

# DURSLEY TOWN COUNCIL

## HIRE OF GREEN SPACES

### WAR MEMORIAL RECREATION GROUND, KINGSHILL HOUSE PLAY PARK & HIGHFIELDS PLAY AREA

If you want to hold an event or activity on land owned by Dursley Town Council, you will need our permission. An event can be anything from a community picnic or charity fundraiser to larger festivals or sporting spectacles.

Before planning your event, please contact the Council office to make sure that the land you want to use is available and suitable for the type of event/activity you are proposing. Also refer to the Event Guidance Notes attached.

To gain permission you will need to complete the attached Application Form and return it to us along with a comprehensive Risk Assessment for the event/activity and a Site Layout Plan. You will also need to obtain and show proof of public liability insurance.

Hire fees may apply for commercial events/activities and, depending on the type of event, you may need to provide a bond cheque.

Under the Licensing Act 2013, you may need a license from Stroud District Council if your event involves any licensable activities such as the performance of dance, music or the supply of alcohol.

If you are a sports club and you wish to use the ground for a training session, you will need our permission. Please contact the Council office to discuss your enquiry in the first instance.

# EVENT GUIDANCE NOTES

Anyone who organises an event/activity, regardless whether it's an individual, group, business or professional body, has a duty and responsibility to protect the health and safety and welfare of anyone who may be affected in any way by the event including volunteers, staff, participants and spectators. It is the event organisers responsibility to ensure health and safety and compliance with all legislation relevant to the activity.

## Event Planning

Meticulous planning is essential to ensure your event/activity runs without a hitch. Once you've decided the type of event you will be holding it is important to consider the detail and the steps you need to undertake.

Who you want to attend & the expected number of attendees.

Whether the venue is suitable & accessible.

When the event will be held – adverse weather conditions could impact its safe running.

How you will co-ordinate the event, including number of volunteers, marshalls & the provisions required.

If any licences or consents are needed from Stroud District Council/Gloucestershire County Council.

How you will manage health & safety, arrangements for first aid & emergencies (e.g. fire).

**You will need to complete the attached Event Checklist. It can help to guide your planning.**

## Insurance & Permissions

The event organiser must ensure relevant insurance cover, permissions and consents are in place for the event. Any contractor or performer involved in the event must also be insured and hold any necessary certificates relevant to their activity.

Check valid insurance is held to cover the event date.

Check the limits of public liability to ensure it is sufficient for the risk.

Check insurance & test certificates for fairground rides and equipment.

Check caterers have the relevant food safety registration & hygiene certificates, PAT & Gas certificates.

Consider whether you want insurance to protect against event cancellation (e.g. due to bad weather).

Copies of insurance certificates should be obtained, copied to the Council & retained on file.

## Site Plan

It is useful to draw a sketch of the event site showing the location of stalls, rides and attractions, stages, first aid points, emergency access points, toilets etc.

Visit the site. Arrange the site meeting with Council staff.

Look out for potential hazards (e.g. uneven ground).

Consider the location of event equipment & structures (e.g. marquees) – will you be creating a hazard (e.g. slip & trip on trailing cables).

Will you be using fences/barriers?

Ensure emergency exit routes are not obstructed.

**You will need to supply a site layout. The attached Site Plan may help you to do this.**

## Risk Assessments

As the event organiser, you are responsible for carrying out a risk assessment for your event and your contractors or suppliers will also need to carry out risk assessments.

Some examples of issues to consider when doing this include:

\* National Health Emergency

\*Machinery \*Fuel Generators \*Gas Bottles \*Electrical Equipment \*Accidents

\*Vehicles \*Structures \*Crowds \*Activities \*Firework \*Inflatables \*Stage \*Food Safety

\*Weather Conditions \*Anti-social Behaviour \*Lost Children \*Noise \*Trailing Wires \*Toilet Area

**You will need to supply a copy of your risk assessment. An example is attached for guidance.** Please ask your contractors/suppliers for copies of their assessments.

