

Emneth Playing Field Committee (Charity No. 802015)

Conditions of hire for facilities at Emneth Playing Field

Agreed 28 July 2011

1 General

These conditions of hire have been made by Emneth Playing Field Committee (EPFC) for the formal use of facilities by clubs, organisations and individuals. All such hires are subject to these conditions and hirers agree to be bound by them.

2 Booking

- 2.1 Hire applications must be made in the form prescribed by EPFC.
- 2.2 The hirer must notify EPFC of any proposed variations in use and these must be approved by EPFC prior to the relevant event.
- 2.3 EPFC is not obliged to accept any application for hire, nor to give any reasons for refusal.

3 Payment

Invoices for hire fees will be issued and must be paid in full before the date of the related event(s) unless alternative arrangements have been made in the case of regular users.

4 Cancellation

- 4.1 There may be occasions when EPFC will need to cancel a booking. If this becomes necessary EPFC will try and give as much notice as possible. Any fees paid by the hirer will be refunded in full.
- 4.2 If bookings are cancelled by the hirer, any refund of fees shall be at the discretion of EPFC.

5 Use of facilities

- 5.1 The facilities are to be used only for the purpose(s) as agreed when booking.
- 5.2 The hirer is to contact EPFC's Treasurer before the hire date to discuss arrangements for access, key holding and car parking etc.
- 5.3 The security of premises and property and the safe custody of keys will be the responsibility of the hirer during the period of hire.
- 5.4 No smoking is permitted within any of the buildings.
- 5.5 No open fires are allowed on the playing field.
- 5.6 Any equipment belonging to the hirer and used on the premises or playing field must be removed by the end of the period of hire.
- 5.7 The hirer is to leave the facilities used in a clean and tidy condition and will be responsible for any damage to or loss of property during the period of hire. At its complete discretion, EPFC

may require a deposit to be held against costs arising from damage and may seek further recovery of costs if this amount is inadequate.

- 5.8 The hirer shall ensure that all users of premises are aware of the location of emergency exits and any fire fighting equipment.
- 5.9 All persons use facilities at their own risk and no responsibility is accepted for any claim, loss or damage arising from any use except so far as provided by law.

6 Emergencies and first aid

EPFC does not provide telephone or first aid facilities and hirers are responsible for making their own arrangements.

7 Equalities

EPFC is committed to equality of treatment and opportunity and avoidance of discrimination for all users of the Playing Field and its facilities. It is a requirement that hirers must ensure that

- no individual is treated less favourably than others on grounds of age, race, colour, nationality, gender, disability, religion or sexual orientation;
- no individual is expected on any of the grounds stated above to comply with any requirements that are different from or more onerous than requirements for others.

8 Safeguarding of children

Hirers who have child members or whose activities bring them into contact with children must have in place a child safeguarding policy together with appropriate procedures and guidelines. In particular, these procedures must provide:

- that any person having direct contact with children is subject to clearance by the Criminal Records Bureau;
- for reporting and actioning concerns about children who may be subject to harm or in need of protection;
- for appropriate training for relevant officers and members.

and must be kept under review and up to date.

9 Vehicles and parking

- 9.1 Parking of vehicles in the car park is permitted but entirely at the driver's own risk which includes responsibility for any damage or injury caused.
- 9.2 Vehicular access to the playing field will only be permitted by specific Committee authorisation or for emergencies.
- 9.3 In the event of parking overflowing into Hungate Road, hirers are asked to ensure that vehicles are parked sensibly and with proper consideration for residents and pedestrians.

10 Sale and consumption of alcohol

10.1 The pavilion is not licensed for the sale or consumption of alcohol and both are strictly prohibited.

10.2 For any special events on the Playing Field, alcohol may not be sold or consumed except with the specific approval of the Committee in which case the hirer shall be responsible for obtaining any necessary licences and observing the terms and conditions thereof.

11 Sale and consumption of food

The hirer shall ensure that any caterers or other persons involved in the provision of refreshments will comply with all current laws and regulations in relation to food and hygiene.

12 Playing music

No amplified music is to be played at any outdoor event except with EPFC's specific permission. Any permission granted will be subject to the hirer obtaining any necessary licence(s) and copyright permissions.

13 Public liability insurance

All hirers must hold public liability insurance in the minimum sum of £5 million and must produce evidence of this with their application.

14 Social responsibility

Hirers are responsible for the good, orderly conduct of their members and spectators, including consideration for other users and local residents.