



RAUNDS TOWN COUNCIL

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CONDITIONS FOR USE OF RAUNDS TOWN SQUARE LETTINGS POLICY

1. Use of The Square is at the discretion of the Office of the Clerk to the Council
2. No vehicle shall be stationed on the paved areas of The Square unless they are an approved and integral part of the permitted use. Such vehicles as may be required to load or unload materials, etc must be removed elsewhere immediately after this has been done.
3. No vehicle which exceeds 7.5 tons axle weight shall be taken onto The Square without the express written permission of the Office of the Clerk to the Council.
4. No vehicle or object forming part of the permitted activity shall be sited where it unnecessarily impedes the free passage of pedestrians on The Square.
5. All responsible steps shall be taken to avoid excessive litter, damage to or pollution of the area. Use of The Square is conditional that there is no litter or mess left behind after the function, and that sufficient rubbish disposal provision is made to ensure this is the case. Full liability must be accepted by the applicant for meeting the cost of any special cleansing or reinstatement of damage which may be necessary.
6. No collection may be made on The Square unless the organiser holds a letter of prior authorisation issued by Raunds own Council (RTC). *This does not preclude the hirer's requirement to obtain appropriate licences from District or County Council(s) where necessary.*
7. The permitted noise level must not exceed that laid down in Environmental Health Guidelines. Information available at:
<http://www.defra.gov.uk/environment/noise/index.htm>.
8. All parking regulations must be observed.
9. Where permission is granted for use of the Square, hirers should be aware that unless exclusive use has been agreed then RTC reserves the right to schedule other events.
10. A policy or letter of confirmation from the applicant's insurer confirming sufficient Public Liability Insurance, adequate to the nature of the event, must be supplied to the Office of the Clerk to the Council for inspection, at least two weeks prior to the event date.

11. RTC will provide appropriate signage to instruct the public to remove any vehicle for the duration of the hirer's use of The Square, however RTC can offer no guarantee that The Square will be totally vacated.

12. Where deemed necessary by RTC, the organiser shall provide adequate stewarding.

13. Where deemed appropriate, litter receptacles will be supplied by RTC and charged to the hirer.

14. The hirer will be responsible for any damage that may arise as a result of their event. A deposit of up to £1000 may be required, at the discretion of Office of the Clerk to the Council.

15. The event organiser shall be responsible for liaising with all relevant authorities, and for gaining all necessary permissions, and must submit proof of these to RTC at least two weeks prior to the event date.

16. If bollards or electrical points are used or adjusted as a part or cause of the event, the organisers must ensure they are returned to their original position.

17. All Hirers must confirm with the office of the Clerk to the Council that they have carried out all suitable and sufficient Risk Assessments for their activities.

Adopted June 2009.

Updated July 2009.

Updated August 2012

Amended July 2017

To be reviewed bi-annually.