



Open Spaces Hiring Regulations

Open Spaces sites available:

- ❖ Cale Park Recreation Ground
- ❖ Penn View Recreation Ground
- ❖ Carrington Way Picnic Area

Please note that all these are public areas that can be used by members of the public.

Bookings

1. All hirers should complete the Open Spaces Booking Form. This form can be obtained from our website www.wincantontowncouncil.co.uk or from the Town Council Offices at The Town Hall, Market Place, Wincanton, Somerset BA9 9LD. The Open Spaces Booking Form must be received by Wincanton Town Council two weeks before the event. Applications will not be accepted from persons less than 18 years of age. Your booking will be confirmed by email.
2. Wincanton Town Council reserves the right to review hire charges annually for implementation in April each year.
3. A damage deposit of £200.00 is applied to grounds bookings (with occasional exception)

Conditions of Hire

4. Returnable damage deposits are payable in advance and such fees must be paid two weeks prior to the date for holding the event. In the case of bookings where payment has not been made Wincanton Town Council reserves the right to refuse admission.
5. Wincanton Town Council will require a returnable deposit which is to be paid prior to the hire. When the hire period is over, the area will be inspected, and if all is left in a satisfactory condition, the deposit will be returned. This will be in the form of a cheque. Please be aware that it can take up to 14 days to process your deposit.
6. All hirers will require public liability insurance. Commercial hirers will require their own public liability insurance for all participants, all properties and equipment belonging to the hirer. The minimum level of public liability requires is £2m (Two Million). A copy of your risk assessment (event dependant) shall also be required.
7. Hirers will be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the hire period, and will be charged the cost of repair, or replacement as determined by Wincanton Town Council. Any deposit will be retained and an invoice will be raised to cover the full replacement/repairs of any damage if required.
8. All refuse must be removed and disposed of away from the area immediately after the hire. The open space must be left in a clean and tidy condition. Failure to clear up and remove/dispose of all refuse will lead to the hirer having less or no deposit returned and if necessary being charged for that work to be undertaken.
9. Any equipment, properties etc. brought onto the hired area for use in connection with a booking must be removed immediately after the booking has ended, unless previous arrangements have been made for such equipment, properties etc., to be left, and the appropriate charge has been paid if applicable. Wincanton Town Council will not be responsible for loss or damage to property belonging to any person using any open space.
10. Wincanton Town Council recommends that hirers take out Event Cancellation Insurance in the event that we have to cancel the Hire Agreement due to unforeseen circumstances including extreme weather condition.
11. Wincanton Town Council reserves the right to cancel any hire if it should so desire, subject only to the return of the fees paid and no other claim.

12. Wincanton Town Council reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.
13. Hirers are responsible for their own First Aid cover as necessary. All accidents must be recorded immediately. Wincanton Town Council must be informed of any accidents or incidents at the earliest opportunity.
14. Hirers must ensure large vehicles or fairground rides do not enter the Recreation Ground.
15. Wincanton Town Council has the right to limit or restrict the use of any part of the area hired at any time.
16. Wincanton Town Council may refuse future bookings to any Hirer who does not comply with these Regulations.

Fire Safety, Health and Safety

17. Hirers are responsible for ensuring that all entrances to the site are kept clear at all times for the emergency services to access all areas in an emergency. Under no circumstances must these routes be obstructed. For large public events we strongly recommend that you take advice from the emergency services.
18. Hirers are responsible for the safety of all persons using the site at all times.
19. In addition, the expectation of the Hirers 'Nominated Responsible Person' is to ensure that:
 - They are aware of the escape routes on to and off the site. If applicable, the position of hand held fire extinguishers and their operation.
 - In the case of outbreak of fire, evacuate the area and call 999 for the appropriate services
 - Ensuring that no overcrowding occurs in any part of the site
 - Being aware of any special requirements needed to ensure safe evacuation of all persons in any emergency.

Child Protection Act – Requirements

20. The hirer shall strictly observe and perform the relevant provisions contained in the Children and Young Persons Act, 1933 as amended, or any statutory modifications or re-enactments thereof. If children are to perform then the regulations and requirements as specified in Wincanton Town Council's Child Protection policy must be adhered to. A copy of this policy is available from the Town Council Offices.
21. Wincanton Town Council reserves the right to amend/alter these hiring regulations without notice.

Please complete:

Organisation (if applicable)	
Event	
Name of Nominated Responsible Person	
Address	
Telephone (Daytime)	
Telephone (Evening)	
Email	

I confirm that I have read and agree to 'The Open Spaces Hiring Regulations'

I undertake to reimburse Wincanton Town Council for the cost of repairing or replacing any damage or breakage by reason of my hiring the open space.

I also undertake to leave the area clean and tidy. I understand that I am to remove all rubbish from the site. I understand that my deposit may be withheld if the site is not left in a satisfactory condition.

I confirm that I would like my returnable deposit cheque to be made payable to:

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Signature (PRINT)

Signed Date

PLEASE RETURN THIS COMPLETED BOOKING FORM TO WINCANTON TOWN COUNCIL

For office use only:

Site Checked: Yes/No Site checked by whom:

Amount deposit returned: Date deposit returned:

Town Clerk Authorisation: