

## **WARBLETON PARISH COUNCIL**

### **TERMS AND CONDITIONS FOR BOOKING AND USE OF “THE GREEN”**

**Rushlake Green**  
**East Sussex TN21**

#### **Terminology**

1. Warbleton Parish Council is the “Lessor.”
2. Applicants to use “The Green” are the “User.”
3. Rushlake village green (“The Green”) is the area defined in green on the attached map.

#### **Booking Procedure**

4. The User will apply for the use of “The Green”, using the booking form (attached), to the Lessor with as much notice as practically possible but no less than two weeks prior to a Full Council meeting. This should be sent to:  
Clerk  
4 Kingsmarsh Cottages  
Five Ashes  
East Sussex  
TN20 6JE
5. The User will make a deposit of £200 to the Lessor no later than 1 month before the planned event. This can be by cheque to the Parish Clerk (details above) or by BACS to:  
Warbleton Parish Council  
Account No. 90915831  
Sort Code 20-27-91

#### **Conditions for Use of The Green**

**(Written in accordance with the Byelaw of 26<sup>th</sup> July 1973)**

6. The User will:
  - Provide the Parish Council with a risk assessment to be included with the booking form. A template will be provided.
  - Ensure that the event complies with the details as specified in the booking form.
  - Ensure the Parish Council that all areas where events are to take place are suitable for their intended purposes.
  - Ensure that arrangements for the appropriate £10,000,000 Public Liability insurance are in place and submit a copy of the relevant policy to The Parish Clerk (details above) no later than 1 month before the event.
  - Ensure all independent persons, owners of mechanically propelled vehicles and the owners of any animals must have their own Public Liability Insurance.
  - Police and Fire Brigade authorities must be consulted at least 7 days prior to the event, and again, their recommendations strictly adhered to.
  - Ensure there is at least 1 steward in attendance for every 100 spectators for the duration of the event.
  - Ensure qualified First Aid personnel will be in attendance with the means available to summon the Emergency Services.

- Ensure that noise levels are in accordance with statutory requirements and within the agreed timings specified on the Booking Form
- Arrange for any required statutory licenses to be in place for the event.
- Ensure the Parish Council are aware if vehicles will be parked on The Green. Details to be provided where practically possible.
- Arrange for any tentage or temporary structures, specified on the booking form and agreed by the Lessor, are removed within 1 day of the completion of the event unless an alternative arrangement has been agreed with the Parish Council.
- Arrange for all rubbish to be cleared from The Green within 1 day of the completion of the event.
- Arrange for any object integral to or associated with the event that might damage mowing machinery, be cleared from The Green within 1 day of the completion of the event unless an alternative arrangement has been agreed with the Parish Council. Failure to do so might result in a bill being raised.
- The Hirer to ensure best endeavours are made to restrict parking near road junctions as specified in red on the attached map.
- Arrange a suitable time for the site to be inspected, post event, by The Clerk or a nominated member of the Parish Council.

7. The Lessor will:

- Retain the right to cancel an event if:
- It becomes apparent that the event will not be conducted in accordance with the booking criteria.
- Government guidance dictates the cancellation.
- If weather conditions indicate that unacceptable damage to The Green will result if the event proceeds.
- Undertake to return the deposit to The User no more than one week after the event, providing that, post inspection:
  - The event has been conducted in accordance with the booking criteria and the conditions above.
  - That no damage has been done to The Green.
- Should the reasons for non-return of the deposit be disputed, the Lessor will discuss the matter at a full Council meeting and invite the User to attend.

Signed..... Date.....  
User

Signed..... Date.....  
Lessor

