



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

USAGE AND HIRE OF RECREATION GROUND AND MEETING ROOMS POLICY

Cantley with Branton Parish Council owns and maintains the recreation ground at Kilham Lane for the benefit of the residents of the community and members of the public who wish to use its facilities. It is committed to ensuring that it shall remain an open space for the enjoyment of pastimes by the public and will not wilfully obstruct, deny or prevent such enjoyment unreasonably but does reserve the right to act if it sees fit for the benefit of its continued use for the intended purpose.

The Parish Council welcomes feedback from residents either at Parish Council meetings or through written communication on improvements and maintenance in order to ensure the best possible use is made of the facility.

Usage of the recreation ground will normally be defined as either casual or organised usage:

- Casual usage relates to usage by members of the public for general day to day use of the area for recreation, including the use of the outdoor equipment, use of the perimeter path for walking, jogging and cycling. All usage will be in accordance with the general rules.
- Organised usage means where specific activity is to be undertaken for a specific period of time by a group of people that constitutes more than a family group. Such usage requires permission in accordance with this policy document.

1) General Rules for Usage of the Recreation Ground:

Casual activities require no specific permission other than adherence to the general rules. Activities permitted include ball games other than golf, picnics, children's games and informal gatherings of no more than 20 people.

Organised usage can only take place if specific written permission has been received from the Parish Council.

The recreation ground is only available during daylight hours and the following activities are strictly prohibited:

- Riding of motor cycles
- Lighting of fires and barbecues
- Flying model aircraft/drones
- Horse riding
- Shooting or archery

All users should respect the facilities and provisions made available, considering neighbouring properties and keeping the ground free from litter and any dangerous hazards.

No dogs are permitted anywhere within the boundary of the recreation ground.

The enclosed children's play area is designated for children under the age of 11 and children under 8 should be supervised by a responsible adult.

No items other than personal belongings should be taken onto the enclosed children's play area.

Any damage or dangerous hazard should be reported as soon as practicably possible to the Parish Council to the Parish Council email address: cwbpc@outlook.com

Parking in the designated car park is permitted for casual usage but only when there are no organised events at Kilham Hall Community Centre or Kilham Hall Meeting Rooms unless specific permission has been granted.

No structures including tents, marquees, gazebos or bouncy castles/inflatable activities may be erected without the specific permission of the Parish Council.

Vehicular access to the field is only allowed with express permission from the Parish Council.

2) Hire of Recreation Ground for Organised Events

The Parish Council will consider requests for the hire of the recreation ground for individual celebration or fund raising events for more than twenty people either in conjunction with the hire of Kilham Hall Community Centre/Meeting Rooms or a separate hire in accordance with this policy provided that a minimum of four week's notice is given.

The applicant is responsible for ensuring that the recreation field is suitable for the activities to be undertaken and should carry out an inspection of the area at the time of the application and prior to activities commencing to ensure no safety hazards exist. If it is intended to erect any structures e.g. bouncy castles details of public liability insurance must be provided along with details of the supplier at least fourteen days prior to the event and indemnify the Parish Council against all actions costs, claims, expenses and demands in connection with event.

All legislation relating to health & safety, food hygiene and fire regulations and provision of licences must be adhered to.

For ongoing organised events e.g. fitness classes a written request must be made at least six weeks prior to the activity commencing giving specific details of the activities to be undertaken and providing a copy of public liability insurance at least fourteen days prior to the hire commencing. Any group that involves children under the age of 18 that are not supervised by parents will be required to provide details of a current Disclosure and Barring Service (DBS) check.

Applications from profit/commercial organisations may be subject to a hire charge although the Parish Council may choose to waive this if the activity is deemed beneficial to the health and wellbeing of users.

Hirers should complete the Kilham Hall Field Agreement form (Appendix 1) when requesting to book the field and read the Conditions of Hire (Appendix 2) that accompany it.

3) Hire of Kilham Hall Meeting Rooms

The meeting rooms may be hired for small groups to meet either on an individual or regular basis e.g. local WI and football team committees or to provide services to the community e.g. NHS health checks or for usage by commercial organisations. The rooms may also be hired in conjunction with the recreation ground for storage and toilet facilities if Kilham Hall is not available or required.

Applications must be made to the Kilham Hall Booking Clerk telephone number 07856221470 who will advise of the availability in liaison with the Parish Council.

