

BRIEFING NOTE

Groups using Parish Council Recreation Grounds

1. This Note sets out the basis on which organised groups may use space on the Recreation Grounds owned by the Parish Council.

General use of Recreation Grounds

2. The Recreation Grounds are public spaces to which all people have reasonable access at all times. It is expected that any person may use the space in any way within the terms of the Law and without interfering with the use, or causing a nuisance to any other person.

3. From time to time groups of people or organisations will propose to use some or all of the space on a Recreation Ground. These will be **events** which take place infrequently and irregularly. An **event** is where there is a planned activity involving several people, which is organised by a definable person, group of people, organisation or company (the organiser). These can be **small events** or **large events**.

The Parish Council is pleased to encourage the use of its Recreation Grounds by organised groups.

Small events

4. A **small event** is defined as complying with all of the following :

- Less than 100 people (adults and children) gathered
- There being no machinery or vehicles deployed
- There is no trading (the sale of goods, food, drink or services)
- There are no public address systems (loudspeakers)
- There are no fires lit, including BBQ's.

5. The organiser is asked to seek the permission of the Parish Council, in writing. The following information will be required:

- The name and address and contact details of the organiser
- The date and approximate times of the event
- A brief description of the expected activity
- An estimate of the numbers of people (adults and children) attending
- Confirmation that the terms of the small event will be complied
- Confirmation that all litter will be removed and any damage will be made good before leaving the Recreation Ground on the day of the event.
- Confirmation that appropriate health and safety issues have been considered.

6. The Parish Council will not normally make any charge for a small event.

Large events

7. A **large event** occurs where any of the following apply:

- More than 100 people (adults and children) gathered
- There being machinery or vehicles deployed
- There is trading (the sale of goods, food, drink or services)
- There are public address systems (loudspeakers)
- There are fires lit (such as BBQ's).

8. Organisers of a large event must apply to the Parish Council for a Licence to use the land and the following conditions will apply:

- A charge might be made for the Licence (the Parish Office can supply a sample Licence)
- A returnable bond might be requested
- The organiser will be required to remove any litter and to make good any damage to the Recreation Ground.
- The organiser will have to submit a Risk Assessment covering the activities, to demonstrate that proper attention has been given to all matters including safety, crowd control, emergencies, traffic and parking.
- The organiser may be required to obtain an Entertainment Licence form the Licensing Authority (Mid Sussex District Council).
- Evidence will be required of public and third party insurance of up to £5 million.

Stephen Hoyles
CLERK TO THE COUNCIL
31 May 2013