# APPLICATION FORM

Organising Body (hirer):	
Address:	
Name of main contact:	
Email:	
Contact number:	

## EVENT DETAILS

Name of Event/Activity:	
Proposed Location:	
Nature of Event/Activity:	Charity <input type="checkbox"/> Charity Name & Reg. Number:..... Community not-for-profit <input type="checkbox"/> Commercial <input type="checkbox"/> Sporting/Sports Club <input type="checkbox"/>
Have you held this event/activity before?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Event/activity Date/s:	
Start & Finish Times:	Set up start time - Start time of event - Event finish time - Site cleared by -
No. of participants anticipated:	
Event website/ facebook page:	

## DESCRIPTION OF ACTIVITIES

This section helps us to ensure you will have a successful and well-run event/activity. If any of these details change it is up to **you** to inform us.

<p><b>Description of event activity</b> <i>Please note it may be easier to attach a full programme of activities to the application. Please specify all components, stalls, activities, shows, etc.</i></p>
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<p><b>If your event relates to sport, do you require the use of changing room facilities?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>With regard to events held on the Recreation Ground, the Pavilion may be made available to the organiser / hirer under certain conditions, and if so, must be kept locked at all times. Dursley Town Council cannot offer the Pavilion as an unregulated facility open to the general public.</i></p>	
<p><b>Do you have a site plan?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>This is important if your event includes structures such as marquees, rides, stages, event areas etc. Please see APPENDIX 1</i></p>	
<p><b>Certain events and activities may require a license or permit. Will there be any of the following at the event?</b> <i>If yes, please give further details. Please note that if you wish to hold an occasional or ad-hoc event for up to 499 people, where licensable activities are to take place, you must apply for a Temporary Event Notice (TEN) from Stroud District Council. Please check their website for details and timescales.</i></p>	
Live music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Recorded music	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dancing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Performance of plays	Yes <input type="checkbox"/> No <input type="checkbox"/>
Films	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fairground/circus	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes you will need to supply copies of insurance, test certificates &amp; risk assessments for all fairground rides/inflatables.</i>
Fireworks and/or lasers	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes you will need to supply a copy of insurance &amp; risk assessments.</i>
Food and / or drink	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, (and you are not already registered with your local authority) please contact Stroud District Council for advice relating to food safety and hygiene requirements at your event. Food hygiene legislation applies to any activity that involves handling food and drink. The Food Standards Agency also provide advice for businesses and community groups.</i>
Street collections	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, you may need a Street Collection Licence. Please contact Stroud District Council.</i>
<p><b>Have you spoken to the licensing authority about activities at your event?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, give details:</p>	
<p><b>Will waste be produced?</b> (food, general waste, plastics, paper etc.) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, give details of your plans for recycling and waste management.</i></p>	
<p><b>Do you require power?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, give details of how you intend to supply it:</i></p>	
<p><b>Do you require water?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, give details of how you intend to supply it (if the event is held on the Recreation Ground, cold water can be provided for cleaning, drinking and domestic purposes free of charge):. :</i></p>	

<p><b>Will you be providing temporary toilets?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, give details (please note that the Council does not offer the Pavilion as an unregulated facility open to the general public; you would be responsible for the provision and servicing of temporary toilets):</i></p>
<p><b>Will you encourage people to travel sustainably?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, give details</i></p>
<p><b>Will you require vehicle access at the event?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, give details (number and type of vehicles you wish to use on site):</i></p>
<p><b>Will the event/activity be ticketed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide details (e.g.number of tickets available and price). Please note that unless otherwise agreed in advance with the Council, free public access to the ground and play equipment must be maintained at all times during the event.</i></p>
<p><b>Will the event be accessible and open to all?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.</i></p>
<p><b>Will marshalling arrangements be in place for the event?</b> Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide numbers and details:</i></p>

## PUBLICITY

Do you give permission for your contact details to be held by the Town Council, for use both internally and by members of the public enquiring about the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you give permission for the event to be displayed on the council website?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## TERMS & CONDITIONS OF HIRE

**Note:** Unless otherwise agreed in advance with the Council, free public access to the ground and play equipment must be maintained at all times during the event. \*A copy of Dursley Town Council's Recreation Fees and Charges is attached. Please note that these prices are reviewed annually, new fees and charges may apply depending on the hire date/s.

