

HARWELL PARISH COUNCIL RECREATION GROUND

RULES OF USE

For Casual Users and Organised Events

June 2014

PHILOSOPHY

The Parish Council wishes that the Recreation Ground be a benefit to parishioners and others. It is committed to ensuring it shall remain an open space for enjoyment by parishioners and will not wilfully obstruct, deny or prevent such enjoyment unreasonably. It does reserve the right to act as it sees fit for the preservation of the Ground for the majority of the parishioners.

The Parish Council is open to suggestions, comment and advice from parishioners and welcomes such at Parish Council meetings, the dates of which are given on the Parish Council web pages at www.harwellparish.co.uk.

Terminology

In this document the following terms will be used:

‘PC’ means Harwell Parish Council

‘Ground’ means the Harwell Recreation Ground including the car park

‘Casual activity’ is any activity not requiring the permission of the PC as defined elsewhere and not involving more than 40 people.

‘User’ is any person using the Ground for casual use.

‘Event Organiser’ means any person who has applied for permission from the PC to hold an event.

‘Event User’ is any person who uses the Ground at an organised event.

‘Club’ means any Club with an agreement to use part of the Ground.

CASUAL USE

General Principles

1. All Users must respect the Ground and the area surrounding it, including: trees, paths, buildings, fences, furniture & the play areas and cause no damage.
2. The following is a list of casual activities which may take place on the Ground without specific consent. This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes casual use he/she should contact the Parish Clerk.
 - Ball games (except golf)
 - Picnics
 - Children's games
 - Dog walking
 - Informal gatherings of no more than 40 people
 - Jogging
3. Casual games are permitted with the exception of those listed in the following section. Formal games are only permitted with the specific permission of the PC.
4. The enclosed play area is designed for the use of younger children. With regard to this area the following should be noted
 - Small children should be supervised by an adult at all times
 - No dogs or bicycles are permitted within the play area
 - No glass or alcohol should be taken into the play area
 - Users are requested to use the litter bins provided adjacent to the play area
 - Users must show consideration for neighbouring residents
 - Any dangerous, damaged or misuse of the equipment should be reported as soon as possible to the Parish Clerk or any Councillor.
5. Facilities for older children and adults, including a zip-wire and gym equipment are to be found outside the enclosed area.
6. Dog walking is permitted but dogs must be **kept under control at all times**. Dogs must be kept on a lead while any formal activity is taking place on the Ground or in the vicinity of children. Dog faeces must be collected by the owner immediately and may be deposited in the dog waste bins provided.
7. Users travelling to the Ground by car should park within the designated bays in the car park. Cars are parked at the owners' risk. Parking is only permitted for recreational purposes at the Ground or by permission. No overnight parking is permitted.
8. Users are requested to take rubbish home with them or put it in the litter bins provided.
9. No structure, marquee, tent or similar may be erected without the permission of the PC. Temporary open sided/open fronted gazebos may be erected without permission but must be dismantled on the day and not remain overnight.
10. The use of the Ground for informal casual use is permitted only in so far as the use complies with relevant laws of the land applicable at the time.
11. The PC reserves the right to disallow casual use of any area of the Ground temporarily or permanently. It will act reasonably in exercising this right.

Limitations as to Use

The Ground shall not be used for the following purposes:

- Motor car or motorcycle rallies or the riding of motorcycles
- Golf practice of any kind
- Ground based fires or barbecues [see note * below]
- Flying of powered model aircraft of any kind including drones
- Bonfires and / or firework displays
- Horse riding
- Shooting or archery
- Overnight parking and camping without permission
- Organised Events, Commercial activity or gatherings of 40 persons or more without permission

Or for any activity that is dangerous, noxious, offensive, illegal or immoral or that may become a nuisance to neighbouring properties.

* Raised barbecues must be at least half a metre above the ground and must not be sited where they might cause a danger or nuisance to other people. In particular they are not permitted on the practice pitch goal area, any tarmac area, the children's play park or within 6 metres of garden fences and trees.

HEALTH AND SAFETY

1. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
2. The Parish Council will endeavour to keep the Ground in a state fit for use by regular inspection.
3. Users should not do anything that results in the rec being unsafe for others.
4. From time to time there may be objects or materials on the Ground which are dangerous or in a dangerous state. Care must be taken to avoid injury by not using or approaching these objects. The danger must be reported to the Clerk or any Councillor as soon as possible.
5. Dog walkers must make themselves aware of others using the Ground and take appropriate action to control animals in their charge. Faeces must be removed immediately to protect the health of other Users. Dogs are not permitted in the fenced children's play area.

GROUND MAINTENANCE

1. The PC shall be responsible for the general maintenance of the Ground to include mowing, cutting back and general repairs. It shall engage whatever contractor it determines to perform this.
2. The PC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.

ORGANISED EVENTS

Applications for Use

The Rules below and those pertaining to Casual Use given above may be varied by the Parish Council for a specific event where a request for a variation has been made in the Application for Use.

