COWLING RECREATION SPACES

POLICY FOR THE ORGANISED USE OF PUBLIC OPEN SPACES OWNED BY COWLING PARISH COUNCIL

The Parish Council manages its recreational spaces on behalf of the residents of Cowling and wishes that the Grounds be a benefit to parishioners and others. It is keen that it shall remain a space for the enjoyment of pastimes by the parishioners, and will not wilfully obstruct, deny or prevent such enjoyment. It reserves the right to act as it sees fit for the preservation of the Ground for the majority of the parishioners

Terminology

In this entire document the following terms will be used;

'PC' means Cowling Parish Council

'Ground' means recreational spaces owned by the Parish Council

'Applicant' means any person or persons who have applied for permission from the PC to hold an event on the Ground.

'Casual User' is any person or persons using the Ground for casual activities as defined elsewhere.

'Commercial use' is any group or organisation that makes use of the open spaces for financial benefit.

'Casual Activity' is any activity not requiring the permission of the PC and not for any financial benefit.

'Event User' is any person who uses the Ground at an organised event.

Why do I need permission to hold an organised event?

The council needs to be aware of any 'organised' event that is planned to be held in our recreational spaces or on public open space. This is to make sure that:

- there is an accountable person or body equipped to organise the event
- the event is properly managed
- proper risk assessments have been carried out
- there is public liability insurance in place so as to protect the public, public land and the organiser of the event
- there will be no clash of events; and
- all organised events are carried out in a safe and competent manner.

What does the council consider to be an organised event?

If you are planning something that might be taking place, say weekly or monthly; or you are inviting members of the public to join you on a regular basis; or for a single event which may for example attract large crowds, or which members of the public or other organisations or individuals are invited to attend, then we would probably consider that to be an 'organised' event.

We would also consider an organised event to be one where a set time, date and venue have been advertised in any medium – say in the local papers or through a poster, flyer or on the internet – where people are invited to be part of the event, or people are invited to attend to watch.

If you are planning this sort of event then you **MUST** complete an events application form.

Public Liability Insurance

It is the responsibility of the event organiser to ensure that there is sufficient public liability insurance to cover their event, those taking part in their event and those visiting their event. Cowling Parish Council will be only responsible for giving the event organiser permission to use the recreational fields or open space to carry out their organised event. It will not be responsible for any accident or incident in connection with it. A copy of the public liability insurance must be provided prior to any event taking place.

Risk Assessment

A risk assessment is done to identify any potential risks, issues or problems and to look at ways in which these can be reduced. A risk assessment needs to be carried out by the event organiser for all organised events that take place in any public ground or on public open space. A copy of the risk assessment must be provided with the application form.

What if I am asking others to put on some activity at my event, such as operators of a fairground ride, bungee trampoline or a bouncy castle?

If they are not to be covered by your organised event's public liability insurance, then the operators of these extra activities will need to provide copies of their own insurance, they will also need to carry out their own risk assessments. It is imperative that all attractions, including any generators, are fully serviced and that copies of their certificates are obtained by the event organiser.

Are there any charges to hold an event?

Charges are subject to the Councils discretion.

Are there any conditions of use?

There are a few conditions that an event organiser must adhere to prior to, and during an event please see below.

ORGANISED EVENTS

Applications for use

1. An initial Application for Use of the Ground should be made in the first instance.

2. A detailed Application must be submitted. This should be made in writing to the Parish Clerk,
   The application should specify.
   - The person or organisation wishing to use the Ground
   - Contact name and address and telephone numbers
   - The use to which it will be put;
   - The length of time it will be in use;
   - The approximate numbers and ages of persons attending the event;
   - Details of any temporary structures (e.g. marquees or tents) which will be used;
   - Details of any animals on site;
   - Details of any vehicles to be driven on the Ground for the purpose of setting up;
   - Details of public liability insurance
   - Details of any licences needed and held for the event
   - A full risk assessment of the event will be required

- Arrangements for car parking and the control of cars. (it should be noted that parking is limited both in the Ground and on surrounding streets)

3. Such applications will be placed in front of the PC at the next Council meeting. The PC reserves the right to make any further enquiries it sees fit before granting or refusing the application.

4. The PC will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.

5. Event/Activity applications will be subject to a hire charge.

6. No charge may be made for entry into the Recreation Ground without permission of the Council.

Event Organiser/Users Responsibility

Organisers are responsible for the Public Liability of all matters connected with their event.

1. Organisers must take out Public Liability Insurance to cover the event to which the permission relates and send a copy of the certificate to the Council a minimum of 10 working days prior to the event taking place. A Risk Assessment must be carried out and presented with the application form.

2. Organisers are required to inform the Police that the event is to be held at least four weeks prior to commencement and of the nature of the event and comply with any directions given as a result.

