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###### AUDLEM PARISH COUNCIL

**TURNPIKE FIELD BOOKING FORM**

**WITH TERMS AND CONDITIONS FOR HIRING AND USE**

**PLEASE RETURN THIS FORM TO THE PARISH CLERK:** **parishcouncil@audlempc.co.uk**

Purpose of Booking ………………………………………………………………………………………………….

Date Required From ………../ ………./ 20……. To ………../ ………./ 20…….

**Section One - Organiser Details**

* Name of organisation …………………………………………………………………………
* Organiser/s …………………………………………………………………………
* Contact address …………………………………………………………………………

 …………………………………………………………………………

 …………………………………………………………………………

* Postcode …………………………….
* Tel No. ………………………………………………..
* Mobile No. ………………………………………………..
* e-mail address …………………………………………………………………………

**Section Two - Event Details**

* Is this a (please tick one box only)

 Charity event Community event

 Fund raising Other

* For what purpose do you wish to use the field?

 Car Park (daytime) Car Park (overnight) Camping

 Community Event Other (Please specify) ……………………………………………………………

Do you wish to access to the field on any other days? Yes No

 If yes, when? Date/time before ………………………………………

 Date/time after ………………………………………

**Please indicate the area of the field that you intend to use on the accompanying plan**

* Do you intend to use the following: Please tick if appropriate

 Highway Directional Signs Banners/Posters

* Please provide full details:

 ………………………………………………………………………………………………………………………………………………………

**Note**: The Parish Council reserves the right to remove any unauthorised advertising and to recover the cost

 incurred from the event organisers.

* Do you intend to utilise or permit any of the following at the event? If so, please tick the appropriate boxes.

Toilets Motor vehicles

Motor cycles Tents/Caravans

Stewarding Water bowser

Other: (please specify) ………………………………………………………………………………………………….

**Note**: After this application has been submitted, no additional items may be included without the express consent of the Clerk.

Will any vehicles remain on site overnight? Yes No

* If toilet facilities are to be provided, you will be required to ensure that they are adequate. Please submit details of your proposals to include method of disposal and if toilets are hired, the name and address of the hire company:

……………………………………………………………………………………………………………………………………………………….

 ……………………………………………………………………………………………………………………………………………………….

* Please identify the method to be used in order to maintain the area free of litter and refuse:

 ……………………………………………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………………….

**Note**:

* The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day to ensure that the Parish Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse is discharged. If the event organiser fails to do this then the Parish Council reserves the right to carry out the works in default and charge the event organiser the cost incurred.
* It is the event organiser’s responsibility to arrange removal of all rubbish from the site. You will not be permitted to use any Council litter bins etc., for disposal.
* A final inspection should be arranged with a member of the Council.

**Section Three - Insurance**

* Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the council’s Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Parish Council reserves the right to require a higher limit if deemed necessary.
* Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the event.

**Note: All documentation must be produced at least 14 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event**

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**Section Four - Emergency Services**

* If, before the event takes place you need to notify the Police and other appropriate Emergency Services,

 please indicate contact made:

 Police Ambulance St. John Ambulance Red Cross

Fire Other …………………………………………………………………..............................

 If relevant, please supply details of the first aid cover to be provided:

………………………………………………………………………………………………………………………………………………………

**Section Five – Accidents and Incidents**

**It is a requirement that event organisers record the details of any accident, incident or near miss that occurs during an event and that a report is made to Audlem Parish Council within 24 hours of the event concluding. Reports should be made to the Clerk by email:** parishcouncil@audlempc.co.uk

**Reports must include details such as, dates, times, full names and addresses involved, venue, activity, details of the incident, weather conditions, medical reports from First Aiders. For all accidents or incidents that are RIDDOR reportable, details/reports must be given to the enforcement authority.**

**Section Six – Grass Cutting**

Should an area of grass cutting be required please tick the box below.

If the TFWG agree to the cutting, the Event Organiser will then responsible for liaising with the TFWG who would then advise the contractor about the area of grass to be cut.

**Grass Cutting Requested Yes**

**Section Seven**

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and all reasonable instructions given by all authorised Officers of the Council.