1. 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 Town Council to liaise with other / regular users of the ground and minimise the impact on the site. (Site Plan attached as Appendix 1)
2. In the case of fairground/circus bookings, unless otherwise agreed, the area occupied by the event will be approximately 300 ft. x 200 ft. adjacent to the Kingshill Road. The entrance will be from the Kingshill Road.
3. A site meeting will need to be arranged between the Responsible Representative of the organising body and a representative of the Town Council before any access is granted to the site.
4. In the event of prolonged bad weather, representatives of the Town Council with the event organisers or their Agents will decide beforehand if the event should take place.

5. Should restrictions be imposed due to an outbreak of Foot & Mouth or any other disease / national directive, or any other circumstances outside the Town Council's control, Council reserves the right to cancel the booking immediately and without notice.
6. The rent\* and bond\* for the field will be paid seven days in advance prior to the hirer entering the field. The Town Council agrees to waive the commercial rent (\*) for the ground, providing evidence of charitable intent is received at the time of booking. Please remember that if the organising body / hirer is applying for funding from elsewhere, then the above waived rent can be included as an 'in kind' contribution.
7. The hirer is asked to provide a cheque for a bond (\*), part or the whole of this amount may be used to put right any damage to the field if not put right by the hirer within 21 days of vacating the site. Should the damage exceed the bond (\*) amount, the Town Council will have the right to charge any extra sum of money involved. The bond should be paid 7 days before the event and will be returned to the hirer/main contact within 21 days, subject to the field being left satisfactory to the Council. The Town Council agrees to waive the bond for events/activities which it considers to be 'low impact'.
8. The Town Council will not be responsible for any loss, damage or injury of any description to persons or property which may be sustained subsequently upon or arising directly or indirectly from the holding of the said event and the organisers shall indemnify the council against all such claims.
9. The hirer is responsible for arranging adequate insurance cover for the event including public liability, copies of which must be sent to Dursley Town Council before the event opens to the public. The hirer is advised to arrange insurance cover to protect against cancellation e.g. due to bad weather, as the Council will not be liable for any loss of costs.
10. The hirer is responsible for carrying out a risk assessment for any activities being undertaken and to ensure full compliance by all those organising, performing and attending the event. (Example Risk Assessment Form attached as Appendix 2)
11. The hirer is responsible for ensuring any contractor/supplier involved in the event/activity has adequate public liability insurance, risk assessments and any relevant certificates/permits necessary to the activity. The Town Council reserves the right to inspect copies of the documents on request.
12. In the case of activities considered high risk by the Town Council (e.g. fairground rides, inflatables, fireworks), the hirer must send copies of individual insurance documents, all relevant test certificates (e.g. ADIPS/PIPA), permits and risk assessments to the Council before the event opens to the public.
13. The hirer will comply with the requirements or regulations of any national governing institution which lays down regulations so far as the proposed event is concerned.
14. If the event includes licensable activities, the hirer is responsible for obtaining a Temporary Event Notice from Stroud District Council, under The Licensing Act 2003. A copy of the application must be sent to Dursley Town Council, followed by a copy of the consent immediately upon receipt - and in all cases, before the event takes place.
15. All music played during the event will be kept at the lowest volume possible so that it does not cause a nuisance to the surrounding residents. Stroud District Council Environmental Health Department should be consulted for advice concerning this matter. Furthermore in order that there is no disruption to the school day at neighbouring schools, music volume and engine/equipment noise should be kept to a minimum during the school term time until after 17.00 hours.

