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LISKEARD COUNCIL
WORKING FOR YOU

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Hiring a Town Council Park

Terms and Conditions

Thorn Park, Rapsons MUGA Skate Park and Westbourne Gardens (hereinafter called the Parks) are all places enjoyed by the local and wider community where they can relax, socialise and be entertained. The Parks are managed by the Liskeard Town Council and all bookings must be made through the Liskeard Town Council Office. It is important that any entertainment and activities benefit the community and that health and safety provisions are paramount.

The area(s) of the parks/grounds hireable are as enclosed in the Hiring A Park Welcome Pack.

Applications

Applications for events will only be considered if submitted at least 8 weeks prior to the proposed event and will be assessed for their suitability before being granted permission to use the Parks. The hirer must submit full details of the event for approval. Details to include arrangements for catering, refuse and recycling management, toilets, general activity to be staged, anticipated attendance figures and detailed health and safety provisions.

No part of the park is to be used for any other activity than the agreed purpose of the hire.

Activities Permitted (but not limited to):

Live Music e.g.:

Brass/Silver bands
Orchestras
Celtic/Folk/Jazz/Opera
Choirs

Performers e.g.:

Dance
Theatre
Music
Poetry

Events e.g.:

Concerts
Celebrations
Exhibitions
Markets including Local and Continental Markets
Education and Information Exhibitions

Charity Performers
Displays
Plays

Charity Fund Raising Activities and Events:

The Liskeard Town Council encourage fundraising activities and entertainment. Charities seeking only to collect funds will be accommodated on nominated collecting points which will be agreed in writing by the Liskeard Town Council.

Further information on fundraising legally and responsibly can be found here:

<https://www.gov.uk/guidance/fundraising-legally-and-responsibly#methods-of-raising-funds>

Commercial Activities

Private companies wishing to use the Parks for promotional purposes will be accepted at a commercial rate as agreed. Commercial activities must not impact on the overall enjoyment of the Parks for the public. If a commercial activity is deemed inappropriate both Cornwall Council and Liskeard Town Council reserve the right to refuse similar activities in the future.

Political Activities:

Any such activities shall only be permitted with the prior consent of Cornwall Council and will be subject to the controls as Cornwall Council and/or the Liskeard Town Council wish to impose following receipt of any comments/recommendations of the Management Group. In any event access to the gardens will not be restricted to any particular party or group.

Activities Not Permitted:

- Activities using heavy plant and machinery such as Fun Fairs, Steam Fairs, and Steam Engine Displays
- Activities that will or are likely to cause damage to the surface and/or underlying material fabric of the Parks and/or furniture
- Activities likely to cause excessive noise or other form of nuisance or to be offensive to morals or otherwise
- No launch of lanterns or balloons shall take place, this includes all airborne launched lanterns, latex balloons and similar free-floating devices that are not under control once launched, any such device containing a naked flame, fuel cell, helium gas or similar elevation mechanism and includes any item described as biodegradable.
- Activities due to size or nature is likely to be controversial or contentious and/or impact the rest of the Town unless Cornwall Council have been consulted and granted written authority prior to the Activity taking place
- Any permitted Activities over fourteen (14) consecutive days in any one (1) calendar year shall require an approved licence from Cornwall Council

Hiring sessions

The hirer must publicise start and finish times of the event.

Standard session time 9AM -9PM. Additional hours negotiable on application.

Eligibility for Hire

Standard Hire	Commercial Hire
Available to charities and not for profit bookings	Businesses using the parks to promote products/services or holding chargeable events

Payment and deposit

Payment terms apply to commercial hire:

50% deposit of the total fee will be required before a reservation can be confirmed. Provisional bookings whereby the Liskeard Town Council have not received the deposit along with the completed application ONE MONTH before the proposed event may be re-let
Full balance to be settled 14 days prior to the booking

Cancellation

Both Liskeard Town Council and Cornwall Council shall acting reasonably have the right to withhold permission or cancel any activity to be carried out in the Parks. Our decision to cancel will be final and any fee paid by the hirer will be refunded.

