



Boldre Parish Council

Use of Council Facilities by Third Parties Policy

Version: 1.3

Adopted: 14/12/2015

For queries on this document, please contact the Clerk to the Parish.

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Introduction

Boldre Parish Council is responsible for and holds adequate insurance for the recreation ground, play area and pavilion at Pilley. Third parties who hire or work on the area must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents.

The hire of land/facilities for local events

1. This use includes fetes, fireworks, children's play clubs, sports matches and occasional ad hoc parking, including Third Parties who make a donation to Boldre Parish Council funds.
2. All applications should be submitted in writing to the Clerk. No booking will be firm until such time as the individual, organisation or club is notified by the Clerk that the application has been approved.
3. A request for use can be approved at the Clerks discretion. Alternatively, the Clerk may pass the request to the Council for approval.
4. Hirers shall be responsible for the maintenance of good order and behaviour during their use of the area, including any setting up and clearing down period.
5. Hirers should ensure that the area is maintained in good condition and Boldre Parish Council reserves the right to demand a security deposit to this end. Hirers shall repay to Boldre Parish Council the cost of reinstating or repairing damage which may have been caused during the period of use.
6. Boldre Parish Council shall be indemnified against all liability for injury to persons or damage to property arising from the hire.
7. Users must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents.
8. Hirers shall pay any relevant booking fee and required security deposit in advance to the Clerk and shall at the same time provide contact details of a responsible contact person.

Work on land and buildings by outside contractors

1. Any work on Council property must only be conducted after written instruction from Council.
2. Contractors must keep Council fully informed of their attendance and can only work on Council property by prior arrangement with the Parish Clerk.
3. Contractors must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents or written confirmation that these documents are in place.
4. Contractors are advised that the risk assessment must include adequate provision to prevent any damage to services in the area. They are advised that help can be sought from bodies such as electricity and water companies.
5. Contractors must sign a copy of this policy to confirm that they understand these conditions and will adhere to them

I understand the conditions of this policy and confirm that I will use the facilities as stated.

Name:

Signed:

Date:

Change History

Version	Date	Author	Change Summary
1.0	14/12/09	Parish Clerk	Initial Version
1.1	08/11/15	Oliver Moore	Updated to new template, incorporated review changes.
1.2	14/11/15	Oliver Moore	Updated point 2 of "Use of land/facilities for local events"
1.3	7/12/15	Parish Clerk	Changes detailed in review log

Review Log

Version	Date	Reviewer	Comments
1.1	08/11/15	Oliver Moore	<p>Updated "Use of land/facilities for local events" to:</p> <ol style="list-style-type: none"> 1. This use includes fetes, fireworks, children's play clubs, sports matches and occasional ad hoc parking. 2. All applications should be submitted in writing to the Clerk. No booking will be firm until such time as the individual, organisation or club is notified by the Clerk that the application has been approved. 3. Each request for use will be considered individually by Council. 4. Hirers shall be responsible for the maintenance of good order and behaviour during their use of the area, including any setting up and clearing down period. 5. Hirers should ensure that the area is maintained in good condition and Boldre Parish Council reserves the right to demand a security deposit to this end. Hirers shall repay to Boldre Parish Council the cost of reinstating or repairing damage which may have been caused during the period of use. 6. Boldre Parish Council shall be indemnified against all liability for injury to persons or damage to property arising from the hire. 7. Users must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents. 8. Hirers shall pay any relevant booking fee and required security deposit in advance to the Clerk and shall at the same time provide contact details of a responsible contact person.
1.2	7/12/15	Parish Clerk	<ol style="list-style-type: none"> 1. Changed "use the area" to "hire" in the introduction. 2. Changed second heading from "Use of land....." to "Hire of land....." 3. Added "including Third Parties who make a donation to Boldre Parish Council funds" to point1, second section. 4. Third section point 3 – changed "or a letter confirming..." to "or written confirmation....."