The cost of hire is £10 per hour.

4) Disclaimer

Items left on the recreation ground with or without the permission of the Parish Council are the sole responsibility of the owner and the Parish Council is not responsible for any damage caused to or by the items. Any third party using or tampering with the items without authority does so at their own risk.

Dated: 25th April 2023

Approved by the Parish Council: 3rd May 2023

Reviewed: February 2024

Approved by the Parish Council: 6th March 2024



Cantley with Branton Parish Council

Kilham Hall Field Hire Agreement 2024/25

Before completing, please read the Usage and Hire of Recreation Ground and Meeting Rooms Policy and Conditions of Hire that accompany this form.

Hirer's details

Name of Hirer:	Daytime phone number:
Email:	
Name of Organisation:	
Position within organisation (<i>e.g. secretary</i>):	
Full postal Address:	Address for invoice (<i>if different</i>):

Booking details

Use start date:	
Please provide detail of the frequency of booking and/or list fixture dates on a separate sheet.	
Space/s required:	Options at site: KH Field, Gym Equipment, Football nets
Space/s booked to be used for:	

Booking times

	0900-1300	1300-1800	1800-2200
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



Cantley with Branton Parish Council

Kilham Hall Field Hire Agreement 2024/25

Insurance

Clubs, organisations and businesses hiring council owned facilities must have adequate public liability insurance, which includes an indemnity for damage to the Council's property. This also applies to an individual or a group of friends/neighbours organising an event that is open to the public. Where an individual or a group of friends/neighbours are organising a private event, where they will only be inviting their friends/family, the person completing this form retains the liability and it is their decision as to whether they take out insurance.

Please tick which of these applies to you:

- I am a private individual/representative of a group of friends organising a small private event. I do not have public liability insurance but I accept liability for the event.
- I am a private individual/representative of a group of friends organising a public event and my public liability insurance policy details are below.
- I am a representative of a club/organisation/business and I have listed the public liability insurance details below.

Name on Policy	
Insured by:	
Policy Number:	Limit of Indemnity: <i>(Minimum £5,000,000)</i>
Start Date:	Expiry Date:

Booking authorisation

Please read the enclosed hire conditions before signing this application. *If this form is returned by email, we will accept "yes" in the signature field.*

I confirm that I have read the enclosed hire conditions and agree to abide by them. I agree to be personally responsible for the fees & charges for this hire or letting. I confirm that to the best of my knowledge the information provided on this application is accurate and that if there are any changes at a later date these will be agreed with Cantley with Branton Parish Council. I understand this information will be held in accordance with the GDPR Regulations 2018.

Signed:	Print Name:
Position:	Date:
For and on behalf of <i>(name of club/organisation if applicable):</i>	

Contact us

Please return completed forms by email cwbpc@outlook.com

Or by hand to: Cantley with Branton Parish Council, Kilham Hall, Kilham Lane, Branton, Doncaster, DN3 3PF

Need assistance in completing this form?
Please contact cwbpc@outlook.com or call 07761525584

May 2023



Conditions of Hire – Open Spaces

General

These conditions apply to the hire of all open spaces and grounds which are the responsibility of Cantley with Branton Parish Council (CWBPC).

1. The hirer is responsible for informing CWBPC of any changes to their contact details
2. Please use the following email address when contacting CWBPC about your booking:
cwbpc@outlook.com
3. The person signing the application will be personally responsible for ensuring the hire charge is paid and for compliance with these conditions. If this person is no longer the nominated contact for a group or organisation the person taking over responsibility must confirm this in writing by email or letter.
4. The open space or ground may only be used by the group or individual who makes the booking.
5. The hirer must check the venue is available before booking speakers, demonstrators or advertising their event, even if the letting is regular.
6. Hirers are responsible for informing CWBPC of the dates of their lettings, even if it is a regular booking. CWBPC cannot guarantee a venue will be available.
7. The hirer shall be responsible for supervising the activities and people present during the period of hire.
8. CWBPC always reserves the right of entry for its staff and contractors.
9. CWBPC may impose special conditions on a letting at their discretion. This may include requirements for fire precautions security, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.
10. The hirer shall be considerate to the neighbours and ensure there is no nuisance caused by noise or parking.
11. No video or photograph images may be taken of children or vulnerable adults on property owned or leased by CWBPC without obtaining prior consent from the individual's parent or carer.
12. Bouncy castles are permitted on or in any Council land or buildings but must have suitable safety precautions ie. firmly secured, supervised by an adult at all times.
13. CWBPC have a ZERO tolerance of anti social behaviour. Any incidence of anti social behaviour will result in the hire agreement being terminated.

