

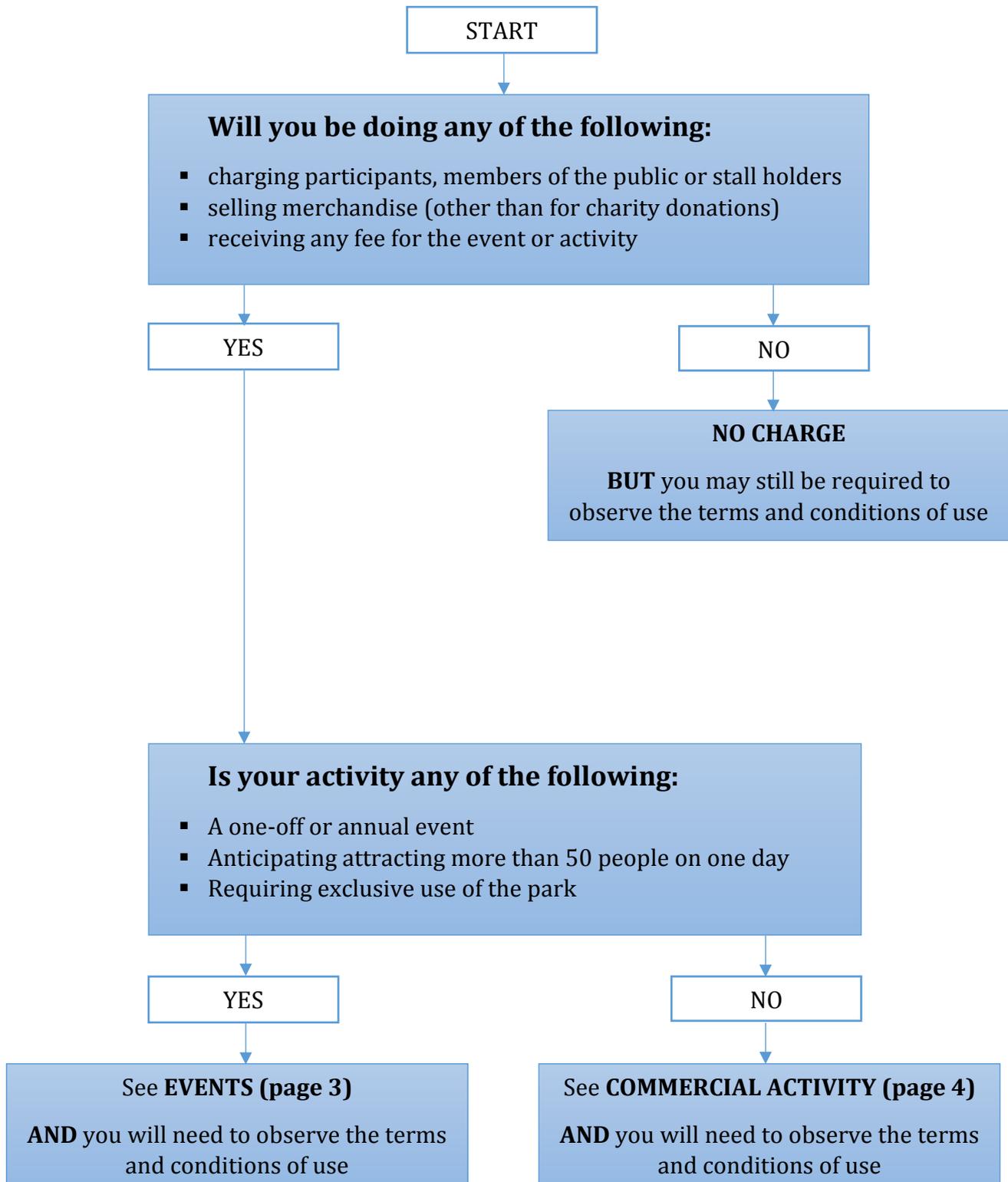


BURNHAM PARKS & PLAYGROUNDS

HIRE POLICY AND CHARGES FOR EVENTS AND COMMERCIAL ACTIVITY

MAY 2017

DOES THIS APPLY TO ME?



PARKS & PLAYGROUNDS EVENTS

POLICY

These charges apply for the hire of the Parish Council's open spaces, including Burnham Park, other recreation grounds, and the village green. For room bookings for Burnham Park Hall, please visit www.burnhampark.co.uk.

The list of fees has been created to give the most accurate indication of the costs involved with putting on an event in one of the Parish Council's open spaces. As no two events are the same, please contact the Parish Clerk on the details below for an exact quote.

CHARGES

Size of event

Small scale event	Between 50 and 500 people attending per day
Medium scale event	Fewer than 5000 people attending per day
Large scale event	More than 5000 people attending per day

Hire charges

Small scale event	£500 per day
Medium scale event	£1000 per day
Large scale event	£1500 per day
Non-operating day	50% discount on daily fee

Certain events, such as circuses and funfairs, may be subject to a negotiated fee. Charges are excluding VAT, where applicable.

Discounts

Local community groups, non-profit making organisations, and local registered charities may be eligible for a 50% discount.

Payments and deposits

A deposit of 50% of the total hire fee will be required to secure the booking. The remainder of the fee is due at least ten working days prior to the event.

Refunds

The hire fee is non-refundable if the organiser cancels the event within ten working days of the event taking place, and a 50% refund of the total hire fee will be given if the organiser cancels the event more than ten working days before the event.

