

# **RAYLEIGH TOWN COUNCIL** **ON BEHALF OF THE KING GEORGE V TRUST**

## **HIRE OF KING GEORGE V FIELD**

### **CONDITIONS OF HIRE**

- (1) The hirer/organiser shall notify the Town Clerk in writing of their intention to arrange an event and supply full details and layout. The Trustees will then consider the application to hire and determine any fees.
- (2) A predetermined returnable deposit of up to £500 will be required from the hirer which will be banked against any damage to the Field. This will be payable to Rayleigh Town Council on acceptance of the booking.
- (3) The hirer/organiser is required to indemnify Rayleigh Town Council to the sum of £5,000,000 against all costs and claims under public liability. The hirer/organiser shall, fourteen days prior to the event, produce to Rayleigh Town Council a copy of their insurance cover. Failure to comply with this Condition will result in the cancellation of the booking.
- (4) The hirer/organiser of an event should, no later than 3 months prior to the event produce to Rayleigh Town Council a written risk assessment and a complete an event plan for Rochford District Council's Safety Advisory Group.
- (5) The hirer/organiser will keep a written record of any accident/incident reported to them during their period of hire and will subsequently report this to Rayleigh Town Council (as Trustees of the Field) as soon as possible.
- (6) All arrangements regarding Health and Safety for the period of the hire is the responsibility of the hirer/organiser.
- (7) The Field is in a residential area and all noise must therefore be kept to a minimum. Music etc. must only be loud enough for the participants of the event on the ground and must not cause annoyance to occupiers of surrounding properties. Applications for a Public Entertainment Licence must be made and should be submitted at least 112 days (3 months) prior to the event.
- (8) The hirer/organiser of an event should, no later than four weeks before the event, consult the Emergency Planning Manager of the Essex Ambulance Service on the ambulance and first aid requirements.
- (9) The hirers/organisers should satisfy themselves that they have the necessary consent from Essex County Council for the display of any temporary highway direction signs or off-site advertising matter.
- (10) No obstruction of the public highway shall be caused and arrangements for any parade or procession must first be agreed with Essex County Council and the Essex Police Authority.
- (11) The hirer/organiser of any firework display must, if practically possible, comply with the Essex County Fire Service/Home Office Guidance Notes on organised firework displays.
- (12) It must be clearly understood that the hirer/organiser of any event may not deny reasonable access to members of the public to the open space, during the Field opening hours.
- (13) Should the hirer/organiser of any event wish to charge admission to certain areas, they must first obtain written permission from Rayleigh Town Council. This will not under any circumstances overrule item (11) above.

- (14) The hirer shall notify the Town Clerk of any intention to organise pony rides and **will** comply with Rayleigh Town Council's conditions.
- NB:** 'Pony' shall also include Horse, Donkey, Mule and Ass.
- (15) The hirer/organiser shall notify the Town Clerk in writing of their wish to arrange a funfair and supply full details of all side-shows, rides, food outlets and arena events. The Town Council will consider each application for funfairs, rides, food outlets and arena events on its own merit, for which a charge may be levied.
- (16) The hirer/organiser shall produce to Rayleigh Town Council test certificates for all equipment and/or amusements prior to the commencement of the event.
- (17) The hirer/organiser shall produce to Rayleigh Town Council food hygiene certification for all food outlets prior to the commencement of the event.
- (18) Rayleigh Town Council prohibits the use of any creature as a prize at any function on its land.
- (19) The hirer/organiser shall be aware that there is no water available on site.
- (20) The hirer/organiser shall ensure that the drain covers on the Field are not tampered with to dispose of waste.
- (21) The hirer/organiser shall note that the cost of any security hired for the period of the hire shall be paid by the hirer/organiser.
- (22) Arrangements for the hire of the sports pavilion must be made through Rayleigh Town Council. Please note that no power leads or hosepipes may be run from the sports pavilion.
- (23) The hirer/organiser shall ensure that all litter is collected and removed from the Field after the event and correctly disposed of. In default it will be cleared by Rayleigh Town Council at the hirer's expense.
- (24) Upon conclusion of the event, the site shall be returned to its previous condition and any reinstatement of turf or other repairs whatsoever, as a result of any such event will be charged to the hirer over and above any hire fee taken.
- (25) If the hirer cancels the event with less than 14 days notice a £50.00 administration charge will be levied.
- (26) Rayleigh Town Council reserves the right to cancel an event at short notice if any of the conditions are not met or if cancellation is deemed to be necessary for whatever reason by Rayleigh Town Council.

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I/We agree to the aforementioned terms and conditions and understand that Rayleigh Town Council reserves the right to **CANCEL THE EVENT** if any of these conditions are not met.

**NAME (IN BLOCK CAPITALS)** .....

**SIGNED** ..... **DATE** .....

**NAME OF ORGANISATION** .....