Signed

Position

Date

I have enclosed, where necessary, the following:

**Documentation**  **Yes No Evidence of insurance Yes No**

**Site Plan**

If you have answered **no** to any of the questions, please give details why:

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**Turnpike Field Terms and Conditions for Hiring and Use**

The Parish Council(APC) is the Owner and Occupier of Turnpike Field located on the corner of Green Lane and Whitchurch Road. Vehicle access is available in Green Lane. Pedestrian access is available in Green Lane by Greys Bridge and in Whitchurch Road near to the canal bridge.

The Council is setting out its guidance to help facilitate the maximum use of this facility by the local community.

**N.B.**

* Section 44 of the Public Health Act Amendment 1990. The Council may close to the public the whole or part of any park or pleasure ground provided by them and may allow any public charity or institute to use it for Fetes, Festivals or Carnivals. Any one event must not exceed four consecutive days.
* Section 145 of the Local Government Act 1972 allows partial enclosure of public land for specific purposes which relate principally to entertainments.
* The Parish Council will also allow the field to be used for overflow parking for weddings and funerals providing sufficient notice is given to the Parish Clerk.

**Permission will be granted for events use providing the following criteria are met:**

1. For routine car parking requests i.e. for weddings or funerals overflow parking etc., the Parish Council requires at least 7 to 14 days notice. No Charge will be made. However someone must take responsibility for opening and closing the gates prior to the service and afterwards.
2. For all other event applications notice must be made directly to the Parish Clerk  NO LESS THAN 6 WEEKS  in advance and should be covered by cheque for a £100 refundable Deposit. This will only be refunded if the field is left undamaged and in a tidy condition.
3. The attached application form applies only to event use and not weddings or funerals. It must be completed in full and a copy of the organisers/organisation Public Liability Insurance, which should not be less than £5 million, attached at time of booking. Incomplete bookings cannot be accepted.
4. A named Event Organiser together with all contact details must be provided. They will be responsible for ensuring that the Turnpike Field is left free of litter and vehicles/tents within 24 hours of the event finishing and before the deposit is returned . Unless otherwise agreed- anything remaining on the field after the allotted time may be disposed of by the APC. Any cost incurred will be charged to the Event Organiser.
5. Overnight stays should use a pre-booking system to facilitate planning and the provision of the appropriate level of facilities. Areas for camping must be cordoned off from the car park area to ensure the safety of campers at all times. No overnight use of the field until 24hours before or after the date of the event.
6. Only portable barbecues or camping stoves that will not damage the grass below will be allowed. No open fires or disposable barbecues are allowed. Spent barbecue coals must be disposed of in a clearly identified metal container/drum provided by the organisers and safely removed by the organisers after the event.
7. The Event Organiser must undertake a risk assessment of the area occupied by the event and take steps appropriate to ensure all attendees are in a safe environment. This should be submitted with the application to the Parish Clerk.
8. The Event Organiser is responsible for complying with East Cheshire Council Licensing requirements for live music, sale/provision of alcohol and any form of gambling.
9. Parking should be strictly monitored and controlled by marshalls on the day(s) of the event at times of high traffic movement to ensure the area is effectively used to maximise the number of parked vehicles.
10. Any third party traders must be declared to, and agreed in advance by, the APC and to supply copies of their own insurance submitted for inspection by the APC prior to the event. A designated pitch must be marked out clearly for their use.
11. Event Organisers must note that no water or toilet facilities are available on site. Where camping is allowed the organisers must provide portable toilets suitable for the number of campers using the facilities at a ratio of approximately 2 toilets per 100 attendees,  If people stay overnight this increases to 3 per 100 people and if alcohol is consumed 4 per 100.
12. It is the organisers responsibility to relay the rules to all participants & guests at their event and to ensure that they are adhered to at all times.
13. The Event Organiser will take every care that no damage is done to any part of the field including trees, shrubs, paths, fencing and hedges.
14. Should an area of grass cutting be requested, the Event Organiser should discuss their requirements with a member of the TFWG at the time of the booking. If the TFWG agree to the cutting, the Event Organiser is then responsible for liaising with the TFWG who would then advise the contractor about the area of grass to be cut.

The APC reserves the right to retain the deposit paid and/or make charges for any damage done to the facilities or vegetation surrounding the field or for the failure to remove any items brought onto the field for the event, within 24 hours after it finished (unless a longer timescale was agreed in advance)