

Kingsbury Parish Council

Hire agreement – Kingsbury Parish Recreation Ground, Kingsbury



Name of requesting individual, organisation or group:	
Contact Address:	
Contact e-mail:	
Contact phone number(s):	
Requested Date(s) of hire:	
What is the purpose of the event, and a description of the planned events/activities. An approximate number of visitors expected.	
Setting up Time:	Event Opening Time:
Event Closing Time:	Time
Do you require the gate to be opened at setting up/closing down time?	Yes /No
Please detail your arrangements for clearing and removal of litter:	
Please provide details of any sound or public address system you are intending to use:	
A copy of the Hirer's public liability insurance is required (minimum £5 million indemnity required) at least a week prior to the event taking place. Any necessary licences, risk assessments and first aid arrangements should also be forwarded to the Clerk a week prior to the event. Please state what documents will be sent to the Clerk:	
Please state whether you would like details of the event putting on the parish website:	Yes /No
I confirm that the above details are correct at the time of filling out this form and if any changes are made with regards to the event, I will inform the Clerk immediately and submit amendments for approval. I have read the Standard Conditions of Hire and agree to abide by them.	
Name of Hirer (please print name): _____	
Signed: _____	Dated: _____
By signing this form, you consent to Kingsbury Parish Council holding your personal details for the purpose of following up your enquiry and authorise the Council to contact you in order to process your booking. Please refer to the Council's Privacy Notice for further information which is on our website www.kingsburyparishcouncil.co.uk	
Office Use:	Request granted
	Request denied

Kingsbury Parish Recreation Ground, Kingsbury

Standard conditions of hire



1. The Hirer where an individual, shall be a person of a minimum of 21 years of age.
2. The Recreation Ground will normally be free for local community groups and organisations, but the Parish Council reserves the right to charge a hiring fee for profit making groups. This will be decided by the Parish Council.
3. The Hirer shall not sub-let or use the recreation ground for any unlawful purpose or in any unlawful way. The Hirer shall not do anything, or bring anything onto the recreation ground which may endanger the visitors to the event. The Hirer will not use the recreation ground for any form of adult entertainment.
4. The Hirer will be responsible for the behaviour of all persons using the recreation ground whatever their capacity and for ensuring that the event and the persons attending it will not create a public nuisance of any kind during their arrival and departure and the event itself.
5. The Hirer shall be responsible for obtaining any licences/insurance that may be needed.
6. The Hirer will ensure that the only vehicles allowed on the recreation ground are those that are bringing goods services to the event.
7. The Parish Council accepts no responsibility for loss of, or damage to any property owned by individuals or organisations hiring the recreation ground.
8. Property/vehicles hiring the recreation ground used in connection with the event must be removed immediately after the event.
9. All electrical equipment brought in by, and used by, the hirer must comply with statutory safety regulations and be portable appliance tested (PAT).
10. The Hirer must have their own Public Liability Insurance in place and a copy of this must be forwarded to the Clerk at least a week prior to the event.
11. Any bouncy castles/slides etc will need to have St John's Ambulance or suitable first aid arrangements in place.
12. Any request for fireworks to be let off on the recreation ground must be accompanied by a special licence at least a week before the event and maybe subject to time restraints, training and health and safety measures.
13. The Hirer will not sell or allow the consumption of alcohol at the event.
14. At the end of the hire period, the Hirer will be responsible for leaving the recreation ground in a clean and tidy state. Should this not have been complied with then the Parish Council reserves the right to charge the Hirer for a clean-up.
15. The Hirer must note that the recreation ground is a public space and the hiring of this does not give exclusivity to the Hirer.

Kingsbury Parish Council

Clerk: Mrs S Humphries

E-mail: suekpc1@tiscali.co.uk

Tel: 01827 265940

Address: 25 Ascot Drive, Dosthill, Tamworth, Staffordshire B77 1QP

Website: www.kingsburyparishcouncil.co.uk

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