16. The hirer is responsible for informing the local Police of the event and making an application for them to patrol the event when in operation and if considered necessary. The hirer is also responsible for arranging any additional security if considered necessary.
17. The hirer shall maintain and leave to the satisfaction of the Town Council the area taken up by the event, in a clean and tidy condition, collecting all refuse and arranging for its appropriate disposal, also put right any superficial damage to the area of ground rented (as under Clause 7). The hirer is responsible for maintaining proper health and sanitary conditions.
18. With regard to events held on the Recreation Ground, cold water can be provided for cleaning, drinking and domestic purposes free of charge. The Pavilion may be made available to the organiser / hirer under certain conditions, and if so, must be kept locked at all times. The Town Council cannot offer the Pavilion as an unregulated facility open to the general public.
19. Hirers must ensure the Pavilion is left in the same condition as it is found. An additional charge will be applied at the discretion of the Town Clerk should any of the following be observed after usage of the pavilion: lights left on, any water left running and doors (including internal changing room doors) being left unlocked.
20. With regard to the use of Kingshill House Play Park and Highfields Play Park, the Town Council regrets that none of the above facilities (item 18) are available.
21. Regarding animals, the Town Council is prepared to consider waiving the regulation banning dogs from the War Memorial Recreation Ground, if asked to do so in advance, thereby allowing guard dogs only, but the dogs must not be allowed to run loose or be exercised within the boundaries of the Recreation Ground. There should be no other animals including fish and/or birds, kept on the site without prior permission.
22. During the period that the event is in operation and where relevant, the hirer will hold the full entertainment rights.

## DECLARATION

Should these terms and conditions be acceptable, please sign below and return a copy to the Town Clerk, Dursley Town Council, Jacob's House, Castle Street, Dursley. Glos. GL11 4BS. Tel: 01453 547758. email [clerk@dursleytowncouncil.gov.uk](mailto:clerk@dursleytowncouncil.gov.uk)

**I declare that to the best of my knowledge all information provided on this application is correct. I have read and understood the Terms and Conditions for use of the ground, I accept them and agree to abide by these and any special conditions imposed in the application and by the Council.**

For the purposes of communication, I agree to my name, address, contact number and email being held on the Council's computer system. *The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act. The Council's Privacy Notice is available on [www.dursleytowncouncil.gov.uk](http://www.dursleytowncouncil.gov.uk) or from the Council Office.*

Signed:.....

Name (block capitals):.....

Date:.....

