



HIRE / USE OF - GLEBE FIELD, TANDRIDGE LANE

Date of Hire / Use:

From.....to.....

Approved by Tandridge Parish Council on
(date).....

By:.....
.....

Terms & Conditions

The freeholder of the Glebe Field (the Field) is the Diocese of Southwark. Tandridge Parish Council (the Parish Council) lease the Field from the Diocese for the benefit of the Tandridge Parish and Village community.

The Hirer is responsible for applying for and complying with any legislation, regulations and local authority or other requirements and for obtaining any licences or permissions or other approvals or consents applicable to the hire of the Field including, without limitation, where relevant:

- Music and dancing licences
- Satisfying and complying with any requirements for the provision and sale of alcohol including obtaining a Temporary Event Notice from Tandridge District Council

If any licences are required then the Hirer must provide the Clerk to the Parish Council with copies prior to the event. Should they not do so then access to the field will be prohibited.

The Hirer will be responsible for

- Providing appropriate WC facilities if the purpose of the hire is anything other than pure parking.
- The safe use of the Field including the provision of attendants on the gate when not secured.
- Maintaining the security of the Field during the period of the hire term and securing the access gate when the hirer or those associated with the hire are not present in the Field and on hire termination.
- The collection and appropriate disposal off site of all rubbish associated with their period of hire.
- If the purpose of the hire is for vehicle parking, then unless the gate is manned it must be locked to prevent third party trespass
- In the event of third party trespass occurring during the hire term or should the Hirer leave the gate unlocked at the end of the hire term, the Hirer agrees to indemnify the Parish Council for any such costs or expenses incurred in the third-party eviction including clearing the Field of anything left by the third party.



- Obtaining appropriate insurance for themselves and their guests and vehicles throughout the period of hire. (A COPY OF THE DOCUMENTATION MUST BE SENT TO THE CLERK TO THE PARISH COUNCIL PRIOR TO THE COMMENCEMENT OF THE HIRE TERM).
- Providing appropriate firefighting equipment.
- Reporting to the Clerk to Parish Council with 48 hours of the occurrence, of any accidents or injury involving persons or their vehicles or damage to any property.
- Any damage caused to the Field through the access, egress and manoeuvring of vehicles during the term of hire. The Hirer shall report any damage caused during the term of hire to the Clerk to the Parish Council and shall be liable for reimbursing the Parish Council for the cost of making good such damage however caused and agrees to indemnify the Parish Council for any such costs, expenses or damages incurred.
- Any damage caused to the trees, hedges, fences and gate during the term of hire. The Hirer shall report any damage caused during the term of hire to the Clerk to the Parish Council and shall be liable for reimbursing the Parish Council for the cost of making good such damage however caused and agrees to indemnify the Parish Council for any such costs, expenses or damages incurred.
- If music is involved or the function extends past 10.00 PM the hirer must obtain written agreement to the hire from the immediate neighbours at Flagpole Cottage, The Vicarage Close, St Peter's Vicarage, Tandridge Court Lodge and Orchard Cottage.

NO VEHICLE MOVEMENTS ARE PERMITTED BETWEEN 10.30 PM AND 07.30 AM UNLESS AGREED IN WRITING FROM THE RESIDENTS OF THE ABOVE RESIDENCES

CHARGES AS AT MAY 2018

- Use of the Field for parking: £100.00 for up to 24 hours
- Use of the Field for wedding receptions: £500.00 for a maximum 3-day period (£200.00 per day thereafter) allowing for marquee erection and removal
- Village fete: No Charge
- Village Fireworks: No Charge
- School sports day: No Charge
- Parking for an NGS opening: No Charge
- Parking associated with Church services other than below and picnics: No Charge
- Parking associated with Church wedding and funeral services or ticketed events: £25.00 for up to 4 hours

THE FIELD IS AVAILABLE FOR HIRE TO ONLY THOSE WHO ARE RESIDENT OR WHO WERE BORN AND THEIR PARENTS STILL LIVE, WITHIN THE PARISH BOUNDARIES.

AT THE DISCRETION OF THE PARISH COUNCIL, THE FIELD MAY BE FOR HIRE AS A RECEPTION VENUE FOR COUPLES GETTING MARRIED AT ST PETERS.

WHERE PARKING IS REQUIRED FOR A WEDDING OR FUNERAL SERVICE OF A PERSON OR PERSONS FROM OUTSIDE THE PARISH, THE HIRER SHALL BE THE CHURCH.

The Hirer shall indemnify the Parish Council against any liability arising from the failure of the Hirer to comply with any conditions listed above including without limitation those relating to the playing of music or sale and or consumption of alcohol whether by act omission or default and whether knowingly or unknowingly.



The Hirer shall ensure the good conduct and safety of those using the Field for the duration of the hire term and of their access and egress to and from the Field and deal appropriately with any complaint made including allowing access by any police officer or the representative of the Parish Council and if required shall close any hiring not properly conducted.

ACCESS:

There is a double gate entry system to the field.

The first gate (roadside) has a combination lock.

The internal gate has a keyed padlock.

The code to the combination lock shall be given to the hirer when they receive a key to the interior padlock

To obtain a key, contact the Parish Clerk on 01342 604338 / clerk@tandridgeparishcouncil.org.uk

GLEBE FIELD HEALTH AND SAFETY POLICY

Responsibilities

Hirers should be aware of and give thought to their responsibilities for the safety of people attending their activity. A responsible person should be alert to take control should an emergency situation require action.

Accidents and incidents

Particulars of any accident or incident occurring during occupation of the Field which did or could give rise to an injury must be recorded as soon as possible after the accident or injury.

The report must include:

Name, address and telephone number of persons injured

Exact time and place of the occurrence

Detailed description of the accident or incident, including a description of any apparatus or equipment involved

Name, address and telephone number of any witness(es) to the accident with signed statements

Accidents and incidents, or any untoward event, should be reported to the Clerk to the Parish Council in accordance with the term and conditions relating to the hire of the Field within 24 hours.

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I confirm that I have read and understood the terms and conditions, and the Health and Safety Policy stated here below.

Signed by Person Responsible for Hire (the Hirer): _____

Full Name:

On behalf of:

Date