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To be reviewed:
Annually

Hemswell Cliff Parish Council

Hemswell Cliff Green Space Bookings Policy and Procedure

Hemswell Cliff has a large area of green space in the centre of the village that can be used for community and sporting events.

Approved activities

The use of the green space for activities is by approval of the Hemswell Cliff Parish Council and its representatives. This is so that the area is kept in a good condition.

Approved activities include:

- Football
- Rugby
- Tennis
- Badminton
- Basketball
- Cricket
- General fitness training
- Children's play activities
- Community events, fairs and festivals

Bookings

Email: clerk@hemswellcliffparishcouncil.org.uk

- All bookings should be made through the Clerk.
- Bookings should be made well ahead of need. Late bookings cannot be guaranteed.
- All event organisers are required to sign a booking form and agree to the terms and conditions.
- Bookings are made with Hemswell Cliff Parish Council and its representatives who will maintain a calendar of bookings.
- Block booked sessions will be posted on notice boards and on the Parish Council's website.

Block bookings

Regular users will need to make block bookings. Allocation of time slots is at the discretion of Hemswell Cliff Parish Council and its representatives. Block bookers will sign a bookings form and terms and conditions at the beginning of the period. Block bookings will be subject to review after six months and will not last for longer than a year.

At the discretion of Hemswell Cliff Parish Council and its representatives 60% of the total fee may be requested at time of booking and 40% at mid-term of booking. Otherwise, hirers will be invoiced monthly in arrears.

Single bookings

Single bookings for group use will be made with Hemswell Cliff Parish Council and its representatives. A booking form including signed agreement to the terms and conditions of let will be completed on the first booking. Payment, if required, must be made to the Clerk within 24 hours of the hire.

Access

The green space is open to the public 24 hours a day. Users should note that a representative of the Parish Council might not be on hand to assist with problems.

Care of facilities

All event organisers must sign the terms and conditions of hire. On arrival, the organiser should check that the surface is safe – free from slip or trip hazards and debris. Should any damage be observed, it is the hirer's responsibility to report the issue as soon as possible. In particular please:

- DO NOT make permanent alterations to the site
- DO NOT drop chewing gum on the surface
- DO NOT place heavy or sharp objects in the area
- DO NOT litter, please use the bins provided
- DO let us know about any problems or issues at the site

Booking Tariff 2019/20

Community clubs or groups operating within the boundaries of the Hemswell Cliff Parish Council will be able to use the site for free. Community Groups or clubs will need to demonstrate that they operate in the Hemswell Cliff Parish Council's boundaries or have a significant number of members from within the parish at the time of booking, the final decision will rest with Hemswell Cliff Parish Council and its representatives. At the discretion of Hemswell Cliff Parish Council and its representatives, groups and clubs operating within the parish council's boundaries will be given preferential access to the site when booking.

Category	Charge per hour
Hemswell Cliff based person, group or club	Free
Over-16s (per hour)	£15
Under-16s (per hour)	£10
Block booking discount – 6 months	15%
Block booking discount – 12 months	20%

Hemswell Cliff Green Space Booking Form

Post to: Helen Reek, 135 Middlefield Lane, Gainsborough, Lincs, DN21 1QR

Email: clerk@hemswellcliffparishcouncil.org.uk

Name of person responsible for booking and payment:

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Name of group or club:

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Activity for which the green space will be used:

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Category of hirer:

Local person, club or group / Over-16s / Under-16s *delete as appropriate*

Address and contact details of person responsible for booking and payment:*

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Telephone (day)	
Telephone (eve)	
Mobile*	
Email*	

**These must be provided at the time of booking*

Block bookings

Start time	
End time	
Start date	
End date	
Frequency of meeting (e.g. every Wednesday)	

Single booking

Date	
Start time	
End time	

Terms and conditions:

I have read and agree to the terms and conditions (see below) of hire for Hemswell Cliff Parish Council's Green Space.