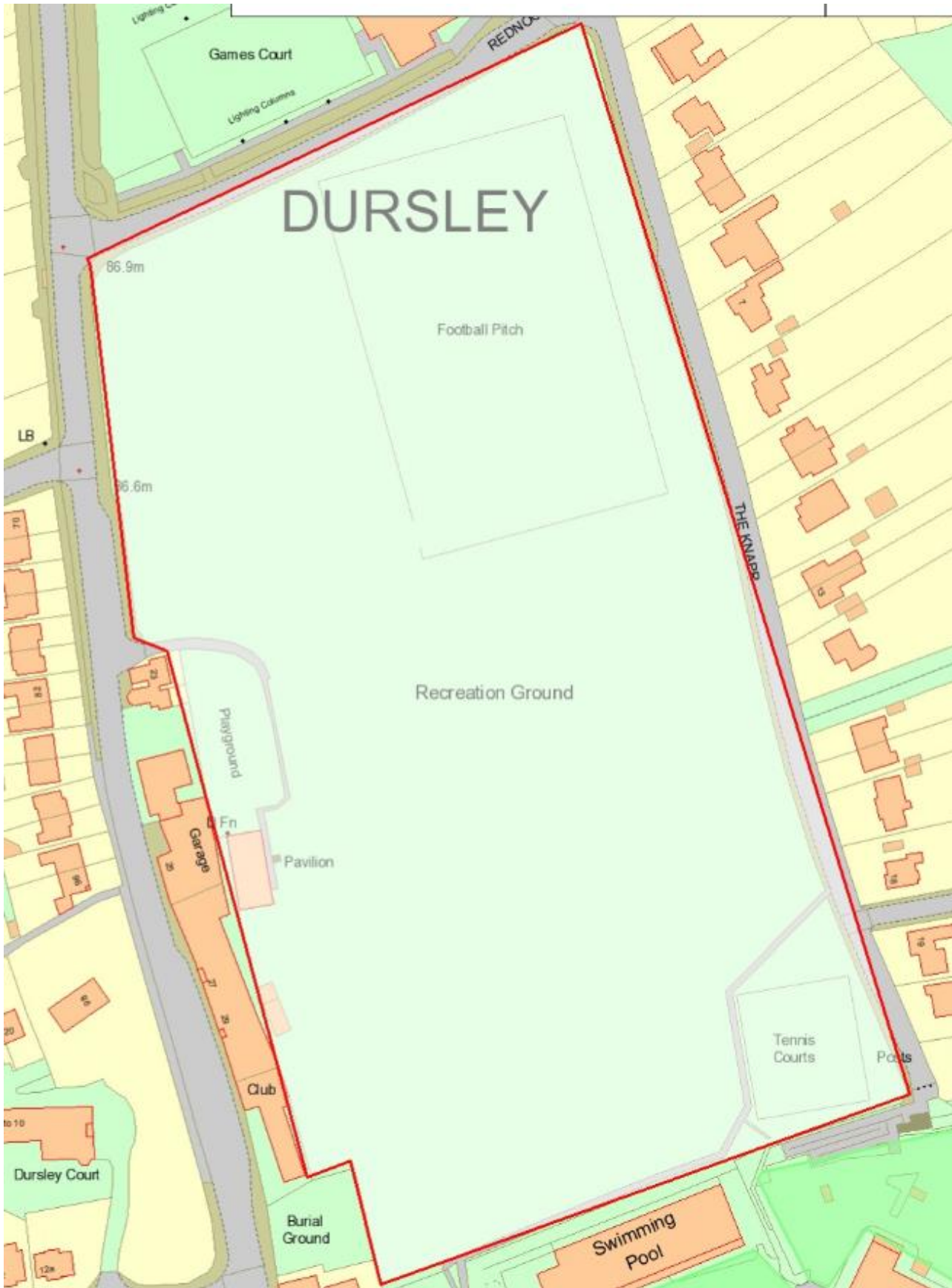
**For Office Use Only:**

Date Application Received:		
Date Fees & Bond Received:		
Date Documents Received:	Insurance/s	
	Site Plan	
	Risk Assessment/s	



# APPENDIX 1 SITE PLAN

## War Memorial Recreation Ground



## APPENDIX 2 EXAMPLE RISK ASSESSMENT FORM

You can use this example template as a guide or supply a copy of your own risk assessment form.

Please provide details of all activities taking place at your event that might pose a hazard and what you plan to do about them to minimise the risk. Some examples of issues to consider (*the list is not exhaustive*):

\*Machinery \*Fuel Generators \*Gas Bottles \*Electrical Equipment \*Accidents  
 \*Vehicles \*Structures \*Crowds \*Activities \*Fireworks \*Inflatables \*Stage  
 \*Weather Conditions \*Anti-social Behaviour \*Lost Children \*Noise \*Trailing Wires  
 \*Toilet Area \*Food Safety \*National Health Emergency

Hazard	What could go wrong?	Who or What is likely to be harmed?	How are you going to reduce the possibility of someone/something being harmed What measures are you going to put in place to control the risk?	Do you think anything else could or should be done?	Who is responsible for actions?
<b>EXAMPLE</b> Generator diesel	Fire, Explosion, Spill, Skin reaction to chemicals	Any person at event, Soil, Water	Fuel to be stored safely in bunded container. Only trained personnel with protective clothing to use equipment. Spill kits to be available. Careful placement of generator in site i.e. not near water/sea	Dedicate a member of staff trained in use of spill kit to supervise generator. Ensure that diesel soaked materials are treated as hazardous waste.	Event Co-ordinator. Trained member of team.
<b>EXAMPLE</b> Crowds	Crushing	Any person at event	Design layout of event to reduce concentration of people in anyone place	Marshelling – volunteers or professional company.	Event Co-ordinator, Marshall  Supervisor
<b>EXAMPLE</b> National Health Emergency	Transmission of Disease	Any person at event	Follow the latest advice issued by HM Government		Event Co-ordinator

For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>