If the event is cancelled by the Parish Council, through no fault of the organiser, a full refund of any fee paid shall be given.

Additional costs and service

Please contact the Parish Clerk for further details of any other services and costs.

PARK & PLAYGROUND COMMERCIAL ACTIVITY

POLICY

Burnham's parks and playgrounds are important community facilities, and are for the free enjoyment of residents and visitors. We are very supportive of activities that help promote the health of our residents and build a strong community.

We believe that access to the park's facilities shouldn't be unduly restricted to members of the public because of organised commercial activities, and we therefore require all such activities to be pre-approved with the Council.

We also believe that those making financial gain from the park facilities should contribute back to their upkeep and improvement, so we can provide the best possible facilities to our residents.

Charges do not apply to charitable or voluntary activities, and we don't want to discourage activities that support the wellbeing of our residents. **If you are in doubt as to whether your activity is chargeable, or if you would like the Council to consider supporting your activity, please contact the Parish Clerk on the details below.**

CHARGES

Below are the hire rates for organised commercial activities, which apply when the following criteria are met:

- a) There is a charge levied on participants, and / or
- b) The organiser of the activity receives a direct financial benefit from carrying out the activity

Number of participants	Fee
Fewer than 5	Free
5 – 10	£5 per session
10 – 20	£10 per session
More than 20	£15 per session

The fees are per session, up to 90 minutes in length. If you are running more than one session, the hire charge will be based on the greatest number of participants e.g. if one session has 12 people and another has 25 you will be charged the higher rate. Charges are excluding VAT where applicable.

Sports pitch hire

Sports pitch hire is only available at the George Pitcher Memorial Ground. Please refer to the separate hire policy and charges, available from the Deputy Clerk on 01628 550384 / assistantclerk@burnhamparish.gov.uk.

Dog walking and personal training

Charges are not applicable for professional dog walkers or personal trainers carrying out sessions with fewer than five participants. However, carrying out the activities will be at your own risk. We ask you to respect other park users, and request that you do not monopolise any park facilities.

**PARK & PLAYGROUND
TERMS AND CONDITIONS OF USE**

- a) **Ground** – the ground occupied by the event and its patrons must be left in the same condition as it is found. Event organiser(s) will be liable for damage done to the park (including its contents and ground) during set-up, operation and clear-down of the event and will be charged accordingly for any associated reinstatement works.
- b) **Waste management** – all rubbish generated by the event must be removed from the ground and surrounding area and disposed of appropriately by the event organiser(s). The Council strongly advocates the recycling of waste wherever possible.
- c) **Parking** – no vehicles are to be parked on the ground unless given express permission by the Council.
- d) **Stage/PA equipment** – any Stage or PA equipment must be positioned on the ground as directed by an appropriate Council officer.
- e) **Noise control** – noise levels generated by the event and specifically by the use of PA equipment must be kept to a minimum throughout the duration of the event, so as not to unduly disturb other users of the ground or occupants of surrounding commercial or residential properties.
- f) **Catering** – any catering units or food stalls must comply with appropriate food hygiene regulations and recommendations.
- g) **Temporary Events Notice** – all stipulations of a Temporary Events Notice (TEN) must be observed and adhered to.
- h) **Trade stalls** – all stipulations of a trading licence must be observed and adhered to.
- i) **Public Liability Insurance** – an adequate level of third party insurance (minimum level of indemnity £5million) must be in place to cover the event and a copy of the document must be presented to the Council at least ten working days prior to the event taking place.
- j) **Risk Assessment** – a risk assessment in relation to the event and its activities must be produced and a copy of the document must be presented to the Council at least ten working days prior to the event taking place.
- k) **Safeguarding Children** – a *safeguarding children* policy in relation to the event/activities must be produced and a copy of the document must be presented to the Council at least ten working days prior to the event taking place.
- l) **Payment** – payment in full for the hire of the ground must be presented to the Council at least ten working days prior to the event or activity taking place.
- m) **Security** – the organiser shall be responsible for ensuring the security of the event and participants, including any ticketing, and monitoring the number of attendees.

The Council reserve the right to withhold use of the ground if any of the following conditions apply:

- a)** The Council is of the reasonable opinion that an event organiser(s) is in breach of any of the agreed terms and conditions before, during or after the event has taken place.
- b)** The Council is of the reasonable opinion that the event is likely to be of an objectionable or undesirable nature, contrary to the values of the Council.
- c)** The Council is of the reasonable opinion that the event could cause an unacceptable level of disturbance to other users of the ground or surrounding residential or commercial properties.
- d)** The ground is in such a state as to be deemed dangerous for event use, as will be decided by an appropriate Council officer.
- e)** The Council is of the reasonable opinion that the ground is likely to be used for a purpose other than that stated in the application.
- f)** The Council is of the reasonable opinion that the event may significantly disrupt the enjoyment of the ground by the general public, other than for reasons due to the inherent nature of the agreed event.
- g)** For events requiring a licence, where the ground has already reached the specified number of events permitted for that year.
- h)** The Council is of the reasonable opinion that due to adverse weather conditions, the event would jeopardise the safety of any person within the event.

For more information, please contact the Parish Clerk:

Parish Clerk
Burnham Parish Council
Burnham Park
Windsor Lane
Burnham
SL1 7HR

Telephone: 01628 550385

Email: clerk@burnhamparish.gov.uk