1. An initial Application for Use of the Ground should be made in the first instance.
2. A detailed Application for Use must be submitted a minimum of eight weeks before use. Both Application forms are available from the Parish website or Clerk. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.
3. Such applications will be placed in front of the PC at the next council meeting. The PC reserves the right to make any further enquiries before granting or refusing the application.
4. The PC will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
5. Applicants may be required to provide a deposit of up to £100 at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Parish Council is satisfied that the Event Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
6. No charge may be made for entry to the Recreation Ground without prior permission of the Council.
7. Event applications from For Profit/Commercial organisations may be subject to a hire charge.

Event Organiser Responsibilities

The Parish Council only holds Public Liability insurance for the Recreation Ground land and casual use by the public. Organisers are responsible for the Public Liability of all matters connected with the event.

1. The Parish Council strongly advises the Event Organiser/User to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and where appropriate proof of Public Liability insurance will be required.
2. A Risk Assessment must be carried out in writing and given to the Parish Council before the event.
3. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
4. At least two named people must be present for the entire duration of the event and their names and contact details notified on the Application form. It is recommended that these people are clearly recognisable to other Users/members of the public should they wish advice/to complain on the day.
5. The Event Organiser must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
6. The Event Organiser must liaise with the Parish Council regarding any use of electrical supply, water and the opening and cleaning of the pavilion toilets.

7. The running of events is the responsibility of the Event Organiser who should ensure that they are adequately supervised.
8. All Third Parties must have their own Public Liability insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of Public Liability insurance may be requested by the Parish Council. Bouncy Castles must be hired from someone with their own Public Liability insurance and comply with the requirements of the Public Liability, for example: height/weight restrictions, adult supervision.
9. Should the event involve stallholders:
 - they must provide their names and addresses to the Event Organiser who will retain a list. This list will be produced to the PC on demand.
 - the Event Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.
10. No vehicles are allowed onto the grass without permission from the Parish Council.
11. The Event Organisers must ensure that the access point and the drop bollard outside the Harwellian are kept clear such that Emergency Vehicles have unrestricted access at all times.
12. If there is a BBQ, then it must be sited in a position where people cannot walk into it, fire-fighting equipment must be in place and it must be supervised whilst lit or hot.
13. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns is forbidden at all times.
14. The part of the Ground used for the event is the responsibility of the Event Organiser throughout the event and every care should be taken to ensure that no damage is done to any part of it including: trees, paths, buildings, fences, furniture & play areas.
15. As far as is practicable, the Event Organiser will leave the Ground in the state in which it commenced use, in particular to ensure that:
 - all litter and detritus is removed away from the Ground immediately after the event. It is not permitted to place any collected waste in the litter bins on or near the Ground;
 - any damage to the Ground or the vegetation surrounding it will be made good or paid for such to be effected. Any damage and/or repair must be reported to the Clerk.
16. Parking for the event should be controlled and marshalled. The Event Organiser must ensure unrestricted access for Emergency Vehicles at all times to neighbouring roads in so far as it is within their power.
17. Event Organisers will ensure that all Health and Safety precautions as listed in this document are adhered to.

Disclaimer

1. Items left on the Ground, with or without the permission of the PC, are the sole responsibility of the owner. The PC is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at no risk to the PC.
2. The PC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.
3. Should an Event Organiser have a query concerning the maintenance of the Ground before an event, it must be advised to the PC as soon as possible and definitely before the commencement of the event. The PC undertakes to make all reasonable efforts to put the matter right before the

start of the event. The PC reserves the right to charge for maintenance or work required to the Ground as a result of a special event application.

Sanctions

1. Any failure to observe any of the above conditions will incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction that the PC may impose, including possible redress under law.
2. Any such sanction shall be reasonable, fair and proportionate.
3. Such sanction will be notified to the event organiser as soon as possible after the event and he/she will be entitled to put forward an explanation before sanctions are carried out. Such sanctions and explanation will be considered by the PC and the final decision notified to the Event Organiser.

SPORTS CLUBS

1. Specific agreement to use an area of the Ground may be granted to a Club by the PC following receipt of an Application.
2. The rules defined above for organised events shall apply to the use of the Ground by a Club.
3. Use of pitches will be subject to Pitch Fees, set annually by the PC, and agreed with the Club.
4. Line markings on pitches will be organised by the Club using the pitch.
5. Storage of items in or outside the pavilion by a Club will be subject to space being available and by agreement with the PC.
6. The PC Grounds staff will have the final say on whether the pitches are suitable to play on.
7. Use of the flood lights for evening training sessions is permitted. The cost of lighting must be agreed with the PC.
8. The general public may use the Ground and car park but not the playing area when a Club is authorised to use it.

Harwell Parish Council
Harwell Village Hall
High Street
Harwell
OX11 0EX

Email: clerk@harwellparish.co.uk