

BURGHFIELD PARISH COUNCIL

Clerk: Cally Morris, PO Box 7381, Reading, RG1 9XP

Tel: 0118 970 1754

Email: burghfieldclerk@gmail.com

Website: www.burghfieldparishcouncil.gov.uk



CONDITIONS AND HIRE AGREEMENT COMMON RECREATION GROUND

1. The Common Recreation Ground (RG7 3EN), Recreation Road, Burghfield may be used for community events, provided that permission is obtained well in advance from the Parish Council, giving full details of the proposed event. No charge will be made for single events where no funds are raised or where such funds benefit the local community.
2. Free public access is to be retained throughout the entire hire period, and safe and unrestricted public access to all play equipment must be guaranteed.
3. Burghfield Parish Council accepts no liability for any damage to vehicles or persons using the Common Recreation Ground, or for any items that may be lost by persons using these areas or lost from any vehicles using these areas.
4. Burghfield Parish Council also accepts no liability for any injury that may be caused to people using the Common Recreation Ground during the time of hire.
5. Keys may be made available to allow access to the grounds, by request. Charges will be made if these are not returned. All gates/barriers must be secured at the end of an event.
6. Toilets are available at the Sports Pavilion, Common Recreation Ground, by request at the time of booking. The toilets must be left in a clean and tidy condition at the end of the hire period.
7. No alcohol may be consumed on any of the recreation grounds, as they are designated as "No Alcohol Zone's" unless special licences are obtained.
8. It is the hirer's responsibility to obtain the appropriate licence from West Berkshire Council Licensing Department if required.
9. The hirer is responsible for taking out appropriate public liability insurance, and the Parish Council will seek evidence of appropriate insurance cover from the hirer.
10. The hirer is responsible for carrying out their own risk assessment for the hiring period, ensuring their event/hire period is properly stewarded and a qualified first aider is available. A risk assessment is to be completed by the hirer and returned to the parish clerk at least 21 days prior to the event.
11. Hirers are responsible for ensuring that a mobile phone is available for use in emergencies.

12. Under no circumstances are motorised vehicles allowed onto the Common Recreation Ground without prior agreement by the Council, and this use may be restricted to limited areas only. The permission to take motorised vehicles onto the grounds may be withdrawn at short notice, and is subject to suitable weather conditions.
13. Care should be taken to ensure that those attending the event by car do not block adjacent roads or damage grass verges.
14. Noise levels must not be such as to unduly disturb nearby residents.
15. Any temporary structures erected on the Common Recreation Ground may only be erected by permission from the parish council, and must be suitable for purpose and comply with relevant safety conditions. They must be fitted with suitable load spreading base plates. This includes marquees, tents, stands, and inflatable devices such as bouncy castles.
16. Bonfires are not permitted. Barbecues will be permitted with prior approval from the parish Council, and must be kept off the ground.
17. Any damage to land, equipment, buildings, trees, hedges or fences shall be repaired or otherwise made good at the hirer's expense.
18. If any part of the Common Recreation Ground is damaged or left in an unsatisfactory state, e.g. any rubbish, then further bookings will not be permitted, and a charge will be levied for any damage caused.
19. Suitable arrangements must be made for the disposal of all refuse immediately after the event, and that all advertisement flyers are removed from the grounds and surrounding areas in Burghfield before leaving.
20. The hiring fee, where appropriate, is to be paid in advance.
21. The hirer must confirm the start and finish times for events, at the time of booking.
22. Please note that football games take place on the ground throughout the year. Details of fixtures can be obtained from the parish clerk.
23. The hirer and event must not contravene laws relating to betting, gaming and lotteries.
24. The grounds must not be used for any other purpose than that in this Agreement.

CONDITIONS AND HIRE AGREEMENT

COMMON RECREATION GROUND, RECREATION ROAD, BURGHEFIELD

Event

From

To.....

Please sign and return this form as acceptance of these conditions

Acceptance of these conditions:

Name

Address

.....

Signature

Date

Details checked & approved:

Signed

Date

Return to:

Burghfield Parish Council
P.O Box 7381
Reading
RG1 9XP

Tel: 0118 970 1754

Email: burghfieldclerk@gmail.com