

HOUGHTON AND WYTON PLAYING FIELD BOOKING CONDITIONS AND TERMS OF USE

1. Houghton and Wyton Playing Field is owned/leased and managed by Houghton and Wyton Parish Council. All bookings for use must be made through the Parish Clerk. Availability cannot be assumed if you have not received confirmation from the Parish Clerk.
2. Hire Rate: There is no charge to residents or organisations of Houghton and Wyton Parish using the field for non-profit or fundraising events. A charge may be made, at the discretion of the Parish Council, for business use or for bookings from outside the Parish.
3. Hire of the Playing Field does not give access to the Sports Pavilion or its facilities, this can be booked separately. Please be aware that there are no public toilets on the field or in the village
4. The hirer must inform the Parish Clerk of the time events are to commence and when the event will finish. Please inform the Parish Clerk if there are any special requirements.
5. The hirer must respect that Laughton's Lane is a private gravel road and can only be used for loading/unloading and vehicles should then be parked elsewhere. There is adequate parking at the playing field car park; cars are parked here at the owner's risk.
6. The hirer must ensure that vehicles are **not** parked or driven on the playing field. If access is required please contact the Parish Clerk.
7. The area to be used should be checked for hazards prior to use and any problems reported to the Parish Clerk. Any damage caused to the surface, fences, trees or other Parish Council property should be reported to the Parish Clerk. Play equipment, benches, fences, goalposts etc should not be used for anything other than their intended purpose.
8. With reference to item 7, the Parish Council accept no responsibility for injury or accident to participants during the hire of the field.
9. The hirer shall indemnify the Parish Council, its employees and agents against
 - a) the cost of repair of any damage done to the field and contents;
 - b) all claims in respect of damage or loss of property or injury to persons arising as a result of the hiring.The hirer shall ensure that they have adequate insurance, including third party liability for business hire, and shall produce the policy or evidence of cover to the Parish clerk on demand.
Risk assessments for activities should also be produced if available.

10. The hirer shall be responsible for leaving the field and property tidy and in the same condition that it was found. Any temporary damage to the field, eg holes caused by equipment, should be repaired
11. All equipment used on the field must be removed at the end of the hire period. The Parish Council accepts no responsibility for any equipment or other property brought on to or left at the premises and all liability for loss or damage is hereby excluded.
12. Users must be aware that this is a public area and respect other users at all times. The Playing Field may also be shared with other users and sports clubs who need access to specified areas, eg, cricket pitch, practice nets, football pitch etc. If necessary, please consult Parish Clerk for availability and liaise with other users over use of the area.
13. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other rights of occupation of the hirer.
14. Have Fun!

May 2015

HIRER

Signed: _____

Print Name: _____

Address and telephone number: _____

Date and time of use: _____

Reason for use: _____

PARISH COUNCIL

Signed: _____

Print Name and designation: _____

Emergency Contact numbers:

Clerk: 01480 467209/07717739990