



CROMHALL PARISH COUNCIL

APPLICATION FORM AND CONDITIONS FOR THE USE OF PLAYING FIELD

Introduction

Cromhall Parish Council leases the playing field adjacent to St Andrews C of E Primary School in Church Lane, Cromhall, Wotton under Edge, Gloucestershire from The Tortworth Estate which is predominately used by the school as an outside play resource. However, the Parish Council does occasionally allow the appropriate use of the playing field as a resource for local residents for events such as village fetes and fairs and as off road parking for private cars associated with large parish weddings and christenings.

The Parish Council has a legal responsibility and duty of care to ensure the upkeep and security of the playing field during its usual accepted daily functions. Under the terms of the lease, the Parish Council has certain restrictions and obligations which may necessitate special terms, including insurance cover.

Anyone who wishes to make use of this facility is required to obtain prior approval from Cromhall Parish Council. The completed booking form must be sent to Cromhall Parish Clerk at the address below at least 8 weeks before the event to allow time for full for consideration by the Parish Council. Permission from the Parish Council does not give rise to any liability on the part of the Parish Council for the event or those attending it. All applications are assessed on an individual basis and from time to time, further information may be requested.

CONDITIONS OF USE

The person signing this agreement shall:

1. Shall be at least 18 years old
2. Take full control of unlocking/locking the entrance gate and only permit vehicles associated with their event to enter the playing field for the purposes of off road parking in a previously agreed area as close as possible to the entrance in orderly rows.
3. Any vehicles admitted shall not block the entrance/exit or public footpaths

Clerk & RFO to Cromhall Parish Council – Daphne Dunning
25 Parkfield Rank
Pucklechurch
South Gloucestershire BS16 9NR

Email: clerk@cromhallpc.org.uk



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4. Vehicles entering the playing field shall be confined to clearly identified and marked parking areas.
5. The speed of vehicles whilst on the playing field shall be restricted to no more than 5 MPH
6. If extended wet weather conditions precede the event where damage to the field will be caused by wheel rutting or damage becomes evident, no further vehicles shall be allowed to enter.
7. Any temporary structures such as marquees, canopies, staging etc. shall only be erected in designated areas away from vehicle parking and must be erected and dismantled within the agreed dates for use of the playing field. Any delivery HGV vehicle movements shall be kept to a minimum and wherever possible be off loaded from the public road to avoid damage to the playing field. As in 5. above if wet weather precedes the event, no HGV vehicles shall enter the playing field unless temporary track way is used.
8. Any stakes, pegs or other items used to secure structures shall only be used after a check for buried services has been carried out
9. The condition of the playing field shall be left as found any litter or other discarded items shall be completely removed from site and disposed of responsibly.
10. The person signing this form shall be responsible for indemnifying themselves for public liability commensurate for the activities they are undertaking. The Parish Council provide no indemnity for any liability, loss, accident to persons or property or injury during the agreed usage period. This includes damage to the playing field, boundary walls, gates or other overhead or underground services and other structures within the site boundary.
11. Noise levels shall be strictly controlled to prevent disturbance to nearby residents and no music, entertainment, Disco's or PA systems shall be used outside the hours of 08.00 to 23.00 at weekends or 08.00 to 22.00 hours weekdays.
12. No commercial retail such as mobile vendors, burger vans or ice cream vans etc. shall be allowed to enter the playing field unless agreed with the Parish Council in advance
13. The Parish Council do not charge for the use of the playing field however donations to local charities can be offered.
14. The event organisers are to take all necessary safety, security and welfare precautions appropriate to the event and its participants.

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Name of group and/or organiser:

We would like to use the Playing Fields on:

Between-----and----- (insert time)

The event is:

Its purpose is:

There will be about -----people attending

We will be selling tickets to the public	Yes/No
We will be playing music	Yes/No
We will be selling/providing alcohol	Yes/No
We will be having a marquee	Yes/No
We have obtained relevant licenses for above*	Yes/No
We have public liability insurance for £5million*	Yes/No
We would like commercial retail such as mobile vendors, burger vans or ice cream vans etc	Yes/No

*If answer to either of these is NO, the Parish Clerk will contact you to discuss as the Parish Council will require a copy of the license/insurance with this signed form.

Under certain circumstances the Parish Council may require an Indemnity Form to be signed.

Person signing to accept compliance with the above Rules:

Signed:
(By Event Supervisor)

Date:

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Print Name:

Address for correspondence

Email address and phone number

Signed:
(On behalf of Parish Council)

Print Name:

Date:

Agreed Event Dates & Times

Please speak to Steve Aston to arrange and agree access to the field

Date & time Key to be available: date **00/00/00** time **00.00** hours

Date & time Key to be returned: date **00/00/00** time **00.00** hours with site completely cleared

Parish Council contact – Steve Aston
Phone no 07972 550881

Cromhall Parish Council reserves the right to refuse bookings and on the advice from **South Gloucestershire Safety Advisory Group (SAG)** report any suspicious behaviour or activity.

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