



Four Marks Parish Council

Hire of Council Facilities Sports and Recreational Clubs

For queries on this document, please contact the Executive Officer

The Parish Office, Uplands Lane, Four Marks, Hampshire GU34 5AF

Telephone: 01420 768284

Email: clerk@fourmarks-pc.org.uk

www.fourmarks-pc.org.uk

Four Marks Parish Council

Introduction

Four Marks Parish Council is responsible for and holds adequate insurance for the general use of Swelling Hill Pond, and all the open spaces at the Recreation Ground, inclusive of the children's play areas, enclosed sports areas, outside adult multi gym equipment, outside sports and recreational areas, and the pavilion at Four Marks Recreation Ground, Uplands Lane, Four Marks, Hampshire GU34 5AF, Any third parties who hire/rent any of the Council owned facilities must hold their own appropriate insurance, undertake risk assessments for their activities and provide the Council with copies of these documents, where appropriate.

The hire of land/facilities

1. This use includes fitness classes, fetes, children's play clubs, sports matches, training, recreational activities and occasional ad hoc parking.
2. All applications should be submitted in writing to the Executive Officer/Clerk. No agreement 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. All hirers shall be responsible for the ongoing maintenance of good order and behaviour. This includes 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, where appropriate.
8. Hirers shall pay an annual fee, as determined, 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.
10. Any incidents or accidents arising during the hire period must be reported to the Parish Council within 24 hours by way of a detailed report and any action.
11. The Parish Council reserve the right to withdraw the use of the facilities at any time with appropriate notice.

By signing and returning this form you confirm you understand the conditions contained within this agreement and that the facilities will be used as stated in the Rules of Use of Council owned public open spaces. This information will be held in accordance with the Data Protection Act 1998.

Name: _____

Company/organisation: _____

Signed: _____

Date: _____

Four Marks Parish Council

APPLICATION FORM

Name of Applicant:	Email: Daytime Tel/Mobile:
Name of organisation if applicable:	
Position within organisation if applicable (<i>e.g. secretary</i>):	
Full postal Address:	Address for invoice (<i>if different</i>):

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

£75 per annum ground rental for self-contained and self-maintained facilities (eg. Bowls Club)

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

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

£400 per annum for three hours or more per week

£1000 per annum for tennis courts (exclusive club use)

Please return this form by email to clerk@fourmarks-pc.org.uk

Or by post to:

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

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HIRE/RENTAL DETAILS

Area to be used: <i>(e.g. whole site or a specific area)</i>						
Brief description of activities:						
If not every day, please indicate times you will be onsite on each day in the boxes below. For annual rental please leave blank						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
No. of Sessions (per week):			No. of Hours (per week):			
Please estimate how many people you think will be attending each session:						

INSURANCE

It is a requirement of the Council that clubs/organisations hiring/using council owned facilities have adequate public liability insurance, which includes an indemnity for damage to the Council's property.

Name on Policy:	
Insurer:	
Policy Number:	Limit of Indemnity: <i>(Minimum £500,000)</i>
Start Date:	Expiry Date: