

WETHERSFIELD PARISH COUNCIL

Clerk to the Council: Mrs Alison Lucas
Russells Farmhouse, Braintree Road, Wethersfield, Essex CM7 4BX
Clerk's Office Telephone: 01371 850198
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Date

Dear Hirer

Hire of The Green, Wethersfield

Whilst the Parish Council is happy for people to hire The Green, Wethersfield, it is a condition of hire that *all applicants must be a resident of the Parish of Wethersfield*. Please be aware that your details may be checked against the electoral register. The Green is not an event arena, but a triangle of grass with trees in the middle of the village, and the Clerk to the Council will consider whether your event is appropriate to be held there upon receiving your application.

Please note that the signed hire agreement must be received by the Clerk one month before the hire date together with a refundable deposit of £100 (one hundred pounds) and failure to do so *will* result in your application being rejected. Please see the hire agreement for further details. The deposit cheque should be made payable to "Wethersfield Parish Council" and sent with the completed hire agreement together with any supplementary paperwork.

You are reminded that you are responsible for obtaining, if applicable, an alcohol and entertainment licence and the Parish Council will not accept any liability for non-compliance with regulations.

Please contact me if you wish to discuss your hire/use of The Green further.

Thank you.

Alison Lucas
Clerk to Wethersfield Parish Council

CONTRACT OF HIRE - WETHERSFIELD VILLAGE GREEN

This is a legally binding Contract of Hire between Wethersfield Parish Council and the person(s) named in this agreement for the hire of Wethersfield Village Green

THIS APPLICATION MUST BE RETURNED TO THE CLERK ONE MONTH BEFORE THE INTENDED HIRE DATE TOGETHER WITH A REFUNDABLE DEPOSIT OF £100 (ONE HUNDRED POUNDS)

1. Name of Hirer: _____

2. Address: _____

3. Telephone Numbers: _____ (Home)

_____ (Mobile)

_____ (Contact number of someone available at the event)

4. Purpose of the Hire: _____

5. **DATE OF HIRE**

Please insert the date you wish hire to The Green: _____

6. **START TIME OF HIRE**

Please insert the time you wish to start the hire from: _____

7. **FINISH TIME OF HIRE**

Please insert the time you wish to end the hire: _____

It is a requirement that all music and any speaker systems must cease at 8.30pm and all persons must leave The Green by 9pm. This should be built into your time schedule and strictly adhered to.

You must clear all personal items away by 9pm and leave The Green quietly.

8. **FIRST AIDER**

Will someone at your event have an up-to-date First Aid Certificate? YES/NO

9. **LICENCES**

Will you be selling alcohol at this event? YES/NO

If the answer is YES then you **MUST** display a copy of your Temporary Event Notice (TEN), which is granted by Braintree District Council, in the bar area during the event.

If you plan to provide regulated entertainment you will also need to display a Temporary Event Notice (TEN).

If you plan to provide live performances or music from any source you will also need a PRS (Performing Rights Society) licence which you will also need to display. If you are using the facilities of Wethersfield Village Hall during your event you may be able to use the Village Hall's PRS licence free of charge, but you will need to contact the CIO of Wethersfield Village Hall to make the necessary arrangements.

10. **CLEARING UP AFTER THE EVENT**

Before you leave your event you must ensure that The Green is left in a safe state so that members of the public will not harm themselves on anything that has been left by you and your guests/visitors.

All equipment including marquees and anything else used in connection with the event/hire must be removed from The Green and surrounding area by midday the following day. The Clerk may grant an extension to this rule if there are specific reasons for non-compliance. Please contact the Clerk immediately if you are unable to remove equipment within the timeframe.

You must ensure that any loose litter left by you or your guests/visitors is collected at the end of the event, bagged up and removed by the following day.

If, after inspection, it is considered that you have not adhered to the above, the Parish Council will charge you the fee required to clean the area of any litter or debris left by you or your guests/visitors whilst attending the event. Any fees charged will be deducted from your deposit and by signing this agreement you agree to pay any additional charges if necessary.

11. **INSURANCE**

For all events, you will need suitable insurance to cover for Third Party and Public Liability.

YOU MUST ATTACH A COPY OF YOUR INSURANCE CERTIFICATE WITH THIS HIRE AGREEMENT.

Do you have your own insurance for this type of event? YES/NO

(Organisation/Community Group etc)

If the answer is YES, please supply a copy of your insurance document with this form.

12. FIRES

FIRES MAY NOT BE LIT UNDER ANY CIRCUMSTANCES.

13. TOILETS

It is the responsibility of the organiser to contact the CIO of Wethersfield Village Hall to arrange to make use of the public toilets or any other area within the village hall. If the village hall toilet facilities, or any other area of the hall is used to support the event, then the organiser is required to clean the areas used and hand them back in good order or the deposit will not be returned.

14. POWER & WATER

These are not available for the hirer. Any power needed must be obtained from another source. Under no circumstance can power be taken from the mini feeder pillar which is used for the Parish Council's Christmas tree lighting only.

15. TRAFFIC

Full provision must be made by the organisers to provide traffic calming on the roads surrounding The Green and ensure the safe passage of vehicles though the village while the function takes place.

16. HEALTH AND SAFETY RISK ASSESSMENT

A health and safety risk assessment relating to all the activities taking place on The Green must be conducted to ensure the safety and wellbeing of the general public.

I confirm that I have read, understood and accept the above agreement between the Hirer and Wethersfield Parish Council.

In accordance with the regulations and law on licensing in respect to all matters relating to alcohol at public and private events, I will take out the necessary license and I take

full responsibility for this and the safety of my guests and any visitors to the event I am organising.

I and/or my organisation/group take full responsibility for ensuring that Wethersfield Village Green is not damaged and should any damage occur during my hire period I and/or my organisation/group agree to pay whatever costs are necessary to reinstate The Green to its original condition.

Signature of Hirer: _____ **Date:** _____

Parish Council: _____ **Date:** _____