



LAUGHTON PARISH COUNCIL
email: laughtonclerk@gmail.com

Application to use Pelham Field

Proposed Event name		
Proposed date	Start time	End time
Proposed Event description		
Special permission required (eg gazebo)		
Estimated number of attendees / cars		
Name of Organiser and Organisation		
Address		
Telephone		
Mobile		
Email		
Pelham Field gate Key – pickup and return (time at the discretion of the key holder. Please see website for key holder details)	Mobile	Name and Signature

Attached to this form are the Council's Rules governing use of the Village Green and Pelham Field. Submission of this form implies the understanding of and agreement to abide by the same by the applicant organisation. All organisations using the Green should ensure that any authorised structures/stalls are erected in such a way that members of the public can still use the benches.

Signature:

Date:

Position within Organisation:

OFFICE USE

2 contacts – present on day of event	Mobile	Name
	Mobile	Name
Deposit Received	LPC Cllr/Clerk	Date
Public Liability Insurance	LPC Cllr/Clerk	Date
Risk Assessment	LPC Cllr/Clerk	Date

Laughton Village Green and Pelham Field Rules and Guidance 2017/2018:

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.

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.laughton-parish-council.co.uk) or can be provided by the Parish Clerk (laughtonclerk@gmail.com).
- Private Hire (eg wedding) of the Village Green would attract a fee of £50 payable once an application is approved.
- 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 payment may be due in some circumstances. 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 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.
- Activities on the Village Green are permitted from 9am till 10.30pm.
- 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. Parking is not permitted on the football pitch area of Pelham Field unless specifically requested, 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 six months of the event.