In the event the hirer cancels the booking, the following charges will apply:

More than 28 days notice	NIL
14 – 28 days notice	50% of balance or deposit
Less than 14 days notice	100% of balance

In the event the of a late cancellation due to bad weather conditions no charge will be made unless Liskeard Town Council has incurred unrecoverable expenditure. If so, the hirer will be charged to cover the costs.

Refuse, recycling and cleaning

Liskeard Town Council expect the parks to be returned in the same state to before the commencing of the hire and for all refuse to be removed from the Park at the end of the event. A minimum cleaning charge of £50.00 will be added to the hire cost and refunded only if the Liskeard Town Council deem the state and cleanliness of the Park to be acceptable and no further cleaning will be required. Whereby the state of a Park is not deemed acceptable and additional cleaning is required by Liskeard Town Council there will be charges at a minimum of £15.00 per hour.

Liskeard Town Council has signed up to the Plastic Free Liskeard campaign and has committed to ban all single use plastics from its premises by 2020.

This includes items such as plastic cups, plates, spoons etc. We have an expectation that you will think carefully about your meeting or event and find alternatives to single use plastic items.

Please also take care to recycle as much of the waste generated by your activities as possible.

All equipment belonging to, or supplied by, the hirer and brought on to the area or left on the premises are at the owners/organisers risk and must be removed at the end of the hiring.

Generators and Electrical or Gas Equipment

All generators, electrical equipment and gas appliances are required to have a current safety test certificate and be operated in accordance with recognised best practice.

Advertising

Specific event with temporary advertising up to 10 days in advance of the event subject to availability. Any advertising signage or boards must be approved by Liskeard Town Council prior to erection.

If any signs have been erected they must be removed as soon as the event has finished. If they are not removed an invoice will be raised to reflect the cleaning charges as stipulated in in Refuse, recycling and cleaning above.

Insurance and Indemnity

Event organisers must have and provide a current policy of insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, subcontractor, caterer, band/dance group etc. who they have instructed/authorised to appear at the event.

Liskeard Town Council stipulates the limit of indemnity shall not be less than £5 million, however it remains the organisers responsibility to seek professional advice in respect of a health and safety risk assessment and the most appropriate level of cover suited to the nature of their operation and potential level of risk. If Liskeard Town Council do not feel the insurance is adequate, they reserve the right to require a higher limit.

The hirer shall indemnify Liskeard Town Council and Cornwall Council in respect of all damage or injury to property or person and in full against all liabilities, claims, demands, losses, damages, costs and expenses suffered and incurred by the either Liskeard Town Council or Cornwall Council as a result of or arising in connection with the event.

All documentation must be provided no later than 8 weeks prior the event. If insurance is not produced before this time, Liskeard Town Council may refuse to grant permission for the holding of the event.

Performing Rights Society (PRS) and Phonographic Performance Limited (PPL)

PRS and PPL to be arranged by the hirer. Please ensure you have relevant licensing.

Safeguarding

We all have a duty to safeguard children, young people and vulnerable adults, preventing impairment to children's health and/or development. Everyone should take action to ensure all children have the best life chances and are growing up in circumstances consistent with the provision of safe and effective care.

The Liskeard Town Council believes that no person should ever experience abuse of any kind. We have a responsibility to promote the welfare of all adults, children, young and vulnerable people and duty to keep them safe. We are committed to practise in a way that protects them.

Liskeard Town Council will expect to see a copy of the hirers Safeguarding policy included in the application in excess of 8 weeks prior to the event. It is also expected for the hirer to request Safeguarding policies from stall holders or any other relevant organisations at the event. If children will be attending, a lost children point is expected to be provided.

Licencing, Road Closures and Event Notifications

The hirer will need apply for a Temporary Events Notice (TEN) from Cornwall Council if they will be providing any entertainment/hot food/drink and provide a copy to the Liskeard Town Council Office. The event notification process supports organisers by providing a single point of contact to the Cornwall Council services and emergency agencies. A road closure can also be requested along with your event notification from Cornwall Council. Road closure requests and event notifications can be found here: <https://www.cornwall.gov.uk/leisure-and-culture/organising-events-in-cornwall/event-notification-forms/>

Health and Safety

An extensive risk assessment must be undertaken prior to the commencement of the hire and a copy signed and handed in to the Liskeard Town Council Office – a template is included in the Welcome Pack. Further information and guidance can be found at www.hse.gov.uk.