Charges, payments and refunds

14. Charges will be made at rates fixed by CWBPC and shall be liable to change without prior notification.
15. Invoices are sent to the hirer unless CWBPC is instructed otherwise. If the hirer wants the invoice to be sent to another contact eg the Treasurer of the organisation, they must inform CWBPC at the time the hire agreement is submitted.
16. Payment is due on receipt of the invoice by bank transfer.
17. CWBPC reserves the right to cancel future bookings if invoices remain unpaid.
18. If the hirer cancels the booking with less than 2 working days' notice CWBPC reserves the right to charge the agreed hire fee in full.
19. CWBPC reserves the right to cancel bookings in exceptional circumstances and if the hirer breaches any of these conditions of use.
20. While every effort will be made to avoid a cancellation, CWBPC reserves the right to cancel a letting if the venue is required for CWBPC purposes or emergencies.
21. Refunds will be made at the discretion of CWBPC.

Care and Condition of Premises

22. There must be a responsible adult present and able to supervise at all times during the letting. The minimum age of a hirer is 18 years.
23. The hirer must pay CWBPC the cost of any damage resulting from a letting. This includes trees, equipment, and structures. All good care must be taken to preserve the natural environment.
24. The hirer must ensure any rubbish is cleared away and grounds are left in the condition they were found. Food and food waste must be removed and any excess waste that does not fit into bins supplied, removed. Please use recycling bins provided. The hirer may be responsible for any additional costs for clearing or rubbish disposal after a letting.
25. While CWBPC is unable to guarantee the fitness, suitability or conditions of the space at the start of the letting, every effort will be made to ensure the space is in a reasonable state. Please report any issues to the Clerk via email.
26. Lighting of fires on public open spaces is not permitted.
27. Camping is not permitted or overnight stays.

Emergency Procedures

28. The hirer must make suitable arrangements for First Aid and emergency access.

Insurance

29. Hirers must ensure they have adequate Public Liability insurance including an indemnity for damage to CWBPC's property. The hirer is liable for the cost of repair of any damage to the area and contents.
30. CWBPC's insurance does not cover the hirer's liabilities and the hirer must ensure they have insurance necessary to cover their activities.
31. CWBPC reserves the right to cancel bookings if the hirer does not produce details of Public Liability insurance.

Legal Requirements

32. The hirer shall comply with the legal requirements concerning the consumption of alcohol, music, singing and dancing licences, theatre licences and copyright. The hirer shall be responsible for obtaining licences or other permissions required for their letting, including for the sale of alcohol with a Temporary Event Notice or Premises Notice as appropriate.
33. The hirer is forbidden to use or allow the use of the premises for any illegal or immoral purpose and shall not carry on any activity to cause nuisance or annoyance to other users of the premises, neighbourhood or adjoining premises.
34. The hirer shall ensure that any activities comply with the provisions of the Children Act 1989 and that proper safeguarding measure are put in place where lettings include children or vulnerable adults. The hirer shall provide CWBPC with details of their DRB check and Safeguarding Policy on request.
35. The hirer shall at all times during the letting act in accordance with the Equality Act 2010, in particular to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between people of diverse groups and co-operate with CWBPC in monitoring compliance with this provision.
36. The hirer shall comply with Fair Trading Laws and any code of practice used in connection with sales. The hirer shall ensure total prices of good are prominently displayed and shall the organiser's name and address and that any discounts offered are based on manufacturer's recommendations.
37. The hirer shall ensure the premises holds a Performing Right Society (PRS) licence permitting the use of copyright music. The hirer must ensure they or the premises holds any other relevant licences.

Compliance with Regulations

38. Failure to comply with the Conditions of Hire may lead to immediate cancellation of letting.

Contact us

Cantley with Branton Parish Council

Kilham Hall

Kilham Lane

Branton

Doncaster

DN3 3PF

Tel: 07761525584

Email: cwbpc@outlook.com

Website: www.cantleywithbrantonparish.co.uk