



# Four Marks Parish Council

## Hire of Council Facilities by Third Parties Policy

For queries on this document, please contact the Parish Clerk.

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# Four Marks Parish Council

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## Introduction

Four Marks Parish Council is responsible for and holds adequate insurance for the recreation ground, play area and pavilion at Four Marks Recreation Ground, Uplands Lane, Four Marks, Hampshire GU34 5AF. Third parties who hire or work on the area must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents.

## The hire of land/facilities

1. This use includes fitness classes, fetes, fireworks, children's play clubs, sports matches and occasional ad hoc parking, including Third Parties who make a donation to Four Marks Parish Council funds.
2. All applications should be submitted in writing to the Clerk. No booking will be firm until such time as the individual, organisation or club is notified by the Clerk that the application has been approved.
3. A request for use can be approved at the Clerks discretion. Alternatively, the Clerk may pass the request to the Council for approval.
4. Hirers shall be responsible for the maintenance of good order and behaviour during their use of the area, including any setting up and clearing down period.
5. Hirers should ensure that the area is maintained in good condition and Four Marks Parish Council reserves the right to demand a security deposit to this end. Hirers shall repay to Four Marks Parish Council the cost of reinstating or repairing damage which may have been caused during the period of use.
6. Four Marks Parish Council shall be indemnified against all liability for injury to persons or damage to property arising from the hire.
7. Users must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents.
8. Hirers shall pay any relevant hire fee in advance to the Clerk and shall at the time provide contact details of a responsible contact person.
9. Hirers must at all times be considerate to local residents and other users of the Recreation Ground.

## Work on land and buildings by outside contractors

1. Any work on Council property must only be conducted after written instruction from the Council.
2. Contractors must keep Council fully informed of their attendance and can only work on Council property by prior arrangement with the Parish Clerk.
3. Contractors must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents or written confirmation that these documents are in place.
4. Contractors are advised that the risk assessment must include adequate provision to prevent any damage to services in the area. They are advised that help can be sought from bodies such and electricity and water companies.
5. Contractors must sign a copy of this policy to confirm that they understand these conditions and will adhere to them.
6. Contractors must at all times be considerate to local residents and other users of the Recreation Ground.

I understand the conditions of this policy and confirm that I will use the facilities as stated.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_