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Town Clerk – Mr P Goddard

FORDINGBRIDGE TOWN COUNCIL TERMS & CONDITIONS OF HIRE RECREATION GROUND & BROWNSEYS FIELD HIRE

All persons hiring any part of the 'GROUNDS' must be aware of the following:-

1. INTERPRETATION

- a. "Hirer" means the person applying to book a facility on the Recreational ground, includes an agent or league acting on behalf of a club to book a single pitch.
- b. "Facility" is defined as the grounds which include sports pitches, changing rooms or any area within the Recreation ground.

2. FIRE PRECAUTIONS

- a. In the event of fire the hirer MUST call the Fire Brigade and evacuate the area.
- b. Emergency access routes MUST be kept clear.
- c. The Town Council must be advised at the earliest possible time of any emergency call out.

3. FIRST AID PROVISION

- a. Hirer is responsible for first aid provision.

4. PERFORMING RIGHTS

- a. The Hirer is required to pay all royalties due to the Performing Rights Society for the performance of music or plays.

5. PAYMENT

- a. Payment is to be made upon receipt of an invoice from the Town Council.

6. CANCELLATION OF BOOKINGS.

- a. By Fordingbridge Town Council for reasons beyond its control, NO responsibility can be accepted for any loss or damage sustained by Hirers.

- b. **By the Hirer: In the event that the hire agreement is cancelled an administration fee of £30 will be levied.**

7. AT THE END OF THE HIRING.

- a. The Hirer shall be responsible for leaving the grounds in an acceptable condition, including litter collection. Waste disposal to be in agreement with the Town Council.
- b. Gates shall be properly locked and secured, unless otherwise directed. Failure to comply WILL result in an additional charge.

8. STANDARD OBLIGATIONS.

- a. Alcohol may be brought onto the grounds only with the prior approval of Fordingbridge Town Council.
- b. The hirer will accept full responsibility for the provision of a mobile bar and occasional alcohol licence.
- c. No commercial activity involving direct selling to the public to take place on the grounds other than 'Fund Raising' and 'Charity' events declared to and approved by the Fordingbridge Town Council.
- d. Any equipment brought onto the grounds MUST comply with current Health & Safety legislation and MUST be removed immediately after.
- e. Any musical event must have consideration for sound noise and if not carefully observed may result in the early closure of the event.
- f. If sales of any type are permitted because of their status, the local Trading Standards Office may be informed, and, if considered necessary, advice sought before any booking is confirmed.
- g. The Fordingbridge Town Council reserves the right to:-
 - i. Negotiate a new fee if the event is at variance with that booked.
 - ii. Cancel the event if at variance with that booked,
 - iii. Cancel repeat bookings if not satisfied with the behaviour of the hirer or their agents.
- h. Any accidents or defects found with the facilities/grounds are to be reported to the Town Clerk or Groundsman as soon as possible.
- i. The release of Helium Balloons or Chinese Lanterns is strictly prohibited from within the Recreation Ground & Brownsey's Field.

9. OTHER SPECIAL CONDITIONS.

- a. Fordingbridge Town Council reserves the right to impose any 'Special Conditions' it deems fit to ensure the smooth running and preservation of the 'GROUNDS' and must be agreed by the hirer at the time of booking.

10. CLOSURE OF THE GROUNDS

- a. Fordingbridge Town Council reserves the right to close the 'GROUNDS' with or without notice to enable essential maintenance work to be carried out. NO responsibility can be accepted for loss sustained by the hirer.

11. DISPUTES.

- a. Problems and complaints should be addressed the Town Clerk.

12. PUBLIC LIABILITY INSURANCE

- a. The Hire shall indemnify the Council against any loss, claims or damages in respect of death or personal injury (other than death or personal injury caused by negligence of the Council) or loss of or hire and must take out a policy of insurance for a minimum of £5 million against any claim by the Council or any persons under this indemnity.
- b. A copy of the current insurance policy must be produced for and be agreed by the Council.

13. RISK ASSESSMENTS

- a. A copy of a current risk assessment covering each activity taking place during the booking must be produced and agreed by the Council.

14. EMERGENCY ACCESS

- a. It is recommended that teams ensure a mobile phone is available at each match in case of emergencies.
- b. In the interest of safety, all doors, entrances, corridors and exits must be kept clear at all times and ready for use in an emergency. It is the responsibility of the applicant to inform all users and their guests as to the location of any emergency exits and procedures in case of fire or other emergency.

15. CAR PARKING

- a. The entrance (gate) to the Spinney must remain clear of vehicles at all times.
- b. All teams hiring pitches, their opposition and their supporters must use designated car parks and may not park vehicles on grassed verges or the public highway.
- c. Where designated car parks are full, drivers are requested to park only on the side of the road adjoining the recreation ground wherever possible. It is the individual team members' responsibility to ensure that all vehicles that are parked on the road park in accordance with the Highway Code
- d. No vehicles allowed to drive on the pitches or other grassed areas at any time

16. SUB-LETTING is STRICTLY FORBIDDEN without the agreement of the Town Council

17. DECISION BY THE TOWN COUNCIL

- a. The Town Council will decide whether or not a pitch or any other facilities are suitable for play or if further play will damage the pitch. Their decision is final.

18. TOWN COUNCIL RESPONSIBILITIES

- a. Where changing rooms have been hired together with a sports pitch, the Council will arrange for these to be opened 60 mins before the booked KO time for Rugby matches and 30 mins before KO time for all other sports matches. Where the changing facility is booked without pitch hire, this will be available from the time requested.

Risk Management Template

	Good hygiene, cleaning and handwashing	Manage suspected COVID-19 cases	Communication	Engage with local transport authorities	Ensure sufficient ventilation	NHS QR code (and contact details if asked)	NHS COVID Pass	Stewarding	Zoning	Crowd movement strategies
Safety measures for any indoor or outdoor event										
Additional mitigations you should introduce if your event features one or more of these characteristics										
Congested areas										
Free movement between people										
High crowd density										

Large numbers of attendees										
Events involving energetic activity										