

TENTERDEN TOWN COUNCIL

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TENTERDEN RECREATION GROUND LETTINGS

For the attention of the hirer;

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GUIDANCE GOVERNING HIRE OF TENTERDEN RECREATION GROUND

Tenterden Town Council reserves the right in the event of abnormally bad weather to withdraw the permission to use the land or alternatively restrict the movement of vehicles, if such permission is granted. Verification must be received from the Town Council before entering the site to ensure that the ground is in a fit condition for vehicles and equipment. If the decision is that the ground is not fit, then entry to the site is not permitted.

1. The general conditions regarding movement of vehicles are as follows:
 - (a) No permission will be given for any vehicle (except when engaged on official Council business) to enter upon the ground from 1st October to 30th April. Applicants wishing to hold events within these dates must apply in writing to the Council at least two months before the event.
 - (b) Vehicles will be allowed onto the ground only with the permission of the Town Council, and a responsible person must be employed by the hirer to ensure compliance. The Town Council will consider legal action if cars are parked on any area without permission.
 - (c) All vehicles must remain static during the event.
 - (d) Heavy vehicles or plant will be allowed only at the discretion of the Site Manager. Supporting boards must be used for heavy vehicles and equipment.
 - (e) Drip trays must be placed under any vehicles and plant brought onto the grass and no diesel oil or other fuels may be spilled on the grass or other surface. Spillages occurring in spite of this must be cleared up by the hirer or removed immediately, and all damage made good.
 - (f) Under no circumstances may vehicles be parked on (or in any other way obstruct) paths or other hard areas.
2. The organisers must provide their own electricity supply by generator for operation of electrical equipment or make application to **Tenterden Town Council no later than 28 days before the event** to arrange for an electricity supply. **(01580 762271)**
3. The organisers must apply to **Ashford Borough Council no later than 28 days before the event** should they require the provision of waste facilities. **(01233 331111)**
4. The organisers must make any necessary arrangements with **Tenterden Town Council no later than 28 days before the event** if extended opening hours of the public toilets are required. **(01580 762271)**
5. The organisers must accept full responsibility for any accidents or injuries to property or persons arising from use of the land. To this end the organisers must ensure that any display or activity involving risk of injury to members of the public will be suitably cordoned off.
6. The organisers must be adequately covered by insurance. Evidence that insurance has been obtained for Third Party and Public Liability of £5 million for any one accident and is effective for the period of the event should be attached to the application for use of the land.

- 7 The organisers must indemnify the Town Council in respect of any damage caused to Council property (including damage to turf) or to property of third parties and in respect of death or injury caused as a result of, or in any way arising from, the event. The Council will not hold your organisation responsible for death or personal injury arising from the negligence of the Council or its employees.
- 8 The organisers must leave by the time agreed and ensure removal of all erected stalls, tent steels and any debris. All rubbish must be removed from the site, and it must be left in a clean, tidy and sound condition to the Town Council's satisfaction.
- 9 No spikes or pegs are to be driven more than 18 inches vertically into the ground.
- 10 No lime-based line marking materials to be used as this kills the grass.
- 11 Before leaving the site, any damage (including, but not limited to, grass, trees, footpaths, fencing) must be repaired by the hirer, or the costs (including administrative costs) paid to the Council for arranging repairs to be carried out.
- 12 The event must not be advertised by means of flyposting, which is illegal under the Town and Country Planning Act and the Clean Neighbourhoods and Environment Act. Advertising material displayed on the Recreation Ground railings must be limited to two posters, and the Town Clerk's office must be specifically notified.
- 13 No fireworks or special lasers, etc., are permitted on the site without the specified approval of the Town Council.
- 14 Hirers are not permitted to give pets/animals away as prizes.
- 15 Permission from the Town Council for the construction of any temporary structure, e.g. marquee, staging, etc. must be obtained, and such work must be carried out by competent persons. Positioning and orientation of the stage for any live acts must be agreed with the Town Council at least 28 days prior to the event.
- 16 The organisers must contact the Safety Advisory Group at Ashford Borough Council for advice on Health & Safety and Environmental matters. Evidence must be supplied to the Town Clerk's office before the day of the event.
- 17 Noise levels should be restricted to a minimum and shall not at 1 metre from the façade of noise sensitive premises exceed 65dB (A) over a 15-minute period. In the case of music events, the control limits set at the mixer position shall be adequate to ensure that Music Noise Level (MNL) complies with this maximum. Regard should be taken of the fact that the northern part of the Recreation Ground is situated close to residential accommodation and therefore events and any associated sound checks should occur between 9 a.m. and 10 p.m. In the case of live acts only, some "wind down" music will be permitted at a greatly reduced volume until 10.20 p.m. but the acts themselves must finish by 10 p.m.
- 18 Microphones must not be used by Funfair or Circus operators other than for safety announcements, and must not be used to "call on" riders.
- 19 The use of generating equipment after 10pm will be restricted to that required for overnight accommodation on site. Any equipment must not be assembled or dismantled between midnight and 9 a.m. and equipment must not leave the site at any time during the hours of darkness.

The conditions regarding noise will be strictly enforced and failure to comply may prevent the land being used for similar purposes in future.

Please give any other relevant information about your event.	

Payment.

Hire of Tenterden Recreation Ground is charged at the following rates. If you are unsure which rate applies to you, please contact the Town Clerk's office and we will be happy to assist you.

Circuses & Fairs	£250 per day, £500 deposit
Markets	£200 per day, £500 deposit
Locally based charities and not-for-profit organisations	No hire charge; deposit on application
Commercial enterprises	Charge on application, £500 deposit

I _____ enclose a payment of _____,
 which includes all deposits, in accordance with the scale of charges as set out above.

Signed: _____ Today's date: _____.

Please provide a sketch of the layout of your event, if applicable.