Print Name:

Signed:

Date:

Terms and conditions of hire of the Parish Council's green space and associated facilities.

These standard conditions apply to all booking the green space and associated facilities (the premises). If the hirer is in any doubt as to the meaning of the following, the Parish Council should be consulted.

1. Age

Hirers shall be persons over the age of 18 who are responsible for being in charge of the area at all times and ensuring that all conditions under this agreement are met.

2. Supervision

The Hirer shall, during the period of hiring, be responsible for; supervision of the premises, the fabric and contents; their care, safety from damage however slight or change of any sort; and behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements.

3. Use of premises

The Hirer shall not use the premises for any other purpose other than that described in the booking agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way not do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

4. Care of premises

- a. All persons using the premises shall behave in a manner that does not cause injury, damage or nuisance to property, staff or other users of the area. All persons shall conform to any regulations or byelaws in force with respect to the grounds and comply with any instructions they may receive from Hemswell Cliff Parish Council or its representatives. The hirers will be jointly liable for any damage caused to the pitch, equipment, building, fences or any other of the Parish Council's property including malicious and accidental damage.
- b. Hirers are asked to ensure that they treat the facilities in a considerate and proper manner.

5. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by Hemswell Cliff Parish Council. The hirer is responsible for all first aid needs during the let, Hemswell Cliff Parish Council holds no responsibility for any accident or injury to persons or property.

6. End of hire

The facilities must be vacated at the end of the let in a timely manner. Hirers are responsible for leaving the green space and the surrounding area in a clean and tidy condition.

7. Cancellation

- a. The Parish Council reserves the right to decline booking requests or to limit the amount of time used during a booking if it deems that this is in the long term interests of the sustainability of the area and/or the safety of those using it.
- b. Refunds will be made in respect of any cancellations that meet the criteria set out in (b) above.
- c. If a credit is given in respect of a cancelled booking, the credit must be used for the next booking made by the hirer. All credits will have a pre-stated expiry date (normally the end of the season).
- d. Hirers may request changes to their original bookings giving a minimum of 7-calendar days notice. Changes will be dependent upon pitch availability; re-arranged times cannot be guaranteed. Any requests for credits for un-played bookings due to re-arranged fixtures must be in writing and accompanied by evidence from the hirer.

8. Child protection

Hirers shall adopt measures for the appropriate protection of any child involved in activities on the premises, and shall be mindful of the needs of any such child.

9. Equal opportunities

All Hirers must comply with the Parish Council's equal opportunities policy wherein they do not exercise any discrimination on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability.

10. Insurance and indemnity

(a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by the Hemswell Cliff Parish Council, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the Hemswell Cliff Parish Council, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of Hemswell Cliff Parish Council and its employees, volunteers, agents and invitees against such liabilities.

(b) Hemswell Cliff Parish Council shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Hemswell Cliff Parish Council shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of Hemswell Cliff Parish Council and its employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where Hemswell Cliff Parish Council does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to Hemswell Cliff Parish Council or its representatives. Failure to produce such policy and evidence of cover will render the hiring void and enable the booking secretary to rehire the premises to another hirer.

11. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to Hemswell Cliff Parish Council as soon as possible. Any failure of equipment belonging to Hemswell Cliff Parish Council must also be reported as soon as possible.

12. Hirer's equipment

Hemswell Cliff Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at the facility, and all liability for loss or damage is hereby excluded.

13. Compliance

A Hirer failing to comply with any of these regulations and conditions will be liable to forfeit the use of the premises without any adjustment of fees in respect thereof, such forfeiture to be without prejudice to any other claims or remedies which Hemswell Cliff Parish Council may have against the hirer.

This document is available free online at: <http://www.hemswellcliffparishcouncil.org.uk/>

In accordance with the Parish Council's Publication Scheme this document can be purchased for 5p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

Hemswell Cliff Parish Council

Clerk – Helen Reek

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