

Regulations for the hire of public open space and associated buildings

The Council requires 15 working days to process small event applications. For larger events, the Council requires 6 weeks' notice to process the application. Failure to comply with these guidelines could result in your event not being approved.

General

1. The person signing the application will be personally responsible for ensuring that the letting fee or hire charge is paid and for compliance with these regulations. If this person steps down as the nominated contact for an organisation hiring the open space, the person taking over responsibility must confirm this in writing by email or letter.
2. The Hirer shall be held responsible for the effective supervision of the arrangements and people present during the period of hire.
3. These regulations apply to the letting of all premises and grounds which are the responsibility of the Department for Place of South Gloucestershire Council.
4. All correspondence from the Council to the Hirer will be sent by email, unless the Hirer has informed the Council that they do not have access to an email account. It is the Hirer's responsibility to ensure that the Council is informed of any changes to their contact details.
5. When contacting the Council by email, the Hirer is advised to use the following email address: CommunitySpaces@southglos.gov.uk.
6. Applications for hire must be made on the application forms we provide.
7. The premises or ground may only be used by the group on whose behalf the application is made.
8. The booking is provisional until confirmed in writing by the Council officer(s) responsible for administration of the booking. If it is not confirmed, you will be advised of the reason for the decision.
9. The Council or its agents reserve the right to terminate the booking and/or agreement if there are concerns about any aspects of the activity including the behaviour of spectators and those taking part in any activities.

Access and Security

10. The Council may lend keys to the Hirer if required. All copies must be returned at the end of the hire agreement by hand or by recorded delivery. The Hirer is responsible for the cost of replacing any lost keys.
11. If keys are supplied, the Hirer is responsible for the security of the site during the hire agreement and must leave it securely locked at the end of the event. If the Hirer fails to keep the site secure, they will be liable for any and all costs resulting from unauthorised access.
12. The Council always reserves the right of entry at any time for its staff or agents.

Protection of premises

13. Any Codes given to the Hirer for locks to premises shall be kept secure and confidential and shall not be shared with anyone outside of the Hirer's group.
14. It is the Hirer's responsibility to ensure that the gates to the premises are kept locked or re-locked if left open.
15. On behalf of the Council, the Director of Place may impose special conditions on a letting or authorise other people to do so. This may include requirements as to fire precautions, security of persons or premises, the exclusion or admission of any person, animal or item of equipment or the arranging of insurance cover.
16. Please ensure that you have prior agreement or consent before taking any photos at events on property owned or leased by South Gloucestershire Council. It is vital if an event includes children or vulnerable adults, any photography including video is agreed with all parties (individual's parent or carer) in advance.

Sports Pitches - for any events taking place at Page Park

17. If your event is taking place during the Cricket Season (typically May to August), you must avoid any vehicular movement or erection of equipment on the cricket square. You must also be aware of any potential stray cricket balls which could cause potential injury and/or damage.
18. If your event is taking place during the Football Season (typically September to April), you must ensure that any tables, materials and/or equipment are placed at least 3 metres away from the football pitches to avoid collisions with players, officials or spectators.

Charges, Payments and Refunds

19. Charges will be made at rates fixed by the Council and shall be liable to change without prior notification. The Council reserves the right to charge the correct rate where the incorrect charge has been quoted, although the Hirer may wish to cancel the letting in these circumstances. There is an annual uplift of fees every April.
20. Invoices are sent to the person stated on the hire form unless the Council is instructed otherwise. If the Hirer prefers that the invoice is sent to a secondary contact e.g., the

Treasurer of the organisation they represent, they must inform the Council at the time that the hire paperwork is submitted.

21. Payment is due on receipt of the invoice using one of the payment methods listed on the back. The Council reserves the right to cancel future bookings where charges remain unpaid 14 days after the due date of payment. If the Hirer is not able to make payment by the due date, they must contact the Council immediately.
22. Further bookings will not be taken for an individual or organisation with any outstanding invoices.
23. If a booking is cancelled after the hire agreement has been approved, the Council reserves the right to charge for any costs it has incurred. If a booking is cancelled with less than 2 full working days' notice, the Council also reserves the right to charge the agreed hire fee in full.
24. The Council does not provide refunds. However, the Council reserves the discretion to refund charges in exceptional circumstances.
25. If it is necessary for the Department to undertake extra cleaning, the Hirer will be charged an hourly rate, plus a 15% administration fee. This must be paid on receipt of the invoice, otherwise all remaining bookings will be cancelled.

Public Use

26. During the hire agreement, members of the public must be allowed to access the public open space.
27. Members of the public must not be charged to access the public open space.

Care of Premises

28. The Hirer must ensure that there is a responsible adult present and able to always supervise during the letting. In the event of a function being organised by or for persons under the age of 18 years, the booking must be made by, and will be the responsibility of, a responsible adult.
29. The Hirer must pay the Council the cost of any damage resulting from a letting. This includes the site, the ground, the pavilion and any other structures, and any equipment stored within.
30. The lighting of fires or use of barbecues on public open space is not permitted unless specifically authorised by the Council. The Hirer will need to provide the Council with a site plan showing the exact location where they intend to light the fire and details of how it will be controlled. In most circumstances the Hirer will be required to use a fire wok. Where the use of fire or a barbecue has been agreed, the Hirer will be responsible for removing the ash after the event and disposing of it off site.
31. The Hirer must ensure that any rubbish is cleared away and the premises and grounds are left in the condition in which they were found. Food items must be removed from buildings and disposed of appropriately. The Hirer will be responsible for reimbursing the Council for any additional costs incurred in cleaning the premises or clearing the grounds after a letting.
32. The Hirer may not use furniture, equipment, or stock on the premises without the approval of the Director of Place.

