

Recreation Ground Rules

FOXTON PARISH COUNCIL

RECREATION GROUND

Guidance and Rules of Use for Casual and Organised Activities

Foxton Recreation Ground is a space provided for the benefit of all parishioners. All events shall take due regard of the needs of the public to have access.

Foxton Parish Council (FPC) and Foxton Recreation Ground Trust (RGT), as owners of the land and the building thereon, act on behalf of the villagers to ensure use and management of the Recreation Ground to their benefit.

Applications for Use

1. Events include singular planned activities, both sporting and social, and activities with schedules such as sports clubs fixtures. All events that include use of the pavilion or part of the Village Hall complex must be booked through the Village Hall Trust (VHT) which manages the village hall and its facilities on behalf of RGT, by emailing foxtonvillagehall@btinternet.com.
2. An initial enquiry for use of the Recreation Ground should be made to the Parish Clerk via clerk@foxtonparishcouncil.gov.uk
3. A detailed application for use should be submitted a minimum of eight weeks before use. Application forms are available from the Parish Council website on www.foxtonparishcouncil.gov.uk or Clerk. A request made with less than eight weeks' notice may be refused on grounds of insufficient notification.
4. Such applications will be placed in front of FPC at the next council meeting. FPC reserves the right to make any further enquiries before granting or refusing the application.
5. FPC will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
6. Applicants may be required to provide a deposit of up to £100 at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Parish Council is satisfied that the Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
7. Applications from commercial ventures will be subject to a hire charge;
8. Applications from fundraising/not for profit activities may be subject to a hire charge;
9. Applications from Sporting clubs will be subject to pitch fees agreed with the club.

General Rules

1. Casual Activities as defined and specified wherein require no specific permission from FPC, only adherence to these general rules.
2. Organised Activities are only permitted to take place if specific written permission is received from FPC.
3. All Users will make every effort to respect the Recreation Ground, the equipment and structures therein, and its environs.
4. The Play Area is designed for use by children up to 12 years of age. With regard to these areas the following should be noted
 - Small children should be supervised by an adult at all times ;
 - No dogs are permitted within the Play Area;
 - No glass or alcohol should be taken into the Play Area;
 - Consideration of neighbouring residents should be given at all times;
 - Any dangerous, damaged or misuse of the equipment should be reported immediately via the Parish Clerk at clerk@foxtonparishcouncil.gov.uk email address.
5. Dogs must be kept under control at all times. Dog faeces must be collected by the owner immediately and may be deposited in the dog waste bins provided or taken home.
6. Parking is only permitted for Casual Activities at the Recreation Ground. Organised Activities and any overnight parking requires special arrangement with FPC.
7. Cars should park within the designated bays in the car park. Cars are parked at the Users risk.
8. Users are requested to put their litter in the bins provided or take litter home with them in the event the bins are full.
9. No structure, marquee, tent or similar may be erected without the permission of the FPC. Temporary open sided/open fronted gazebos may be erected without permission but should be situated so as not to prevent other activities and must be dismantled on the day and not remain overnight.
10. Camping is prohibited, except where connected to an Organised Activity in receipt of the required permission from FPC.
11. The use of the Recreation Ground for Casual Activities is permitted only in so far as the User complies with relevant laws of the land applicable at the time.
12. FPC reserves the right to disallow Casual Activities in any area of the Recreation Ground temporarily or permanently. It will act reasonably in exercising this right.
13. No metal detecting is allowed on any part of the Recreation Ground at any time.

Casual Activities

Definition

Casual Activities are what may be classed as informal recreational activities, normally undertaken in a park setting. The following is a list of typical casual activities which **may** take place on the Recreation Ground without specific consent from FPC or RGT:

- All ball games with the strict exception of golf;
- Frisbee, kite flying and other children's games;
- Informal running, cycling, and the taking of exercise;
- Picnics (BBQ restrictions apply);
- Dog walking (not including dog training);

This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes Casual Activity they should contact FPC via clerk@foxtonparishcouncil.gov.uk.

Limitations

Casual Activities exclude any activity run as a commercial venture. This includes sporting clubs where fees/subs or membership is/are paid and fundraising activities. Such activities are classified as Organised Activities and may only take place with permission from FPC (See Organised Activities below).

The Recreation Ground shall **not** be used for the following purposes:

- Driving motorised vehicles (except by authorised maintenance staff or organisers);
- Golf practice of any kind;
- Bonfires or ground based barbecues;
- Fireworks or Chinese lanterns;
- Flying of powered model aircraft of any kind;
- Horse riding;
- Shooting or archery;
- Metal detecting;
- Or any activity that is illegal or overtly dangerous or offensive to other Users.

Organised Activities

Definition

Organised Activities are any event organised for the provision of entertainment, sport, sale of goods or services. This would typically include any commercial venture, organised sporting activity, or fundraising event. Typical examples would include but are not limited to:

- Car Boot Sale;
- Fairground or Circus;
- Football, Rugby, Cricket or other Sports Club
- Music concert;
- Beer Festival;

- Country Show or Fete;
- Caravan Club;
- Dog Training Classes;
- Private parties or classes of any kind.

Organiser/User Responsibilities

FPC holds Public Liability insurance for the Recreation Ground land and casual use by the public. Organisers are responsible for the Public Liability of all matters connected with their Organised Activity.

