

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) Only vehicles essential to the event and approved by the event management team will be allowed access to the Recreation Ground before, during and after the event. The event management team will be held fully responsible for any resulting issues if this clause is not adhered to.
 - (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. For the protection of Council land and public open space, organisers are only permitted to use the large village green and area by the public toilets on the Recreation Ground for their event. There should be no encroachment on other parts of the Council land. However, if event organisers wish for the Town Council to consider other parts of Council land for their event, they should write to the Town Clerk in the first instance with their request, detailing their reasons.
3. Hire fees are required to be paid in full before the commencement of an event. For approved Town Events which are not subject to hire fees, a damage deposit must be paid in full before the commencement of an event.
4. The organisers must provide their own electricity supply by generator for operation of electrical equipment, preferably using solar or WVO biofuel or can make application to **Tenterden Town Council no later than 28 days before the event** to arrange for an electricity supply.
5. The organisers must make their own arrangements for waste facilities, including storage and disposal with a licensed contractor or can apply directly to Ashford Borough Council **no later than 28 days before the event** should they require the provision of waste facilities. The contractor details and

arrangements for the waste disposal must be reported to the Town Council. The Town Council strongly encourages recycling facilities and arrangements for managing this should be reported to the Town Council.

6. 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.
7. The organisers will be held responsible for any accidents or incidents occurring in connection to the event activities, which includes the setting up, running of the event and clear up. Risk Assessments should be provided as part of the submission to the Safety Advisory Group (see point 18).
8. 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.
9. 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.
10. 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.
11. No spikes or pegs are to be driven more than 18 inches vertically into the ground.
12. No lime-based line marking materials to be used as this kills the grass.
13. 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.
14. 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.
15. No fireworks or special lasers, etc., are permitted on the site without the specified approval of the Town Council.
16. Hirers are not permitted to give pets/animals away as prizes.
17. The use and selling of sky lanterns and helium balloons on Town Council land is prohibited due to their negative impact on the environment and wildlife.
18. 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.

19. The organisers must apply to the Safety Advisory Group (SAG) at Ashford Borough Council to hold the event on the Recreation Ground; please note that there is a fee payable to ABC.. A full copy of the SAG submission which includes the event management plan, must be sent to Tenterden Town Council on submission to SAG. Evidence must be supplied to the Town Clerk's office **at least one month before** the day of the event. In the case of fun fairs and circuses, ADIPS certification and insurance certificates must be provided for each ride on arrival. Inflatables must be supplied and operated in accordance with BS EN 14960. A valid certificate of compliance issued by PIPA must be provided. The equipment must be erected and operated in accordance with the operator's manual, including anchor points and wind speed readings. Rides without the appropriate certificate will not be allowed to operate.
20. As part of the event management plan submitted to SAG, evidence should be provided that all electrical equipment has been PAT tested; food and beverage traders have up to date hygiene certification; and that contact details for all traders and event-specific tasks are kept on file.
21. 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 pm. In the case of live acts only, some "wind down" music will be permitted at a greatly reduced volume until 10.20 pm but the acts themselves must finish by 10 pm.
22. Microphones must not be used by Funfair or Circus operators other than for safety announcements and must not be used to "call on" riders.
23. 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 preferably 9 am, but not earlier than 8am. and equipment must not leave the site at any time during the hours of darkness.

NB 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 refundable deposit
Markets	£200 per day, £500 refundable deposit
Locally based charities and not-for-profit organisations	No hire charge; £500 refundable deposit
Commercial enterprises	Charge on application, £500 refundable 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:_____.

ALL BOOKINGS WILL REMAIN PROVISIONAL UNTIL THE £500 DEPOSIT IS PAID. THE BALANCE OF THE HIRE FEE MUST BE PAID 30 DAYS BEFORE THE EVENT IS DUE TO TAKE PLACE. THE TOWN COUNCIL RESERVES THE RIGHT TO CANCEL THE BOOKING IF FEES ARE NOT PAID IN ADVANCE.

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

