**BERINSFIELD PARISH COUNCIL**

**HIRE OF RECREATION GROUND, LAY AVENUE, BERINSFIELD, OX10 7NX**

Berinsfield Parish Council own the recreation ground in Lay Avenue, Berinsfield OX10 7NX and any person wishing to hold an event or activity on the recreation ground will need to apply for permission from the Parish Council. An event can be anything from a community picnic or charity fundraiser to large festivals or sporting spectaculars.

Before planning an event, please contact Berinsfield Parish Council to enquire if the recreation ground is available.

Annette Loveland, Clerk to Berinsfield Parish Council

Tel : 01869 354135

Email [Clerk@berinsfield-pc.gov.uk](mailto:Clerk@berinsfield-pc.gov.uk)

If the recreation ground is available, you will need to complete the attached application form and return it to the Clerk to the Council at [Clerk@berinsfield-pc.gov.uk](mailto:Clerk@berinsfield-pc.gov.uk) together with a risk assessment for the event/activity and a site layout plan. You will also need to obtain and show proof of public liability insurance to the Clerk or a nominated representative of the Parish Council seven days prior to the date of the event.

Hire fees will apply for commercial events/activities and details of the charges are in the application form.

Under the Licensing Act 2003. Applicants may need a license from South Oxfordshire District Council to hold the event. Please check the following link before contacting the Berinsfield Parish Council to book the recreation ground.

<https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/alcohol-and-entertainment-licences/temporary-event-notices/>

Email : [licensing@southoxon.gov.uk](mailto:licensing@southoxon.gov.uk)

Tel : 01235 [422556](tel:01235%20422556)

If a Temporary Events Notice is required, the applicant is responsible for applying and paying for the Notice and this will need to be produced to the Clerk or a nominated representative of the Parish Council seven days prior to the event/activity taking place.

All events held on the recreation ground must finish by 10 p.m.

BERINSFIELD PARISH COUNCIL

APPLICATION FOR HIRE OF RECREATION GROUND,

LAY AVENUE, BERINSFIELD OX10 7NX

|  |  |  |
| --- | --- | --- |
| **ORGANISING BODY/HIRER** | |  |
| Address | |  |
|  | |  |
| Name of main contact: | |  |
| Email: | |  |
| Contact number: | |  |
| **EVENT DETAILS** | |  |
| Name of event/activity : | |  |
| Proposed location : | |  |
| Nature of event  Charity, Community, Commercial : | |  |
| Description of activities.  Please specify all components, stalls, activities, shows etc. | |  |
| Date of event/activity: | |  |
| Start and finish times : | |  |
| Anticipated number of participants: | |  |
| Will the kitchen/meeting room/toilets/changing rooms in pavilion be required (Charges apply and a separate booking form required for hire of pavilion) | |  |
| Will water or electricity be required from pavilion:  Depending on requirements, there may be a charge for electricity | | Water Electricity |
| Please give details of the arrangements made for removal of litter/waste from the event/activity. Organisers of the event/activity will be responsible for litter picking and disposing of sacks of refuse. Sacks of refuse should be removed by the next working day after the event/activity takes place. (The Parish Council is not able to dispose of sacks of refuse) | |  |
| Will alcohol be sold/supplied at the event/activity – if yes, please give full details. | |  |
| Does the event/activity require a Temporary Event Notice  Please see information on South Oxfordshire District Council’s website <https://www.southoxon.gov.uk/south-oxfordshire-district-council/licensing/alcohol-and-entertainment-licences/temporary-event-notices/>  If yes, the document will need to be produced to the Parish Council seven days prior to the date of the event/activity | | Yes No |
| Will there be live or recorded music at the event/activity:  If yes, please give full details of the type of music and whether it is recorded or live | | Yes No |
| Will vehicular access be required to the proposed location on the recreation ground | |  |
| Will the event/activity be accessible and open to all | |  |
| Will marshalling arrangements be in place for the event/activity |  | |

**TERMS AND CONDITIONS OF HIRE.**

1. As the recreation ground is a public open space, free public access through the recreation ground and to the play area, skatepark, adult gym equipment, youth shelter, table tennis table, basket ball facility and BMX track must be maintained at all times.

2. The application form with full details, site layout plan and risk assessment must be submitted at least four weeks before the event. This will enable the Parish Council to liaise with regular users of the recreation ground. Bookings for football pitches and rugby pitch will take priority.

3. In the event of prolonged bad weather, representatives of the Parish Council will liaise with the event organisers to decide if the event should take place.

4. The hirer is responsible for informing Thames Valley Police of the event, if necessary, and making an application to them to patrol the event when in operation if considered necessary. The hirer is also responsible for arranging any additional security, if considered necessary.

5 The hirer shall maintain and leave, to the satisfaction of the Parish Council, the area taken up by the event, in a clean and tidy condition, collecting all refuse and arranging for its appropriate disposal. The hirer also undertakes to rectify any superficial damage to the area of ground hired and for maintaining proper health and sanitary conditions.

6. During the period that the event/activity is in operation and where relevant, the hirer will hold the full entertainment rights.

7. Any dogs brought to an event/activity on the recreation ground must be kept on a lead at all times and the owner will be responsible for clearing any dog litter and disposing of it in the dog litter bins located on the recreation ground.

8. **Fee for Commercial Users.** The charge for commercial use (fun fair, circus, or similar event where charges are made) will be £100.00 per operating day. The fee should be paid in advance by BACS payment to Berinsfield Parish Council

Account details : Sort code 20-65-21

Account No. 40165964

For the purpose of communication, I agree to my name, address, contact number and email being held on Berinsfield Parish Council’s computer system. The processing of personal data is governed by legislation relating to personal data which applies in the U.K. including the General Data Protection Regulation and Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

Signed ……………………………………………………………………..

Name (block capitals) …………………………………………………….

Date ……………………………………………………………………….