



Open Spaces Hiring Regulations

January 2018 to Present

PETERSFIELD TOWN COUNCIL

Open Spaces

Sites available:

- The Avenue Pavilion Playing fields
- The Heath
- Bell Hill Recreation Ground
- Penns Farm Playing Fields
- Love Lane Recreation Ground

Please note that all these are public areas that can be used by members of the public.



Avenue Pavilion

The Avenue Pavilion playing fields has vehicular and pedestrian access. It also has a water supply available on request. The field can be booked together with the Avenue Pavilion Hall if additional facilities are required. There is a car park with approximately 20 spaces.



The Heath

The area of The Heath which is available to hire is accessed from Heath Road. There are two sets of double gates for vehicular access to this area. There are pedestrian access gates also located along this road. At the western end of the site there is a toilet block (not open 24 hours), a café which is open 365 days of the year and a children's play area.

Vehicles are restricted to the allocated area only (please request a map) due to The Heath containing scheduled historical monuments. Vehicles require permission prior to entry.



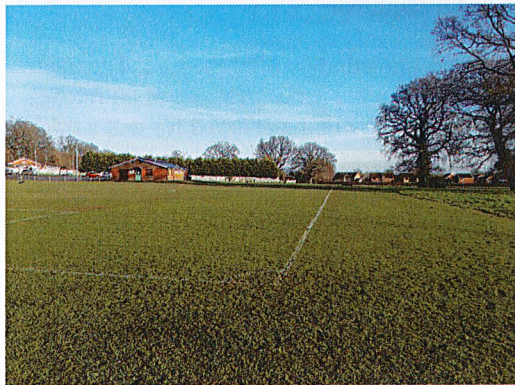
Bell Hill Recreation Ground

The recreation ground at Bell Hill has vehicular access and pedestrian access. There is a small car park with up to 10 spaces. There is a children's play area at the southern end of the site.



Penns Farm Playing fields

Penns Farm has limited vehicular access as these areas contain sports pitches which can be used for football or rugby. There is a large free of charge car park which is shared with East Hampshire District Council and the Taro leisure centre. Toilets are located in the Taro centre during opening hours.



Love Lane Recreation Ground

Vehicular access to Love Lane recreation ground can be found at the end of Love Lane on the right hand side. There is also two pedestrian access gates from Moggs Mead which is to the south of the recreation ground.

Bookings

1. All hirers should complete the Open spaces booking form. This form can be obtained from our website www.petersfield-tc.gov.uk or from the Town Council Offices in Heath Road, Petersfield, GU31 4EA, Forms should be submitted, if possible, no later than 14 days before the hire date. Forms received 2 weeks or less before the required hire date will require full payment at the time that the booking is made. Applications will not be accepted from persons less than 18 years of age. Your booking shall be confirmed by email.
2. The tariff of charges includes the water supply if applicable.
3. The Council reserves the right to review hire charges annually for implementation on 1 April each year.
4. A damage deposit of £650.00 is applied to grounds bookings (with occasional exception).

Conditions of Hire

5. After the booking confirmation has been sent an invoice shall be raised 6 weeks before the event. No money is payable until the invoice is issued.
6. Hiring fees, and returnable damage deposits, are payable in advance and such fees must be paid not less than 14 days prior to the date for holding the event. In the case of bookings where payment has not been made the Council reserves the right to refuse admission.

7. The Council may require a returnable damage deposit which is to be paid as part of the invoice prior to the hire. When the hire period is over, the area will be inspected, and if all is left in a satisfactory condition, the deposit will be returned. This will be either in the form of an electronic payment using the bank details provided on the booking form or by cheque. Please be aware that it can take up to 14 days to process your deposit.
8. All hirers will require public liability insurance. Commercial hirers will require their own public liability insurance for all participants, all properties and equipment belonging to the hirer. The minimum level of public liability required is £2m (Two million). A copy of this will need to be produced and provided to Petersfield Town Council. A copy of your risk assessment (event dependant) shall also be required.
9. Hirers will be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the hire period, and will be charged the cost of repair, or replacement as determined by Petersfield Town Council. Any deposit will be retained and an additional invoice will be raised to cover the full replacement/repairs of any damage if required.
10. All refuse must be removed and disposed of away from the area immediately after the hire. The open space must be left in a clean and tidy condition. Failure to clear up and remove/dispose of all refuse will lead to the hirer having less or no deposit returned and if necessary being charged for that work to be undertaken.
11. Any equipment, properties etc., brought onto the hired area for use in connection with a booking must be removed immediately after the booking has ended, unless previous arrangements have been made for such equipment, properties etc., to be left, and the appropriate charge has been paid if applicable. The Council will not be responsible for loss or damage to property belonging to any person using any open space.
12. The Council recommends that hirers take out Event Cancellation Insurance in the event that we have to cancel the hire agreement due to unforeseen circumstances including extreme weather condition.
13. The Council reserves the right to cancel any hire if it should so desire, subject only to the return of the fees paid and to no other claim.
14. The Council reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
15. Where the hirer wishes to cancel a booking, the following Cancellation Charges apply:-
16. Hirers are responsible for providing their own First Aid cover as necessary. All accidents must be recorded immediately. The Town Council must be informed of any accidents or incidents at the earliest opportunity.
17. The Council has the right to limit or restrict the use of any part of the area hired at any time.

