

STOKE MANDEVILLE PARISH COUNCIL

AGREEMENT FOR HIRE OF

QUEEN ELIZABETH II PLAYING FIELD, ESKDALE ROAD, STOKE MANDEVILLE

1. GENERAL

- 1.1** This agreement relates to the hire of any part of the playing field for general or sporting activities.
- 1.2** The field is not available for league football matches or football training without the permission of the parish council.
- 1.3** This agreement does not relate to the hire of the Stoke Mandeville Village Community Centre which is managed and let by the Stoke Mandeville Village Community Association (SMVCA).

2. METHOD OF HIRE

- 2.1** All applications should be made in writing to the Clerk of the Stoke Mandeville Parish Council at Community Centre, Eskdale Road, Stoke Mandeville Bucks HP22 5UJ. The Council reserves the right to refuse any application.
- 2.2** Persons and organisations wishing to hire the field for large scale events or events for a profitable purpose should contact the Clerk with full details for the Council to consider the request.
- 2.3** If the Parish Council accepts the application, the person or persons, signing the application, must be aged 18 years or over and shall be deemed to be the hirer as well as the organisation or club on whose behalf the application may be made and will be jointly and severally liable to the Parish Council for the payment of the hiring fees and charges and for the strict observance of these conditions of hire.
- 2.4** The hirer shall not sub-let the facility. The hirer shall not assign the use to another individual or club unless permission is received from the Stoke Mandeville Parish Council.

3. HIRE CHARGES

- 3.1** Hire charges are available from the Clerk on request.
- 3.2** Payment must be made by cheque or bank transfer to the Stoke Mandeville Parish Council fourteen working days before the date of hire.
- 3.3** A deposit will be required in case of, for example, rubbish not being cleared from the site or damage to the grounds resulting in a cost incurred by the Parish Council to make good. The Parish Council will account to the hirer for the damages deposit and refund any balance due within four weeks of the event.

4. SPECIFIC CONDITIONS

- 4.1** Any hirer must be over the age of 18 years. The use of the playing field for under 18-year olds must be supervised by an adult.
- 4.2** The hirer accepts full liability for any accident arising from the use of the playing field, also for any damage which may be done therein or thereon.
- 4.3** The hirer is responsible for ensuring that the playing field is left in a tidy and clean condition.

- 4.4 The Parish Council does not accept any responsibility for any property brought, deposited, or left on the playing field and hirers must provide their own protection.
- 4.5 The hirer will be responsible for the provision and care of any equipment used.
- 4.6 Hirers will be responsible for line markings for all outdoor activities.
- 4.7 There will be no external advertising on any part of the playing field.
- 4.8 The Parish Council must be notified immediately of any change of name and or address of the hirer.
- 4.9 Consideration must be given to occupiers of adjoining properties to limit disturbance. If it is intended to play music (live or recorded) then neighbours must be notified beforehand with the times of the event (including sound checks) and there must be adherence to the appropriate Code of Practice on Environmental Noise Control. A copy of the Code of Practice is available from the Clerk or the Environmental Health Team at Buckinghamshire Council – AV Area. Hirers who do not adhere to the Code of Practice will forfeit their deposit.

5. GROUND REINSTATEMENT

- 5.1 The hirer shall pay the cost of any works of repair or reinstatement required because of unnecessary and avoidable damage to the ground resulting from the hiring. The hirer must report any such damage to the Clerk of the Parish Council on the first working day following the hiring.
- 5.2 The hirer will be responsible for the removal of all rubbish/litter from the site.

6. PUBLICITY

- 6.1 The hirer shall not use the facilities for any other purposes than stated on the rental application form.
- 6.2 For commercial events and events which may cause inconvenience or disturbance, the hirer shall make neighbouring residents aware of the details before the event and provide the name and telephone number of a contact for enquiries.

