



Recreation Ground Hire Agreement

You can apply to use the Recreation Ground to carry out a business, such as an outdoor exercise class, training, or tuition with paying customers.

To ensure members of the public are kept safe, the Council must ensure that all hirers have their own Public Liability Insurance, have completed the necessary risk assessments, and supply any other important documentation.

When completing this application, the information contained within it will form a declaration as part of the conditions of hire, unless subsequently changed by mutual agreement and confirmed in writing.

Please note that Stowmarket Town Council accept no liability for any accident, damage, illness, or other occurrence which may arise as a result of your activity. Reasonable precautions should be taken to ensure the safety of your participants. It is your responsibility to check the area is safe before the activity takes place. Any issues should be reported to the Town Council.

The area should still be accessible to members of the public. The area should be kept clear of litter, equipment, and property at the end of the session.

Stowmarket Town Council reserves the right at any time to cancel this booking in the event of emergency maintenance works, adverse weather, force majeure, or any other events beyond the Councils control.

Following cancellation, we will not accept responsibility for any additional costs incurred that are associated with the hire of the Recreation Ground to other organisations.

The Town Council also reserves the right to cancel with no refund, should any of the information stated on this form be incorrect.

Supporting Documentation

- Copy of Public Liability Insurance
- Health & Safety Risk Assessment
- Copy of Photo ID (Driving Licence or Passport)
- Copy of DBS (if young people/vulnerable adults attending)
- Written statement regarding Child safety (if working with Children)
- Written statement regarding sale/consumption of alcohol (if applicable)
- First Aid provision

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We may request further documentation, if required.



Booking Details	
Name of Organisation	
Contact Name	
Position within the Organisation	
Email address	
Phone number	
Type of activity or event	
Please provide further details of the activity or event taking place	
Dates and Times of Booking	
Date from:	
Date to:	
Excluded dates:	
(Times to be inclusive of set-up and clean-up)	
Mon	Yes / No Start time: Finish time:
Tue	Yes / No Start time: Finish time:
Wed	Yes / No Start time: Finish time:
Thu	Yes / No Start time: Finish time:
Fri	Yes / No Start time: Finish time:
Sat	Yes / No Start time: Finish time:
Sun	Yes / No Start time: Finish time:

Once Stowmarket Town Council have processed and agreed your Recreation Ground booking, you will be sent confirmation which will include:

- information regarding how payment is to be made and when this is due.
- a map detailing your onsite booking location (zone; A, B, C, D, E).



Recreation Ground Hire Terms & Conditions

1. Fees

- 1.1. A daily charge of £200.00 will apply for a full day's hire, or £120.00 for up to 6 hours.
- 1.2. Hirers who are hiring the Recreation Ground for a period of three day or more will be allowed a maximum of a further two days (free of charge) for setting up and de-rigging only.

2. Damage Deposit

- 2.1. A deposit of £700 is required for day bookings, which will be returned after your booking if no damage has been caused to the site and all advertising material has been removed in accordance with point 9.2.
- 2.2. Hirers shall be liable for any damage caused to the Recreation Ground by their activities (including damage to the trees, skate park, verges, pathways, memorial gates and play equipment) accidental or otherwise.
- 2.3. The cost of repairing any damage caused by the result of the hirers' use of the site will be deducted from the deposit. If the cost of repair exceeds £700, the hirer will be charged the difference.
- 2.4. Stowmarket Town Council will inspect the Recreation Ground before and after use to establish if any damage has been caused.

3. Access

- 3.1. Vehicular access to the Recreation Ground will need to be arranged with Stowmarket Town Council.

4. Damage and Losses

- 4.1. Stowmarket Town Council shall not be liable for any damage or loss whatsoever. The Hirer shall indemnify Stowmarket Town Council in respect of all costs, claims, expenses, and demands which they may suffer or incur, and which arise directly or indirectly out of the use of the Recreation Ground during the period of hire.
- 4.2. Stowmarket Town Council reserves the right to charge the Hirer for partial or full settlement of any claim.

5. Litter

- 5.1. You will be required to remove all litter, including bulk litter, generated by your use of the Recreation Ground at least once a day whilst you are on site. The litter bins placed on the Recreation Ground, must not be used for this purpose and alternative provision must be arranged by the hirer.



6. Health & Safety

- 6.1. It is the responsibility of the hirer to ensure the health, safety and welfare of persons accessing the activity at all times.
- 6.2. It is the responsibility of the hirer to ensure all activities are adequately supervised at all times.
- 6.3. Hirers are required to warn customers of age requirements or hazards relating to use of their equipment and regulate the use of it in a conscientious manner.
- 6.4. If children will be in attendance, please provide a written statement giving further details about the measures you will be taking to ensure their safety with particular reference to DBS checking.

7. Alcohol

- 7.1. The Recreation Ground is located in an alcohol-free zone and therefore special permission must be sought from the Police and Mid Suffolk District Council in order for the sale/consumption of alcohol. A written statement providing further details and outlining measures you will be taking to manage the sale and consumption of alcohol should be provided. This information should be submitted with this form.

8. Use of Music and PA

- 8.1. Organisers of events with amplified music are responsible for liabilities towards the Performing Rights Society and the Phonographic Performing Limited.
- 8.2. Sound levels must comply with acceptable levels set by Environmental Health at Mid Suffolk District Council. Use of a PA is not permitted after 11:30 pm.

9. Respect

- 9.1. Stowmarket Recreation Ground is situated within a residential area; therefore, consideration must be given to residents when setting up and taking down equipment.
- 9.2. All advertising material must be removed by the hirer within 3 days of the end of the hire period, from the Recreation Ground and any areas within Stowmarket or surrounding villages. The hirer will be responsible for any costs incurred by the Town Council, should we have to remove any material left behind by the hirer.

10. Use of Animals

- 10.1. Stowmarket Town Council does not permit any performing animals on Town Council owned land unless specific written permission is given at Stowmarket Town Council's discretion. Permission will only be granted if written application is made detailing the type of animal and the type of performance intended to take place. This information should be submitted with this form.
- 10.2. Hirers are not permitted to give live creatures as prizes on Stowmarket Town Council owned land.



11. Exemptions

- 11.1. The hire of the Recreation Ground be permitted for the use of political campaigning or religious gatherings.

12. Public Access

- 12.1. The Hirer must allow unrestricted public access to the Public Footpaths crossing the Recreation Ground and understand that some are owned and managed by Suffolk County Council. Hirers wishing to close or obstruct the Public Footpaths are responsible for arranging temporary closure and diversions with Suffolk County Council.

13. Utilities

- 13.1. The Hirer must arrange, in advance, with Stowmarket Town Council, any needs for electricity and water during the event or use of the Recreation Ground.

14. Cancellation

- 14.1. In extreme circumstances, the Town Council may have to cancel the booking made by the Hirer, the Town Council will give as much notice as possible to the Hirer and all monies paid returned. However, the Town Council cannot be held responsible for any other expenditure incurred due to the cancellation and the Hirer or anyone participating in the event will not be entitled to compensation. Any such claims will be the sole responsibility of the Hirer.

Any cancellation of your hire must be made at least 7 days before the start of your booking in order for your fee to be refunded. If you cancel within 7 days of the start of your booking, no refund will be paid.

I confirm that the information I have provided is correct, I agree to adhere to the Recreation Ground hire terms and conditions, and I enclose all required documents.

Signed Date

OFFICE USE ONLY	Date	Staff
Application received		
Compliance documents received		
Payment received		
Confirmation information sent		
Notes:		