



**DEPARTMENT OF LEISURE SERVICES
PARKS AND COUNTRYSIDE SERVICE**

**TERMS AND CONDITIONS OF HIRE
GENERAL LETTING OF PARKS**

1. Applications for events will only be considered if submitted within a reasonable time of the proposed event relative to the size of the event i.e. not later than 9 months for major events and 1 month for small events. The Hirer must submit full details of the proposed event for the approval of the Events Safety Team. Details to include arrangements for catering, refuse collection and disposal, toilets, general activity to be staged, anticipated attendance figures and Health & Safety information as appropriate.
2. The Hirer must conduct their own risk assessment, a written copy of this must be made available to the General Manager, Parks & Countryside, at least two weeks before the date of the event.
3. The Hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and other Health & Safety legislation including the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999 and Electricity at Work Regulations 1989. It is the responsibility of the Hirer to comply with all relevant legislation. If appropriate, the Borough Council will provide the Hirer with any information required by Health & Safety legislation.
4. The Hirer shall indemnify and keep indemnified the Borough Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the Licence hereby granted (other than injury resulting from any negligent act of the Borough Council its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by the Parks and Countryside General Manager for the time being of the Borough Council.
5. The Hirer will be required to produce written evidence of the existence of Public Liability Insurance at such a level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
6. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24hours after completion of the event and reinstatement of land within 48hours after completion of the event. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
7. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left on the Venue before, during or after hire period.
8. The Hirer must ensure that First Aid equipment is provided and all precautions taken against the risk of fire and electric shock, and inform the Borough Council of the arrangements intended for an electrical supply to be provided for the event and arrange with Seeboard for the meter to be read and for any other advice, which may be necessary.
9. The Food Safety Act 1990 and a number of regulations and Codes of Practice govern the sale of food. These are enforced within the Borough by the Environmental Health Department. The regulations require any food outlets to be registered. The Hirer must notify the Events Safety Team who will in turn notify the Chief Environmental Officer at least 2 months before the event.
10. The Hirer must ensure that adequate parking arrangements are made for vehicles, and the prior approval of the General Manager, Parks & Countryside to be obtained in respect of such arrangements.



11. The Hirer is required to comply with the Town and Country Planning (Control of Advertisements) Regulations 1992, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
12. The Hirer is responsible at all times for the smooth running of the event.
13. Temporary structures must be constructed of sound materials and be suitable for their purpose and must be approved by The General Manager, Parks & Countryside. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission; The Hirer must notify the Events Safety Team who in turn will contact the Chief Planning Officer at least 2 months before the event.
14. The Hirer must ensure that the bylaws applicable to the park or open space in which the event is to be held are complied with at all times.
15. Hire may be subject to payment of a fee or bond, the amount of which to be determined by the General Manager, Parks & Countryside. The fee and bond must be received at least one month before the event is due to take place.
16. Vehicular access and parking is only permitted with the prior approval of the General Manager, Parks & countryside.
17. No public address system is to be used without the approval of the General Manager, Parks & countryside or his representative.
18. The Hirer must comply with the direction of the General Manager, Parks & Countryside or his appointed representative at all times.
19. The Hirer must obtain all necessary clearances from and comply with all requirements of the Civil Aviation Authority and/or any other relevant body.
20. If the preparation and vacation of an event requires a Park Ranger outside the hours of 0730 and 2130 a cost of £23.00 (excluding VAT) per hour will be incurred.

THE BOROUGH COUNCIL RESERVES THE RIGHT TO CANCEL THE HIRING IF DETAILS ARE NOT SUBMITTED OR IF THE ARRANGEMENTS ARE UNSATISFACTORY.

DECLARATION:

I have examined and will abide by the terms and conditions of hire

Print name:.....

Signed:.....

Date:.....On behalf of (Organisation).....

Park/area.....

**Please return to General Manager,
Parks & Countryside Service,
Guildford Borough Council,
Millmead House, Millmead,
GUILDFORD, GU2 4BB.
Telephone 01483 444715. Fax 01483 444725**