

Peter Roberts Field – Bidborough Parish Council

Village Related Event Terms of Use Policy

Introduction

Requests for permission to use the Peter Roberts Field for any group activity to be submitted to the Clerk of Bidborough Parish Council who will submit the application to the next meeting of the Parish Council for approval. All applications should, where possible, be submitted in writing at least 12 weeks in advance of the event.

Consideration will be given to all applications.

Items to be provided to the Parish Council

- Full details of the event and activities that are to take place, including timings of the event i) setting up and taking down, and ii) access requirements prior to and post event setting up and down.
- A copy of event related Public Liability insurance must be included with the application in advance of the event taking place.
- Name and contact details of at least 2 individuals in relation to (i) the planning of the event and (ii) for 'on the day' contact (if different).
- A full event related risk assessment must be completed and submitted to the Clerk no later than 4 weeks before the date of the event.
- Details of toilet facilities to be put in place – the event applicant is responsible for the provision and cost of toilet facilities if deemed to be necessary.
- Details of any advertising to be used on the Field. Small banners are acceptable and should include name of event organiser and activities included. Any advertising must be removed within 3 days after the event.
- Confirmation as to whether music is to be played and that the correct permissions/licenses have been obtained.

General Terms

- It is the responsibility of the organiser to obtain a Temporary Event License for their event (if applicable) and provide a copy of this license to the Clerk to the Trust. It is also the responsibility of the organiser to manage the number of attendees to ensure they do not breach the terms of their TEL.

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- The user must provide suitable facilities for the collection of litter during the event. Sufficient bins must be provided for anticipated use. A litter pick must also be completed post event across the Field.
- All litter must be removed from site and disposed of responsibly by the applicant, on the same day as the event.

The commercial bins sited in the school car park are NOT available to event organisers.

- Alcohol - the event organisers are responsible for ensuring they observe all legal requirements and rules in relation to the sale and consumption of alcohol on the Field (e.g. identity requests to ensure no sales are made to anyone under the age of 18).
- Should the event result in anti-social behaviour in or around the vicinity of the Field, this will have a bearing on any future permission being granted to the event organisers.
- Any damage to the Field must be made good at the event organisers expense to a standard acceptable to the Parish Council.
- The Parish Council reserves the right to apply additional conditions based on the nature of the event to be held.