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| **Recreation Ground Trust**  **Fees and Conditions of Hire** |

**Type of Event Fee Details**

School group events or if associated with raising income for Great Chesterford Recreation Ground

Trust: Free-let

Community or Charity events: £25

Commercial, promotional or private events: £25

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| **Applicants are reminded:**  The organiser must obtain the council’s permission before committing him/herself to organising the event.  No section of the Park may be fenced off and no restrictions to entry may be made and no charges levied on persons entering the Park, without obtaining special permission from the Council. |

1. No heavy vehicles or equipment may be moved on or off the Park between the hours of midnight and 6am, to minimise disturbance to neighbouring residences, except in exceptional weather conditions.

2. All litter must be removed from site within one hour of the close of the event.

3. No vehicles may be taken onto the ground without permission of the Council.

4. Any damage done to the surface of the site must be reported to Great ChesterfordParish Council at the earliest opportunity and the damage made good as quickly as possible to the Council’s satisfaction.

5. Byelaws – The event organizer(s) shall observe & comply with Council Byelaws.

6. Stage/PA Equipment– Any stage or PA equipment must be positioned on the ground as directed by an appropriate Council Officer.

7. Noise control – Noise levels generated by the event and specifically by the use of PA equipment must be kept to a minimum throughout the duration of the event, so as not to unduly disturb other users of the ground or occupants of surrounding commercial or residential properties. Advice on appropriate noise levels should be sought from Uttlesford District Council’s Licensing Department 01799 510510. 8. Temporary Events Notices/Public Entertainment License– All stipulations of a Temporary Events Notice (TEN) must be observed and adhered to, as advised by Uttlesford District Council’s Licensing Department. Hirers are responsible for obtaining a Public Entertainment License.

9. Any catering units or food stalls must comply with appropriate food hygiene regulations as advised by Uttlesford District Council’s Environmental Health Department.

10. Trade Stalls – all stipulations of a Street Trading License must be observed and adhered to as advised buy Uttlesford District Council’s Street Trading Department Trade stalls will require a Temporary Street License if they are within 7m of a Public Highway.

11. The organiser will submit details of the music which is to be used at the event and the period of time for which it will be used. Once the event has received the Council’s permission, those details will be sent by the Council to PRS for Music.

12. Contractors Insurance - The main organiser will ensure and provide evidence that all contractors have appropriate public liability insurance.

13. Event cancellation:

**•** Events may be cancelled by either party given due notice if the condition of Great Chesterford Recreation Ground deteriorates due to inclement weather. In this case the hire fee and Bond will both be returned.

**•** If an event is cancelled within 5 working days prior to the event, the hire fee will be forfeited.

14. The application form (pages 1 – 3) and the Hire Agreement (page 4) must be completed and sent to the Council. When permission is given, the Council representative will sign the Hire Agreement, which will then be returned to the Hirer at the address given on the application form. The booking will be confirmed when the signed Lease Agreement, the hire fee and the Bond are in the hands of the Council.

Kate Stacey, Clerk to the Council, April 2023