



Four Marks Parish Council

Hire of Council Facilities by Third Parties Policy

For queries on this document, please contact the Executive Officer

The Parish Office, Sports Pavilion, Four Marks, Hampshire GU34 5AF

Telephone: 01420 768284

Email: officer@fourmarkspc.co.uk

www.fourmarksvillage.co.uk

Four Marks Parish Council

Introduction

Four Marks Parish Council is responsible for and holds adequate insurance for the recreation ground, play area and pavilion at Four Marks Recreation Ground, Uplands Lane, Four Marks, Hampshire GU34 5AF. Third parties who hire or work on the area must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents.

The hire of land/facilities

1. This use includes fitness classes, fetes, children's play clubs, sports matches and occasional ad hoc parking, including Third Parties who make a donation to Four Marks Parish Council funds.
2. All applications should be submitted in writing to the Executive Officer/Clerk. No booking will be firm until such time as the individual, organisation or club is notified by the Executive Officer/Clerk that the application has been approved.
3. A request for use can be approved at the Executive Officer/Clerk's discretion. Alternatively, the Executive Officer/Clerk may pass the request to the Council for approval.
4. Hirers shall be responsible for the maintenance of good order and behaviour during their use of the area, including any setting up and clearing down period.
5. Hirers should ensure that the area is maintained in good condition and Four Marks Parish Council reserves the right to demand a security deposit to this end. Hirers shall repay to Four Marks Parish Council the cost of reinstating or repairing damage which may have been caused during the period of use.
6. Four Marks Parish Council shall be indemnified against all liability for injury to persons or damage to property arising from the hire.
7. Users must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents.
8. Hirers shall pay fee, as applicable, in advance to the Executive Officer/Clerk and shall at the time provide contact details of a responsible contact person.
9. Hirers must at all times be considerate to local residents and other users of the Recreation Ground.

Work on land and buildings by outside contractors

1. Any work on Council property must only be conducted after written instruction from the Council.
2. Contractors must keep Council fully informed of their attendance and can only work on Council property by prior arrangement with the Executive Officer/Clerk.
3. Contractors must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents or written confirmation that these documents are in place.
4. Contractors are advised that the risk assessment must include adequate provision to prevent any damage to services in the area. They are advised that help can be sought from bodies such as electricity and water companies.
5. Contractors must sign a copy of this policy to confirm that they understand these conditions and will adhere to them.
6. Contractors must at all times be considerate to local residents and other users of the Recreation Ground.

By signing and returning this form you confirm you understand the conditions of this policy and that the facilities will be used as stated.

Name: _____

Company/organisation: _____

Signed: _____

Date: _____



APPLICATION TO HIRE THE RECREATION GROUND:

DATE/S OF EVENT: _____

TIME OF EVENT: _____

CONTACT DETAILS	
Contact Name	
Company:	
Address:	
Email Address:	
Website:	
Telephone:	
Fee enclosed (if applicable)	

PLEASE ATTACH A COPY OF YOUR LIABILITY INSURANCE AND RISK ASSESSMENT, IF APPROPRIATE.

IF PAYMENT IS REQUIRED, AN INVOICE WILL BE SENT FOLLOWING RECEIPT OF BOOKING AND MUST BE PAID WITHIN 14 DAYS OF EVENT.

Please return this form by email to officer@fourmarkspc.co.uk

Or by post to:

Executive Officer, Four Marks Parish Council, Sports Pavilion, Uplands Lane, Four Marks, GU34 5AF

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FEES FOR HIRE OF RECREATION GROUND AND FACILITIES

For use of Recreation Ground for ad hoc social or sporting event £5 per hour

Annual fees for clubs and regular users are as per frequency of use

£120 per annum, for no more than one hour per week

£240 per annum, for no more than two hours per week

£500 per annum for three hours or more per week

Hire fees for charity events are at the discretion of the Parish Council