

COLLINGHAM WITH LINTON PARISH COUNCIL HIRE AGREEMENT FOR THE USE OF THE GLEBE FIELD, COLLINGHAM

This Agreement is made between: 1. **Collingham with Linton Parish Council** (hereinafter referred to as "**the Council**") AND 2. The Hirer (details as provided in the Booking Form attached) (hereinafter referred to as "**the Hirer**")

1. Premises

The Council permits the Hirer to use The Glebe Field, Collingham (hereinafter referred to as "**the Field**") subject to the terms and conditions of this Agreement.

2. Period of Hire

Date(s) of Hire: [As completed in Booking Form] Time(s) of Hire: [As completed in Booking Form]

3. Hire Fee

Residents, with proof of address, may use the field free of charge if permission is sought and granted by the Clerk to the (Parish Council). All other hire agreement conditions apply.

Hire fee: £30 per day, £15 per half day or part thereof (1-4 hours)

Payment due: Within 7 days of confirmed booking

Payable to: Collingham with Linton Parish Council

4. Security Deposit

A refundable Security Deposit of £100 is required to cover:

1. damage to the Field or surrounding area;
2. breach of any hire agreement terms;
3. failure to clean up after the event;
4. unauthorised use (e.g. extended time).

This Security Deposit must be paid at the time of booking. It will be refunded in full within 14 days of the hire, provided no issues are found upon inspection by the Council. If deductions are necessary, a breakdown will be provided.

5. Use of Field

The Field may only be used for the event or activity described in the Booking Form. No subletting is permitted.

6. Conditions of Use

The Hirer agrees to:

1. leave the Field in a clean and tidy condition;
2. all rubbish shall be removed and disposed of appropriately away from the Field and not in the public bins adjacent to the Field;
3. supervise all persons using the Field during the hire period;
4. obtain all relevant licences;
5. prevent nuisance or disruption to nearby residents which shall include responsible parking;
6. not permit vehicles on the Field unless authorised by the Council in writing;
7. be responsible for all damages and report them to the Council immediately;
8. not to use fireworks, smoke machines or flares;
9. not to light any BBQ or beacon without the consent of the Council;
10. Ball games or other games should not cause annoyance to others using the field;
11. not to climb, tie any item to, or cause any damage to any tree or plant in the Field and to take particular care close to the area known as the Edible Garden;
12. not to move any bench, railing, post or other fixture within the Field;
13. not to fly post advertisements for the event at the Field;
14. not to charge entry to the Field for any purpose whatsoever and not to sell goods unless for the purpose of fundraising at a charitable event;
15. not to restrict access to the Field to the general public who are permitted at all times to walk through the Field with or without dogs.

7. Insurance and Liability

Residents will be covered by the Parish Councils liability insurance provided permission has been sought and obtained from the Clerk to the (Parish Council). Other Hirers must provide evidence of valid public liability insurance. The Council is not liable for any injury, loss, or damage arising from the hire.

8. Cancellation

The Council may cancel the agreement due to unsuitable conditions or safety concerns, with a full refund provided. The Hirer may cancel with at least 7 days notice, refunds are at the Council's discretion.

9. Indemnity

The Hirer indemnifies the Council against all claims, damages or losses resulting from the event or activity.

10. Governing Law

This agreement is governed by the laws of England and Wales.

COLLINGHAM WITH LINTON PARISH COUNCIL THE GLEBE FIELD, COLLINGHAM

BOOKING FORM

| | | | | |
|--|--------|--|----------|--|
| Name of Hirer/ Organisation | | | | |
| Contact Name | | | | |
| Telephone Number | | | | |
| Email Address | | | | |
| Date of Event(s) | | | | |
| Times of use (From & To) | | | | |
| Nature and Description of Event: (Please provide full details of the intended use of the Field i.e. family party, sports games, live music performance, charity event) | | | | |
| | | | | |
| Estimated number of attendees | Adults | | Children | |
| Will Music be playing (Y/N) | | If yes, the appropriate licence must be obtained and submitted to the Council. | | |
| Will alcohol be served or sold (Y/N) | | If yes, the appropriate licence must be obtained and submitted to the Council. | | |
| Do you require vehicle access to the field (Y/N) | | If yes, please provide details below: | | |
| Do you have public liability insurance (Y/N) | | Please attach a copy to this form. | | |
| Hire Fee | | | | |
| Security deposit | | | | |

DECLARATION

I confirm that I have read, understood and agree to the terms and conditions of this hire agreement and accept responsibility for complying with them.

Signed by the Hirer:

Name:

Date:

Signed on behalf of the Council:

Clerk to the Council:

Date: