



ALDERBURY PARISH COUNCIL RECREATION GROUND POLICY (draft v5)

ADOPTED NOVEMBER 2017

The Recreation Ground (Rec) is owned and managed by Alderbury Parish Council (APC) for the benefit of Parishioners.

1. Please treat the area with respect and refrain from causing any damage to trees, paths, buildings, fences, benches, the play area, skate park, & exercise equipment.
2. The play area is designed for the use of children up to age of 13. In this play area please ensure:
 - Younger children are supervised by an adult at all times.
 - No glass or alcohol is taken into the play area
 - Any dangerous, damaged or misuse of the equipment should be reported immediately by speaking to the Parish Clerk or any Councillor.
3. The Skate park
 - APC encourages the use of appropriate safety gear including helmets.
 - The Skate park is used at your own risk.
 - Younger children should be supervised by an adult.
 - Any dangerous, damaged or misuse of the equipment should be reported immediately by speaking to the Parish Clerk or any Councillor.
4. Dogs are not permitted anywhere on the Rec (except guide dogs). Please respect this.
5. Cars are parked in the car park at the owners' risk. Do not park in front of the access gate onto the grass (near the table tennis), it could be required by emergency services at any time.
6. Please take litter home with you, or put it in the litter bins provided.
7. APC reserves the right to disallow casual use of any area of the Ground temporarily (e.g. for organised events or maintenance works). It will act reasonably in exercising this right.

LIMITATIONS OF USE

The following are not allowed anywhere on the Recreation Ground:

- Driving any motorised vehicle inc. Cars, Vans, Motorbikes, Mini Motos, Quad bikes
- Playing or practicing Golf
- Flying powered model aircraft of any kind (including “drones”) – *there is a Local Bye Law against this. (check)*
- Bonfires*, barbecues*, firework displays*, Chinese Lanterns
- Horse riding*
- Shooting or archery*
- Erecting Marquees*, tents*
- Overnight camping.

There may be individual exceptions made by APC (for * above) for organised individual events, see below.

HEALTH AND SAFETY

1. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
2. APC will endeavour to ensure that the Rec is well kept and fit for use, by carrying out regular inspections and maintenance when required.
3. If you see a hazard or danger please avoid it and report it to the Parish Clerk.

ORGANISED EVENTS

1. Applications for Use of the Ground should be made to the Parish Clerk as far in advance as possible using the booking form on the Parish Website www.alderburyparishcouncil.gov.uk.
2. A request made with less than four weeks' notice may be refused on grounds of insufficient notification.
3. Most events can be agreed by the Clerk or Chair. However please see application form for events that need to be discussed and agreed at the next formal APC meeting
4. The PC will advise the applicant via email of its decision through the Parish Clerk at the earliest opportunity. Until that stage the booking is not yet confirmed.
5. Local Groups/Clubs/Charities wishing to use the Rec at short notice for group of less than 30 may do so, as long as not already booked by another group, and not displacing any other casual users already present. If doing so they must follow sensibly the relevant guidance in this policy.
6. No charge may be made for entry to the Recreation Ground without prior permission of APC.
7. Event applications from For Profit/Commercial organisations will be considered at an APC meeting, and may be subject to a hire charge.
8. The Rec is usually not made available as a stand-alone venue for private functions. However, permission maybe granted for its use for events also using the village hall and/or social club.
9. Events must have finished by 2100hrs and the site cleared by 2130hrs.

EVENT ORGANISER/USER RESPONSIBILITIES

Organisers are responsible for the Public Liability of all matters connected with their event.

1. APC strongly advises the Event Organiser and any third parties to have Public Liability insurance, Special Events Liability Insurance, or other appropriate cover.
2. A Risk Assessment must be carried out in advance.
3. It is strongly advised that a First Aider be in attendance. There is a defibrillator on the external wall of the Village Hall – the code for which can be obtained via 999.
4. At least one named person must be present for the entire duration of the event, with their names and contact details notified on the Application form. It is recommended that this person is clearly recognisable to other users/members of the public.
5. The Event Organisers must ensure that the access point and the gate from the car park onto the Rec are kept clear so that Emergency Vehicles have unrestricted access at all times.
6. The Event Organiser will return the Ground in good order, ensuring that:
 - all litter is removed immediately after the event. Please do not use the bins at the Rec.
 - any damage to the Rec must be made good or paid for, and reported to the Parish Clerk.
7. Language & Behaviour – The Rec is intended to be available for all Parishoners, and has play equipment for a variety of age groups. Inappropriate language and/or behaviour by any booking user group or their guests is not acceptable.
8. Complaints about Language & Behaviour or noise nuisance received will be discussed at Parish Council– see sanctions below.

SANCTIONS

- Failure to observe any of the above considerations, or complaints received will be discussed at a subsequent APC meeting. The event applicant or individual user will be notified as soon as possible, and invited to attend this meeting, or send a delegate.
- If not attending the meeting the applicant/user is encouraged to put forward an explanation or any mitigation in writing so that this can be considered.
- Options available to APC include (but not exclusively) Written Warnings or complete exclusion irrespective of future bookings or any forward agreements or payments.

Application for Use of the Alderbury Recreation Ground Form

Name of organisation/charity/club/individual.

Name & role of contact for requested booking.

Email and Phone numbers for contact

Date and Time required

Description of activities

Names & Contact details of at least one person who must be present for the entire duration of the event. (It is recommended that these people are clearly recognisable to other Users/members of the public).

Public entertainment or liquor licence being sought? This will require agreement at a formal APC meeting.

Do you require APC to consider an individual exception for your event from the normal Limitations of Use – see Policy. This will require agreement at a formal APC meeting.

Confirmation that suitable Liability Insurance will be in place.

Confirmation that a suitable Risk Assessments has been / will be undertaken.

Confirmation that you have read and accept the ALDERBURY PARISH COUNCIL - RECREATION GROUND Policy