



CLIFFE AND CLIFFE WOODS PARISH COUNCIL

COUNCIL LAND STANDARD TERMS AND CONDITIONS OF USE

Cliffe and Cliffe Woods Parish Council should be informed of any organised events proposing to be held on any/all Council land

- a) Any organised event due to be held on land owned by the Council should be discussed with the Council in the first instance to ensure correct information and permission is obtained and to ensure there are no conflicts or duplications.
- b) A booking is not confirmed until written approval has been provided by the Council.
- c) The applicant is responsible for applying in sufficient time to allow the Council's application process to be completed and for approval to be given.
- d) The user will:
 - a) Observe any conditions or restrictions which the Council may impose as to the use of the venue or proceedings/activities within any venue. The Council reserve the right to refuse or cancel any such use of the land in the event of such restriction, condition or specification not being complied with.
 - b) Only use the site for the purpose of which permission has been granted by the Council.
 - c) Allow Council officers access to the event, and to comply with their instructions.
 - d) Ensure that all licenses and statutory requirements are in place and can be produced for inspection when required.
 - e) Submit the following, with the application and at least 28 days before the event:
 - ✓ Public Liability Insurance
 - ✓ Risk Assessment
 - ✓ Site Plan
 - ✓ Event Management Plan including stewarding arrangements
 - ✓ Safeguarding Policy – if the event involves children under the age of 18

Failure to submit these documents on time and to the required standard, will result in the application for use to be rejected.

- e) The user must:
 - a) Not display any advertisement relating to the proposed use of the event without prior permission of the Council.
 - b) Ensure that the time spent clearing the site is included in the booking period.
 - c) Remove all litter and waste materials before leaving the land, including the removal of all advertising. Rubbish bags are not to be left anywhere onsite including next to the rubbish bins.
 - d) For certain events a deposit may be required to cover potential damage and any refunds will depend on the condition of the Council property at the end of the event.
 - e) Take all reasonably practical steps to avoid damage to carriageways, footways, verges, grassed areas, trees, shrubs, flowers, fences, fixtures and equipment and make good all damage or loss caused to the Council's land or property, to the

Council's satisfaction. The user will write to the Council with details of any pre-existing damage. Not doing so will indicate the user accepts that the land is in good condition. Any reinstatement costs incurred by the Council will be forwarded to the event organiser for payment.

- f) Ensure vehicles are not driven across sports pitches. Care must be taken when using grassed areas after heavy rainfall.
- g) Not permit any activity that may give rise to a public or private nuisance, to the occupiers of property in the vicinity of the land.
- h) Indemnify the Council from all claims, actions, demands and costs arising in any manner whatsoever from, or out of the use of land applied for in the application form by the organiser and all other persons entering into the said land during the period concerned. The organiser is required to obtain public liability insurance cover against such claims (minimum ten million pounds).
- i) Provide competent stewards and first aid suitable to the event and provide evidence of this.
- j) Ensure land is secured after use and where barriers or gates are in place these are locked and keys returned promptly to the Parish Clerk at the end of the event.
- k) When parking in the small Memorial Hall car park, parking is to be monitored so that yellow hatched areas are not blocked, disabled parking space is observed and parking in the approach road to the allotment site is limited to one side only as indicated by the no parking signs ensuring access at all times.