



LAUGHTON VILLAGE GREEN & PELHAM FIELD HIRE

About Laughton Village Green & Pelham Field

Laughton Parish Council is Custodian Trustee of the Village Green and Pelham Field.

Laughton village green was extended and landscaped in 2014/15. The green is a source of pride for Laughton – use of the green shall be with the understanding that it will be left in the condition it is found. To minimise wear and tear, the Green cannot be used in two consecutive weekends.

The Village Green and Pelham Field are available for hire by local organisations wishing to use them for fund raising or other purposes but excluding commercial activities. Applications from organisations based outside the village may be considered on an individual basis, and are subject to specific agreement by the Parish Council.

Pelham Field can be hired for event parking between April 1st and October 1st only, subject to ground conditions. Hire is for a maximum of 5 hours.

Laughton Village Green and Pelham Field Rules 2017/2018:

Booking:

- Application for use of the Village Green or Pelham Field must be made to the Council in writing on one or both of the forms found on the Council website (www.laughtonparish-council.co.uk) or can be provided by the Parish Clerk (laughtonclerk@gmail.com).
- Applications must be received no less than 30 days before the event date.
- Private Hire (eg wedding) of the Village Green would attract a fee of £50 payable once an application is approved. This booking fee is non refundable.
- The organisation requesting use of the Village Green or Pelham Field will specify in detail its intended use and supply a relevant risk assessment upon request.
- Bookings will be accepted after 1st September for the following year, and will be considered on a first come first served basis. The Council will make an initial consideration of applications in February each year and thereafter, as applications are received.
- Lettings may be granted with preference to local organisations based in the Parish of Laughton subject to majority council approval.
- Lettings to organisations outside of Laughton will only be considered in exceptional circumstances and must have strong parish connections and are subject to majority Council approval.
- No commercial use will be permitted on the Village Green. A concessionary fee may be due in some circumstances (eg could be levied for a Burger Van selling food). Sub-letting is not permitted.
- The council reserves the right to refuse the use of the green at any time and for any event, which might impact on the residential amenity or recreational use by residents and visitors.
- Sunday lettings will only be considered under exceptional circumstances and will be subject to majority council approval.
- No amplification equipment will be permitted, unless specifically requested, and is subject to majority Council approval.
- No structures may be erected on the playground or field without written permission from Laughton Parish Council.

- No permission will be granted for fun fair equipment or associated stalls such as Merry-go-Rounds, Castles, Funfair rides, or Fires, and applicants should exercise care with stalls using glass.
- Spiked or studded boots must not be worn on any synthetic surface – eg the Playground or Play Areas.
- Activities on the Village Green are permitted from 9am till 10.30pm.
- Camping or caravanning is not permitted.
- Bonfires are not permitted.
- These rules will be reviewed annually.

Vehicles and Car Parking:

As the village does not have a public car park, the organisers of events that are likely to generate an influx of vehicles (greater than 30 non-parishioners) are required to ensure that off street parking is made available and vehicles directed to use it.

No vehicles shall be allowed to drive or park on any part of the Village Green at any time unless by prior consent from the Parish Council.

While setting up an event vehicles shall be parked along the Church Lane edge of the green – off the verge.

When booking the Village Green, Pelham Field can be booked for Parking – please see separate Booking Form and map of field – parking is not permitted within 10ft of the football pitch, nor near Laughton Community Primary School, and is subject to majority Council approval.

Insurance:

The Village Green: All organisations must possess appropriate public liability cover - £5,000,000 minimum. Proof of the insurance must be passed to the Parish Council prior to the event - failure to do so will mean automatic cancellation of the booking. **The organisers of events are required to comply with all requirements specified by their public liability insurer, including the completion of any risk assessment and the taking of any preventative action thus identified.**

Pelham Field: In the interests of clarity - The Parish Council's Public Liability Insurance does not cover booked events, in signing the application form full liability is accepted by the event organiser/organisation.

All independent persons, owners of mechanically propelled vehicles and the owners of any animals, must have their own Public Liability insurance.

Where an accident occurs in connection with or resulting from the event and is not covered by the organiser's liability insurance, full liability is accepted by the event organiser/organisation. The event organiser understands that the Parish Council can only give permission for an event held solely on the Village Green or Pelham Field.

Policing:

Where policing of an event is required either by the organiser, or by the Police themselves, the responsibility for organising the Policing as well as any cost associated with such Policing of the event will be borne entirely by the event organiser/ organisers.

Stewards:

Where events are likely to attract more than 50 people, the organiser should ensure that sufficient stewards are available (1:50)

First Aid:

Organisers should ensure that qualified First Aid personnel are in attendance at large events.

Litter, wear and tear:

Organisations shall collect and remove all their rubbish and litter on the day of their event. The surface of the Village Green and Pelham Field shall be left in a recoverable condition, for example ruts must be filled in with soil.

Damage:

The Village Green: The Parish Council will require a cash deposit of £150 from the organiser prior to the event. The deposit will be refunded within one week of the event if no damage has occurred. Where damage is identified the deposit will be utilised to repair any damage and any balance refunded within two months of the event.