Fire Safety & Health & Safety

18. Hirers are responsible for ensuring that all entrances to the site are kept clear at all times for the emergency services to access all areas in an emergency. Under no circumstances must these routes be obstructed. [For large public events we strongly recommend that you take advice from the emergency services]
19. Hirers are responsible for the safety of all persons using the site at all times.
20. In addition, the expectation of the Hirers 'Nominated Responsible Person' is to ensure that
 - they are aware of the escape routes on to and off the site. If applicable the position of hand held fire extinguishers and their operation
 - In the case of outbreak of fire, evacuate the area and call 999 for appropriate services
 - ensuring that no overcrowding occurs in any part of the site
 - being aware of any special requirements needed to ensure safe evacuation of all persons in an emergency

Child Protection Act – requirements

21. The hirer shall strictly observe and perform the relevant provisions contained in the Children and Young Persons Act, 1933 as amended, or any statutory modifications or re-enactment thereof. If children are to perform then the regulations and requirements as specified in the Town Council's Child protection policy must be adhered to. A copy of this policy is available from the Town Council offices..

22. The Town Council reserves the right to amend/alter these hiring regulations without notice.

**LARGE PRINT VERSION OF THIS DOCUMENT
IS AVAILABLE UPON REQUEST**

Neil Hitch
Town Clerk

January 2018

OPEN SPACES BOOKING FORM

Please note: Dates will only be reserved for 14 days.
If booking form is not received, the booking will be cancelled



Invoice No.

Office Use Only

Name of Applicant:		Date of Event:	Entered on booking system
Access to site requirements Date & Time from:		Date & Time to:	Checked by
Address of Applicant: (block letters):		Event Details:	Public Liability received
Post Code:			Personal licence received
Tel:			PRS applies
E-mail:			Deposit Return
The Avenue Playing Fields	Tick <input type="checkbox"/>	Will this event involve the use of Fireworks? <input type="checkbox"/>	Invoice sent by email
Bell Hill Recreation Ground	<input type="checkbox"/>	Will you be using live entertainers/music? <input type="checkbox"/>	
Love Lane Recreation Ground	<input type="checkbox"/>	Do you hold public liability insurance cover to a minimum of £2M <input type="checkbox"/>	
The Heath	<input type="checkbox"/>	Do you require access to water? <input type="checkbox"/>	
Penns Farm Playing fields	<input type="checkbox"/>	Will a risk assessment be carried out prior to event? <input type="checkbox"/>	
Other area: Please state	<input type="checkbox"/>		

Any additional comments or requirements: e.g. Particular gate access.

A damage deposit of £650 is applicable to the hiring of open spaces. This is returned if the site is left in a satisfactory condition. A price list is available from the website www.petersfield-tc.gov.uk.
Your booking shall be confirmed by email. All gate keys are collected from the Petersfield Town Council reception in the Town Hall.
PLEASE DO NOT SEND ANY MONEY/CHEQUES WITH THIS FORM, YOU WILL BE INVOICED PRIOR TO THE HIRE (INCLUDING DEPOSIT) If the invoice is to be paid by someone other than the person stated on the booking form please advise us in writing at the time of booking.
FOR FULL HIRING CONDITIONS, PLEASE READ THE ATTACHED OPEN SPACES HIRING REGULATIONS.

Please complete:

Organisation: (if applicable)	
Event:	
Name of Nominated Responsible Person:	
Address: (if different to first page)	
Telephone Daytime:	
Telephone Evening:	
E-mail:	

I confirm that I have read and agree to "The Open Spaces Hiring Regulations". These can be viewed at www.petersfield-tc.gov.uk or obtained from the Town Council offices. I am over 18 years old.

I undertake to reimburse the Town Council for the cost of repairing or replacing any damage or breakage by reason of my hiring the open space.

I also undertake to leave the area clean and tidy. I understand that I am to remove all rubbish from the site. I understand that my deposit may be withheld if the site is not left in a satisfactory condition.

I confirm that I would like my returnable deposit to be paid into: Name of Bank _____

Name of Account: _____ Account Number _____ Sort Code _____

Print: _____

Signed _____ Date _____

PLEASE RETURN THIS COMPLETED BOOKING FORM TO PETERSFIELD TOWN COUNCIL

For office use only:

P Number:

Invoice No:

Site Checked: (Please Tick)

Site Checked by whom:

Date deposit returned:

Amount deposit returned:

Method: (Please circle) BACS/Cheque

Entered on to accounts system:

Entered on to bank system:

(Stamp)

(Stamp)

Councillor authorisation: _____

Councillor authorisation: _____