1. FPC strongly advise the Organiser to arrange for Special Events Public Liability Insurance. It reserves the right to request this for any event and where appropriate proof of Public Liability insurance will be required.
2. A Risk Assessment must be carried out in writing and given to FPC before the event.
3. No charge may be made for entry to the Recreation Ground without prior permission of FPC.
4. The general public may use the Recreation Ground but not the pitch or other area authorised for use by the Organised Activity.
5. If identified in the Risk Assessment, it is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
6. At least one Organiser must be present for the entire duration of the event and their names and contact details notified on the Application form. It is recommended that Organisers are clearly recognisable to other Users.
7. The Organiser(s) must obtain the necessary public entertainment or liquor licence as may be required and have stewards where indicated as a term of the licence.
8. The Organiser must liaise with the Village Hall regarding the use of the Village Hall, its services or facilities.
9. The running of events is the responsibility of the Organiser who should ensure that they are adequately supervised.
10. All Third Parties must have their own Public Liability insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of Public Liability insurance may be requested by FPC. Bouncy Castles must be hired from someone with their own Public Liability insurance or alternatively the Organiser must procure their own Public Liability insurance cover and comply with the requirements of the Public Liability, for example: height/weight restrictions, adult supervision.
11. Should the event involve stallholders:
 - they must provide their names and addresses to the Organiser who will retain a list. This list must be provided to FPC on demand.
 - the Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.
12. No vehicles are allowed onto the grass without permission from the FPC.
13. The Organiser must ensure unrestricted access for Emergency Vehicles to and from the Rec and neighbouring roads at all times.
14. If there is a BBQ, then it must be sited in a position where people cannot walk into it, fire-fighting equipment must be in place (sand/water buckets) and it must be supervised whilst lit or hot.

15. The Organiser must take every care that no damage is done to any part of the Recreation Ground including: trees, paths, buildings, fences, furniture, the Play Areas and football pitch.
16. As far as is practicable, the Organiser will return the Recreation Ground in the state in which it was found, in particular to ensure that:
 - all litter and detritus is removed away from the Recreation Ground immediately after the event. It is not permitted to place any collection of litter in the litter bins on or near the Recreation Ground;
 - any damage to the Recreation Ground or the vegetation surrounding it will be made good or paid for such to be effected. Any damage and/or repair must be reported to the Clerk.
17. Parking for the event should be controlled and marshalled. Car parking is provided in the gravel car park at the southern end of the Recreation Ground, off Hardman Road, together with spaces close to the pavilion. Overflow parking is available at the main car park adjacent to the Village Hall and School.
18. Organisers will ensure that all Health and Safety precautions as listed in this document are adhered to.
19. The use of single use plastic at events is discouraged.

Disclaimer

1. Items left on the Recreation Ground, with or without the permission of FPC, are the sole responsibility of the owner. FPC is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at their own risk.
2. **Should an Organiser have a query concerning the maintenance of the Recreation Ground before an event, FPC should be advised as soon as possible and definitely before the commencement of the event. FPC undertakes to make all reasonable efforts to put the matter right before the start of the event. FPC reserves the right to charge for maintenance/work required to the Recreation Ground in order to host an Organised Activity.**

Sanctions

1. Any failure to observe any of the above considerations will incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction that FPC may impose, including possible redress under law.
2. Any such sanction shall be reasonable, fair and proportionate.
3. Such sanction will be notified to the Organiser as soon as possible after the event. The Organiser will be entitled to put forward an explanation before any sanctions are carried out. Any explanation will be considered by FPC and the final decision notified to the Organiser.

Health and Safety

1. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
2. FPC and RGT will endeavour to keep the Recreation Ground (and Play Areas within) in a state fit for use by regular inspection.
3. From time to time maintenance vehicles may be on the Recreation Ground. Care must be taken to avoid injury by approaching these vehicles or the areas in which maintenance work is being undertaken.

4. The User undertakes to leave the Recreation Ground is in a safe state for others Users.
5. From time to time there may be objects or materials on the Recreation Ground which are dangerous or in a dangerous state. Care must be taken to avoid injury by not using or approaching these objects. The danger must be reported to the Clerk at clerk@foxtonparishcouncil.gov.uk as soon as possible.
6. Dog walkers must make themselves aware of other Users on the Recreation Ground and take appropriate action to control animals in their charge. Faeces must be removed immediately to protect the health of other Users. Dog waste bins are provided on the Recreation Ground.
7. Dogs are not permitted in the children's play areas at any time unless they are registered guide or assistance dogs.

MAINTENANCE

1. FPC and RGT shall be responsible for the general maintenance of the Recreation Ground to include mowing, cutting back of vegetation and general repairs. This will be carried out by appointed volunteers or hired contractors at its discretion.
2. FPC and RGT shall take all reasonable measures to ensure that the Recreation Ground is fit for the purpose intended.
3. Should an Organiser have a query concerning the maintenance of the Rec before an event, FPC should be advised as soon as possible and definitely before the commencement of the event. FPC undertakes to make all reasonable efforts to put the matter right before the start of the event. FPC reserves the right to charge for maintenance/work required to the Recreation Ground in order to host an Organised Activity.
4. FPC reserves the right to cancel an Organised Activity if the Recreation Ground is unfit for the intended use.
5. FPC reserves the right to update this document as appropriate.

The Clerk
Foxton Parish Council