council reserve the right to prosecute anyone found to be damaging the playing field and or the equipment.
8. No vehicles to drive on the playing field without the written consent of the Parish Council.
9. Hirers of the field will be responsible for ensuring that only authorised vehicles are allowed on the playing field.
10. In the event of adverse weather conditions, the Parish Council reserve the right to cancel any event at short notice.
11. Hirers of the field are to note that the playing field forms part of a wider community area including playground which is available for the public to use during the private hire.
12. Hirers to ensure litter associated with their event is removed from the field at the end of the hire period.
13. The following uses are not permitted:
 - a. Fireworks
 - b. Bonfires
 - c. BBQs
 - d. Bouncy castles.

PLAYING FIELD HIRE APPLICATION FORM

Name (and organisation if applicable):

Date and time of event:

Number of people:

Details of any vehicles to be on the playing field:

I agree to provide the following documentation ahead of the event to the Clerk to the Council:

- Public Liability Certificate covering the hirer to the value of £5m
- A risk assessment for the event
- PAT testing certificate
- Licences / Notices (if applicable)

PRIVATE HIRE FEES

Weekend Hire	£200.00
Full Day Hire	£100.00
Half Day Hire	£50.00
Football Club	£300.00 per year

I agree to abide by the terms of the hire policy issued with form.

NAME

POSITION IN ORGANISATION

DATE