

HIRING AGREEMENT

OUTSIDE SPACES

THIS AGREEMENT is made on the date **(8)** and between Stotfold Town Council **(1)** and the Hirer **(2)** detailed below whereby in consideration of the sums mentioned **(7)**. **STOTFOLD TOWN COUNCIL** agrees to permit **THE HIRER** to use the premises and facilities **(4)** for the purpose **(3)** and for the period(s) **(5)** all described below:

1. Stotfold Town Council	Town Clerk: Town Council Offices, The Greenacre Centre, Valerian Way, Stotfold, SG5 4HG Tel: 01462 730064
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2. Full name of Hirer:	
Name of Organisation (if applicable)	
Address:	
Telephone number:	
E mail:	

3. Purpose of hire:	
3a. Estimated number of persons attending:	
3b. Will those attending be charged an entry fee?	

4. Outdoor space required (The Green/Hitchin Rd Rec/Arlesey Rd/Greenacre Park/Riverside Pl. Field)	
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5. Day(s) and Date(s) of hire/Ongoing	
Hours:	From: To:

6. Hire Fee – Total payable (to be settled no later than 14 days before Hire date)	£
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7. AS WITNESS the hands of the parties hereto on the date of:

Signed by THE HIRER the person named at (2) above	Signed by the person named at (1) above on behalf of STOTFOLD TOWN COUNCIL
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***ANY ACCIDENTS OCCURING DURING THE HIRE PERIOD MUST BE REPORTED TO THE TOWN COUNCIL WITHIN 24 HOURS**

PAYMENT DETAILS

Stotfold Town Council can accept payment via bank transfer, card, cash or cheque.

Bank transfer

If making a payment via bank transfer, please ensure that the name of the hirer and date of hire are given as a reference and inform Stotfold Town Council as soon as you have made the payment.

Account name: Stotfold Town Council
Account No: 20354862
Sort Code: 60-83-01

Cheque

Cheques should be made payable to STOTFOLD TOWN COUNCIL

OFFICE USE ONLY	COPY OBTAINED
PUBLIC LIAB. INS.	
RISK ASSESS.	
DATE FULL PYMT RCVD	
RECEIPT NO.	
COPY DOCS TO HIRER	



STOTFOLD TOWN COUNCIL

CONDITIONS AND HIRE AGREEMENT

**HITCHIN ROAD RECREATION GROUND, THE GREEN,
RIVERSIDE PLAYING FIELD, ARLESEY ROAD AND GREENACRE PARK**

1. The Green (SG5 4AN), Hitchin Road Recreation Ground (SG5 4JT), Riverside Playing Field (SG5 4AN), Arlesey Road (SG5 4HB) and Greenacre Park (SG5 4HG) may all be used for community events/bookings (according to the Council's policy on letting of each area), provided that permission is obtained well in advance from the Town Council, and giving full details of the proposed event. No charge will be made for single community events where no funds are raised or where such funds benefit the local community. Other usage may be chargeable, according to the Council's relevant charging policy.
2. Free public access is to be retained throughout the entire hire period, and safe and unrestricted public access to all play equipment must be guaranteed.
3. The Town Council accepts no liability for any damage to vehicles or persons using the Riverside Playing Fields, The Green, Hitchin Road Recreation Ground, Arlesey Road or Greenacre Park or for any items that may be lost by persons using these areas or lost from any vehicles using these areas.
4. The Town Council also accepts no liability for any injury that may be caused to people using the Riverside Playing Fields, The Green, Hitchin Road Recreation Ground, Arlesey Road or Greenacre Park during the time of hire.
5. Keys may be made available to allow access to the grounds, by request. Charges will be made if these are not returned. All gates/barriers must be secured at the end of an event.
6. Toilets may be made available at the Hitchin Road Recreation Ground, by request at the time of booking. The toilets must be left in a clean and tidy condition at the end of the hire period. Toilet facilities are available at Arlesey Road, which do not require booking.
7. Special licences may be required for some types of events, and it is the hirer's responsibility to obtain the appropriate licence from Central Bedfordshire Council.
8. The hirer is responsible for taking out appropriate public liability insurance, and the Town Council will seek evidence of appropriate insurance cover from the hirer.
9. The hirer is responsible for carrying out their own risk assessment for the hiring period, ensuring their event/hire period is properly stewarded and that a first aid kit is available. A risk assessment pro-forma and guidance is attached for use by the hirer, and the completed form is to be returned to the Council offices in good time prior to the event.
10. Hirers are responsible for ensuring that a mobile phone is available for use in emergencies.
11. Under no circumstances are motorised vehicles allowed onto Riverside Playing Fields, Hitchin Road Recreation Ground, The Green, Arlesey Road or Greenacre Park without prior agreement by the Council, and this use may be restricted to limited areas only. The permission to take motorised vehicles onto the grounds may be withdrawn at short notice and is subject to suitable weather conditions.

12. Care should be taken to ensure that those attending the event by car do not block adjacent roads or damage grass verges.
13. Noise levels must not be such as to unduly disturb nearby residents.
14. Any temporary structures erected on the grounds of the Riverside Playing Field, Hitchin Road Recreation Ground, The Green, Arlesey Road and Greenacre Park may only be erected by permission from the Council and must be suitable for purpose and comply with relevant safety conditions. They must be fitted with suitable load spreading base plates. This includes marquees, tents, stands, and inflatable devices such as bouncy castles.
15. Bonfires are not permitted on any of the grounds. Barbecues will be permitted with approval from the Council and must be kept off the ground.
16. Any damage to land, equipment, buildings, trees, hedges or fences shall be repaired or otherwise made good at the hirer's expense.
17. If any part of the Riverside Playing Fields, The Green, Hitchin Road Recreation Ground, Arlesey Road or Greenacre Park are damaged or left in an unsatisfactory state, e.g. any rubbish, then further bookings will not be permitted, and a charge will be levied for any damage caused.
18. Suitable arrangements must be made for the disposal of all refuse immediately after the event, and all advertisement flyers are to be removed from the grounds and surrounding areas in Stotfold before leaving.
19. The hiring fee, where appropriate, is to be paid in advance.
20. The hirer must confirm the start and finish times for events, at the time of booking.
21. Please note that football games take place on some of these open spaces throughout the year. Details of fixtures can be obtained from the office.
22. The hirer and event must not contravene laws relating to betting, gaming and lotteries.
23. The grounds must not be used for any other purpose than that in this Agreement.