33. Where decoration or additional fixtures are required, Hirers may use only surface fixings which cause no damage to the premises.
34. The Hirer may not use chalk, resin, or polishing materials on floors.
35. The Hirer may not add to or alter the electrical and mechanical installation of the premises or install any specialist equipment such as public address systems without the prior approval of the Director of Place. Any specialist equipment which is used, should only be connected to circuits protected by Residual Circuit Devices (RCDs).
36. All furniture, apparatus and appliances to be used in connection with the letting must be delivered and set up prior to the event for which the premises or ground is hired.
37. Any special requests about tables, chairs, etc. to be used in connection with the letting, should be made known in advance. Please note that it is not always possible to comply with such requests.
38. At functions taking place in late evening, the Hirer is responsible for ensuring security at any outside doors of the premises.
39. Any signs and/or banners are not permitted to be placed on, or within, any public open space, this is to include gates and fences, without first gaining the landlord's consent and where applicable, the appropriate planning permission.

Emergency Procedures

40. The Council does not provide First Aid or medical facilities for Hirers, nor does it guarantee access to a public telephone system for calling assistance during lettings. The Hirer must make suitable arrangements for this.

Condition of Premises

41. Whilst the Council is unable to guarantee the fitness, suitability or conditions of the premises or grounds at the commencement of the letting, every effort will be made to ensure that they are in a reasonable state.

Insurance

42. The Council's insurance does not extend to the Hirer's liabilities. The Hirer is responsible for providing sufficient insurance to cover this liability.
43. It is a requirement of the Council that organisations hiring council-owned facilities have adequate public liability insurance, which includes an indemnity for damage to the Council's property.
44. It is a requirement of the Council that an individual or a group of friends or neighbours organising an event that is open to the public have adequate public liability insurance, which includes an indemnity for damage to the Council's property.
45. Where an individual or a group of friends or neighbours are organising a private event, where they will only be inviting their friends or family to attend, the person completing the hire form retains the liability and it is their decision as to whether they take out insurance to cover themselves.
46. Where public liability insurance is required, a minimum cover of £5 million must be provided. The policy details must be supplied before the hire agreement can be finalised.

47. The Hirer is responsible for providing detail of its Employer Liability, should they bring any employees for the event.
48. Where the purpose for hire includes the use of inflatables, erections of any type or fairground rides being made available to the public, public liability insurance cover of at least £10 Million must be provided. Details contained in separate Inflatables guidance notes. In addition, the event holder must also have their own £10m public liability cover in respect of any events that include fairground rides and/or inflatables. Public Liability cover of £10million public liability insurance cover applies to each ride and/or inflatable at any event.
49. The Hirer must provide insurance cover for any equipment left at the premises.
50. Hirers have the responsibility to ensure that they are aware of what is covered through their Voluntary Agreements. Should the event not be covered, then it is their responsibility to ensure they have taken out a separate insurance policy of sufficient value to cover said event.

Legal Requirements

51. The Hirer shall comply with the legal requirements concerning consumption of intoxicating liquor, street trading, collections, music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any licences or any other permission required, always providing that no such application shall be made without the prior permission of the Director of Place. If you require further information on Licencing requirements, please telephone 01454 868001 or refer to our Licencing web pages.
52. The Hirer shall comply with Section 12 of the Children and Young Persons Act 1993, that is to say that, where any play or entertainment is provided at which the majority of persons attending are children, if the number exceeds 100, it shall be the duty of the Hirer to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or other persons being admitted while entering and leaving the building, and to take all other reasonable precautions for the safety of the children.
53. The Hirer will at all times during the letting, act in accordance with the Equality Act 2010. In particular the need to eliminate unlawful discrimination, victimisation and harassment, advance equality of opportunity for all and foster good relations between persons of diverse groups and co-operate with the Council in monitoring compliance with this provision.
54. The Hirer shall ensure that those attending the event comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises. If any legal action is taken remuneration of any expenditure incurred shall be forwarded to the Hirer for full settlement.
55. The Hirer is specifically forbidden to use, or allow the use of, the hired premises for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to other users of the premises or neighbouring or adjoining premises.

56. The Hirer must carry out sufficient investigation to ensure there are no buried services in the designated area, such as electricity supply, or gas and water pipes, before knocking stakes or any other equipment into the ground.

Equalities

57. South Gloucestershire Council's Guiding Principles state: We will treat everyone fairly, challenge inequalities and promote opportunities for all. To that end organisations hiring our facilities will be encouraged to have in place constitutions which will include a commitment to provide equality of opportunity to all users and spectators, challenge inequality and recognise diversity.

Compliance with Regulation

58. Failure by the Hirer to comply with any or all the foregoing regulations, whether intentionally or not, may be deemed by the Director of Place to be just cause for the immediate cancellation of any use.

Contact us.

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E: CommunitySpaces@southglos.gov.uk
W: [Hold an event in a park](#)