Liskeard Town Council will not approve any application for an event or activity if the risk assessment is not supplied/approved.

Fire Procedure

A clear and concise emergency fire plan must be made clear to the attendees at the event. All stewards and marshals must be issued with a copy. A copy must be provided to the Liskeard Town Council.

Spillage

Any spillage must be cleaned up immediately to avoid any accidents and prevent any damage to the grounds.

First Aid

The hirer must suitably appoint a First Aider which will be available throughout the event. Please find the poster included in the Welcome Pack which will advise you where the closest defibrillator is located.

Equality and Diversity

The Parks shall be open to all, subject to adherence of these rules, regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status. Any form of behaviour that discriminates against individuals or groups of people will not be tolerated.

Dogs

With the exception of assistance dogs, no dogs are allowed on any of the Parks.

Nuisance

The hirer must ensure that the noise does not cause a nuisance to people in the neighbourhood.

Disorderly Behaviour

Good order and decent behaviour must be maintained by persons at the event. Any drunken or disorderly person must be expelled from the Park by the hirer's stewards.

Marshals

Stewards and Marshals carry out an important function in assisting the organiser maintain a well-managed event. Quite often the first point of contact for spectators, members of the public or audience, it is vital that they are fully briefed on the event itself and any important procedures, for example the Fire Procedure. It is equally important that organisers also consider the skills, knowledge and competencies required in each aspect of stewarding and marshalling. More information can be found on the Briefing Stewards and Marshalls within the Welcome Pack.

Capacities of the Parks

The exact capacities of the parks are not defined as the Parks are open public facilities however we expect the hirer to conduct a risk assessment and to manage the number of attendees both at the start of the event and throughout. Guidance can be found in the Managing Crowds document included in the Welcome Pack.

Vehicle Access to the Parks

Vehicle access to Thorn Park and Rapson's Field is not permitted and any items of equipment etc. must only be brought onto the sites manually.

Vehicle access to Westbourne Gardens is permitted for delivery and collection of equipment only, no vehicles are permitted to remain on-site longer than required to load or unload.

To protect the tree roots and structure of the garden, vehicles must not be driven around the gardens but only enter far enough to facilitate unloading.

If you require vehicle access to Westbourne Gardens this must be agreed IN ADVANCE and ALL arrangements approved and coordinated by LTC.

The access route to the Gardens is via the private property known as Westbourne Lodge and LTC will liaise with the occupiers of Westbourne Lodge to minimise any disruption and inconvenience.

DO NOT ATTEMPT TO ACCESS THE GARDENS BY VEHICLE WITHOUT THE TOWN COUNCILS EXPLICIT APPROVAL.

Damages to the Parks

No activity will be permitted which causes any damage whatsoever to the Parks surfaces, trees, roots, fences hedges, walling, gates, equipment and furnishings.

Any damage however caused will be the sole responsibility of the hirer to rectify at their own cost and to the satisfaction of the Authority.

Catering

The hirer must ensure that anyone preparing or serving food complies with relevant food hygiene legislation. Liskeard Town Council will provide you with a Checklist in the Welcome Pack, along with a Food Safety guidance document from Cornwall Council.

Smoking is not allowed anywhere where food is being served.

Public Conveniences

The nearest Public Conveniences are located at Westbourne car park, Sungirt car park and at Dean Street. The Liskeard Town Council expects event organisers to provide at least 1 toilet per 100 people in addition to public toilets near the park.

Hirers are advised to view the premises prior to making a booking to ensure they are suitable for their purposes.

Inspection by Officers

Should any authorities wish to have an inspection during your event, you must allow access to:

- Authorised officers of Licensing Authority (i.e. Environmental Health Officer)
- Police Officers or PCSO's
- Fire Authority Officers
- The Town Clerk or appointed representative