



Weeley Parish Council

Clerk to the Council : Steve Gunter

Weeley Village Hall, Old Clacton Road, Weeley, CO16 9LW

Email: clerk@weeleyparishcouncil.gov.uk

Tel: 07368 925194

Weeley Playing Field Hire Policy

Purpose: The purpose of this policy is to outline the hiring conditions for the use of Weeley Playing Field as well as any hire fees. This will ensure the area is accessible, well-maintained and used in a way that benefits the entire community.

Scope: This policy applies to all individuals, groups, organisations, and businesses using (or wishing to hire the playing field) for any private, public, commercial, charitable or sporting events. It does not include play equipment within the area.

Statement: The playing field is owned and operated by the Parish Council and is a separate entity from the Village Hall. The Council will only hire the field for single events and will not allow any hires for regular use – this is because the field is designated for use by all residents of the Parish so no long term hires will be acceptable.

Definitions:

- Hirer – Any individual, group or organisation requesting to use the playing field.
- Commercial Event – An event where an admission fee is charged or items are sold for profit
- Community/Charity Event – Non-profit, charity run or charity benefit events aimed at community benefit.

Conditions of Use

1. Prior permission for any event must be sought from the Council. The Council reserves the right to refuse permission without giving reasons.
2. All Hirers must complete a Playing Field Booking Form (available on the Council's website or directly from the Clerk's email address).
3. Hirers must hold Third Party Liability insurance cover for a minimum of £5 million and must indemnify the Council against any claim arising out of the event. For smaller hires any company booked by the hirer must hold their own Liability insurance and it is the responsibility of the hirer to ensure this is the case (i.e. Bouncy Castle companies). The Council will not accept any responsibility for any claims arising out of a private hire event.
4. Any fees (including deposits) must be paid in advance of the event.
5. The Council reserves the right to rescind permission for the following reasons:
 - a. if it considers conditions are unsuitable and could lead to danger for attendees or damage to the field.
 - b. If it considers there could be public order concerns with the event.
 - c. If it is advised by a higher authority of any concerns.
6. If permission for an event is rescinded the Council accepts no liability for any costs of any sort arising out of the decision to rescind or cancel the event.

7. If the event is not a private party then you must carry out a risk assessment of your event and ensure action is taken to mitigate any identified hazards or risks. You must produce evidence of a risk assessment if asked for by the Council.
8. You must ensure sufficient stewards/marshals/security or other officials are present to ensure public order. All officials at an event must be clearly identifiable.
9. You **Must Not** cause unreasonable disturbance to nearby residents or other users of the area. All events must finish by 9pm.
10. If vehicular access to the field is needed this must be arranged in advance with the Council. Gates must be locked or manned at all times during the event. All gates must be locked securely at the event conclusion and any keys etc returned to the Council.
11. All litter as well as any signs or anything else associated with the event must be cleared before vacating the field and if the Council deems this as not satisfactory a portion of the hirers deposit may be kept to allow for costs associated with cleaning the area.
12. The hirer is responsible for any reinstatement or replacement deemed necessary by the Council to any of the area, its vegetation or artefacts.
13. The hirer is responsible for ensuring that parking does not block access to Emergency vehicles on Old Clacton Road and does not cause disruption to surrounding residents.
14. Should the event involve stall holders they must provide their names and addresses to the Organiser. This information should be provided to the Parish Council if requested.
15. The Organiser must be fully aware of goods being sold at their event and if any are inappropriate the stall holder should be asked to leave immediately and this should be reported to the Parish Clerk.
16. No charge may be made for any event without prior permission of the Council
17. The field is a public space and therefore it cannot be guaranteed that members of the public will be using the field at the same time as the event. The organiser should ensure there are no liabilities to members of the public.
18. If required by a Risk Assessment then a First Aider should be in attendance.
19. If food is to be sold to the public at the event then all vendors must have the relevant food certification and hygiene ratings.
20. At any paid event the organizer must ensure that all parts of the Terrorism protection of premises Act 2025 are adhered to.

Hiring the Field

The decision to charge for an event or to take a security deposit rests with the Parish Council and there will be no ability to argue this decision. If a deposit or charge is required then it must be paid 7 days before the event at the latest and any deposit will be returned as soon as the field is considered as restored to its previous condition before the event.

Definitions:

- Small – event uses up to 25% of the field
- Medium – event uses up to 50% of the field
- Large – event uses over 50% of the field

Deposits will be required as follows:

- Commercial events of any size will require a deposit of £200
- Private parties medium size or larger will require a deposit of £100
- Charity or community events may be asked for a deposit or hire fee at the discretion of the Council.

<u>Type of Hire</u>	<u>Size of Event</u>	<u>Fee (per hour)</u>	<u>Daily Rate</u>
Commercial Event	Small	£5	£40
	Medium	£10	£80
	Large	£15	£120
Private Party	Small	£0	£0
	Medium	£2	£20
	Large	£5	£80

Cancellations and Refunds:

- All cancellations will be refunded in full unless they occur on the same day or the event is a no show – the Council may elect to keep a portion of the deposit if any expense has been occurred in the planning of the event.

Contact:

All correspondence and applications should initially be made via the clerk.

clerk@weeleyparishcouncil.gov.uk or Tel: 07368 925194

Website: www.weeleyparishcouncil.gov.uk