7. INDEMNITY AND INSURANCE

- 7.1 The hirer shall indemnify the Council and keep the Council fully indemnified against all damage, damages, losses, costs, expenses, demands, proceedings, claims, and liabilities made against or suffered or incurred by the Parish Council arising directly or indirectly out of:
 - a) any act, omission or negligence of the hirer/club or any persons at the premises expressly or implied with the hirer's authority, or
 - b) any breach or non-observance by the hirer of the covenants, conditions, or other provisions of this agreement or any of the matters to which this hiring is subject.
 - c) the hirer will provide the Parish Council with a copy of the Indemnity Insurance Policy at the time of payment for the booking.

8. LICENCES

8.1 For commercial events, the hirer shall be responsible for applying to the Licensing Team at Buckinghamshire Council – Aylesbury Vale Area for the required licences.

8.2 The hirer will provide a copy of the event and alcohol licences to the Parish Council at the time of payment.

9. HAWKERS AND VENDORS

9.1 No hawker, vendor, collector, or canvasser shall be admitted to the facility without the written authorisation of the Parish Council.

10. HIRER'S EQUIPMENT

10.1 The equipment or property of the hirer may only be stored with the prior consent of the Parish Council. Any such property shall be stored entirely at the risk of the owner and the Parish Council shall not accept responsibility for any loss of or damage to any equipment or property stored.

11. CAR PARKING

11.1 The hirer shall be responsible for the control of all motor vehicles on the site because of the event. The Parish Council does not accept any responsibility for loss or damage to the contents of, or to any car or other vehicle which may be brought to the site.

11.2 Consideration must be given to residents when parking at or near the field.

12. PUBLIC ACCESS

12.1 The public must not be prevented from having free access to all other areas of the Queen Elizabeth II Playing Field without the written consent of the Parish Council. Car parking spaces must be available to users of the facilities.

13. OTHER

13.1 Stoke Mandeville Parish Council reserves the right to modify any of these conditions or to further impose conditions where the Parish Council considers necessary.

14. CORRESPONDENCE

14.1 All correspondence concerning the hire of the playing field in Eskdale Road, Stoke Mandeville, should be submitted to:

Clerk to Stoke Mandeville Parish Council
Community Centre
Eskdale Road
Stoke Mandeville
Bucks HP22 5UJ
Tel: 01296 613888 Email: clerk@stokemandeville-pc.gov.uk

STOKE MANDEVILLE PARISH COUNCIL

APPLICATION FOR HIRE OF PLAYING FIELD AT ESKDALE ROAD, STOKE MANDEVILLE

(Completion of this form does not give permission for use. Agreement for use, with terms of hire, will be given in writing to the person making this application if approved.)

PLEASE ANSWER ALL QUESTIONS

1. Details of Applicant

Full Name of Applicant (Block capitals, state whether Mr Mrs Miss or Ms)			
Address			
Telephone		Email	

2. Details of Organisation (if applicable)

Full Name of Organisation			
Contact Name			
Address			
Telephone		Email	

3. Details of the Event

Date(s) required			
Times (Inclusive of preparation and clearing away)	From	am/pm	to am/pm
Details of the event (continue on separate sheet if necessary)			

Will an admission fee be charged? (Please note the field must be accessible for local residents' use – see condition 11 of the letting agreement)	YES / NO
What arrangements will be made for clearing the site of rubbish etc., after your event?	
Number of persons expected to attend	
Have you booked the Community Centre	YES / NO

4. Bank Details for Return of Deposit

Bank Name	
Bank Account Name	
Sort Code	
Account Number	

Declaration

I am over 18 years of age.

I agree to adhere to the terms of the agreement for hire of the playing field.

Signature _____

Name _____

On behalf of _____

Date _____

PLEASE RETURN THIS FORM TO: CLERK TO THE COUNCIL, COMMUNITY CENTRE, ESKDALE ROAD, STOKE MANDEVILLE, BUCKS HP22 5UJ

Hire Charge Details

Fee for the day - £

Refundable Damage Deposit required -

Total Payable 14 days before the event = £

Bank Name	Lloyds Bank
Bank Account Name	Stoke Mandeville Parish Council
Sort Code	30 – 90 – 38
Account Number	01327928