3. Organisers are required to inform the Fire and Rescue Services that the event is to be held at least four weeks prior to commencement, and of the nature of the event and comply with any directions as a result.

4. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.

5. At least two named people must be present for the entire duration of the event and their names and contact details should be notified to the Parish Clerk prior to the event taking place. It is recommended that these people are clearly recognisable to members of the public should they need advice/ to complain on the day.

6. The running of the events is the responsibility of the Event Organiser who should ensure that they are adequately supervised.

7. All Third Parties must have their own Public Liability Insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of PL insurance may be requested by the Parish Council.

8. Bouncy Castles must be hired from someone with their own Public Liability Insurance and comply with the requirements of the PL, for example: height/weight restrictions, adult supervision.

9. Should the event involve stall holders

    - They must provide their names and addresses to the event organiser who will retain a list. This list will be produced to the PC on demand.

    - The Event Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.

10. No vehicles are allowed on the grass without permission from the Parish Council.

11. The Event Organisers must ensure that any access road is kept clear so that Emergency Vehicles may have unrestricted access at all times.

12. If there is a BBQ,(special permission required) then it must be sited in a position where people cannot walk into it, fire-fighting equipment must be in place (sand/water buckets) and it must be supervised whilst lit or hot.

13. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns requires special permission from the Parish Council.

14. The Recreation Ground is the responsibility of the Event Organiser/Users throughout the event and every care should be taken to ensure that no damage is done to any part of it including: trees, paths, buildings, fences, furniture, the play areas and playing field.

15. As far as is practicable, the Event Organiser/Users will return the Ground in the state in which it commenced use, In particular to ensure that:
    - All litter and detritus removed from the Ground immediately after the event. It is not permitted to place any of it in the litter bins on or near the Ground;
    - Any damage to the Ground or the vegetation surrounding it is made good or pay for such to be effected. Any damage and/or repair is to be reported to the Clerk.

16. Parking for the event should be controlled and marshalled. There are limited spaces available at the Ground and the surrounding roads.

17. The responsibility for the Health and Safety aspects of the event, however small, lies with the event organiser.

18. Cowling Parish Council and the Organiser reserve the right to cancel any pre-approved event where circumstances necessitate this includes, but not exclusively, in adverse weather conditions. The Council cannot accept any responsibility, financial or otherwise, for any loss of damage sustained by the Organiser.

19. Organisers must indemnify the Council against all actions, claims, proceedings and expenses arising from the negligent act or omission of the Organiser, employees, agents or contractors whilst occupying the venue for the Event and including also for the purposes of setting up and taking down of such.

Temporary Storage

Cowling Parish Council may in exceptional circumstances allow the temporary storage of items on the Recreation Ground that are appropriate to the event being held. The PC may stipulate conditions attached to this use.

Prior permission must be gained from the PC for storage of such items by the Event Organiser. Application should be made in advance in writing to the Parish Clerk in order that the PC may discuss the matter at a full Parish Council meeting. No item may be stored until authorisation has been given.

The PC will not allow storage of inappropriate items nor will it allow items to be stored anonymously. The Event Organiser must hold the owner's contact name, address and telephone number for any item stored.

All items stored must be covered for Pubic Liability by the owner or Event Organiser.

Items must be kept in a safe place and in good order by the owner. Items must be made secure and safe by the owner to prevent them becoming a danger to the public.

Items will be repaired, repositioned, made safe or removed by the owner at the request of the PC. Failure to comply will result in the PC removing the items and charging the owner appropriately.

Dates for storage will be set in conjunction with the owner, and these will be adhered to by the owner.

Owners are solely responsible for the costs of bringing items to, or taking them away from the Ground.
Items will be stored at the owners' risk, responsibility and liability.

Disclaimer
Items left on the Ground, with or without the permission of the PC, are the sole responsibility of the owner, The PC is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item or equipment without authority does with no liability to the PC.

The PC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.

Should an Event Organiser have a query concerning the maintenance of the Ground before an event it must be advised to the PC as soon as possible and definitely before the commencement of the event? The PC undertakes to make all reasonable efforts to correct any faults before the start of the event. The PC reserves the right to charge maintenance/work required to the Ground as a result of special event application.

Sanctions

Any failure to observe any of the above conditions of use will incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction the PC sees fit to impose, including possible redress under law.

Any proposed sanction shall be reasonable, fair and appropriate.

Such sanction will be notified to the event organiser as soon as possible after the event and the user will be entitled to put forward an explanation before sanctions are carried out. Such sanctions and explanation will be considered by the PC in full session and the final decision notified to the Event Organiser.

Contact Details :

Event Name	
Dates & Times	
Contact Name	
Role	
Address	
Telephone No.	
Mobile	
Email	

By signing you will indicate your understanding of, and agreement to, the “conditions of use” detailed above.

Signature: _____

Please Print: _____ Date:_____