



## RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northampton. NN9 6LT

Telephone: (01933) 622 087, Fax: (01933) 622 622

E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

### **OPEN SPACES TERMS AND CONDITIONS OF HIRE**

*The hire or use of any of the Council's Open Spaces for events permitted by the Town Council will be subject to the following conditions:*

**GENERAL:** Raunds Town Council only accepts requests from applicants over the age of 18 years. The Hirer must complete the application form for permission to hire any council owned open space.

The request must be received at least two calendar months prior to the event taking place to enable a formal decision to be made at a scheduled Full Council meeting.

All applications will be forwarded to the Safety Advisory Group (SAG) at East Northamptonshire Council and the Town Council will consider their advice.

The Hirer is responsible for all aspects of the event and will be charged for any council property damaged, destroyed, stolen or removed during the period of hire and therefore we advise that you take out appropriate insurance to cover this.

The hirer must:

- i. Nominate someone from their organisation to be the responsible person who will be responsible for the safety of the event and be responsible for ensuring that these terms and conditions are adhered to at all times.
- ii. produce evidence of your own Public Liability Insurance
- iii. ensure that any electrical equipment to be used is appropriately tested.
- iv. Ensure that all outside caterers, including drinks have appropriate public liability and food hygiene certification, caterers should have a minimum of a 3 star food hygiene rating and electrical and gas safety certificates.
- v. Ensure that adequate parking arrangements have been made for the event, including provision for disabled parking. You should note that

visitor parking is not normally allowed on Bassfords Recreation Ground or Amos Lawrence Playing Field due to their use for other events and as children's play areas and sports pitches throughout the year. Applications for use of the Millfield for parking will be considered.

- vi. Ensure that all attractions e.g. Inflatables or fairground rides have appropriate safety certificates and that operators have their own public liability and have completed appropriate risk assessments
- vii. Ensure that anyone selling or supplying alcohol including from a tombola stall complies with licensing laws (East Northamptonshire Council can advise)
- viii. When planning your event you must take account of public safety and safe guarding issues.
- ix. The event needs to be marshalled appropriately (Guidance on the number of marshals required can be found at [HSE.gov.uk](http://HSE.gov.uk), or through the SAG.
- x. Ensure that any other writtine instructions from Raunds Town Council are adhered to.

**DEPOSITS & CHARGES:** A 50% deposit is required to confirm provisional bookings for any event where Raunds Town Council is making a charge for the use of its facilities, unless the booking is being made one month or less before the event, in which case the full amount is payable immediately.

The balance and security deposit (where applicable) will be invoiced and must be paid no later than one month prior to the event.

The Council reserves the right to increase the charges for the hiring without further notice, unless the whole charge has already been paid.

**SECURITY / CAUTIONARY DEPOSITS:** Prospective hirers will be advised at the time of confirmation of their booking, if a Security/Cautionary Deposit is required, and the value of that deposit. Following the event, the Site Manager will inspect the area of the event to ensure that no damage has occurred and that the premises have been left in a clean and tidy condition, authorisation will then be issued to return the Security Deposit, generally within 28 days.

However, if damage has occurred or the premises require additional cleaning, the whole sum will be retained until the costs are known and will be used wholly

or in part to meet such costs. Any balance will then be returned with an explanation of why the charges were levied. If the deposit is not sufficient to meet the cost, the Hirer will be responsible for the balance. All damage must be paid for. The Hirer must inform the office to whom the Return of Security Deposit Cheque is to be made payable.

### **PROMOTION OF YOUR EVENT**

Any events, publicity , media releases, programmes, advertisements, etc, will contain Raunds Town Council's logo and the wording supported by Raunds Town Council. Advice on this can be gained from the Clerk [clerk@raunds-tc.gov.uk](mailto:clerk@raunds-tc.gov.uk)

### **ATTENDANCE AT YOUR EVENT**

The Mayor and consort shall receive an invitation to attend any public event as guests. Advice on this can be gained from the Clerk [clerk@raunds-tc.gov.uk](mailto:clerk@raunds-tc.gov.uk)

### **CANCELLATION OF YOUR EVENT BY THE TOWN COUNCIL**

The Town Council reserve the right to cancel the hire of council owned land.