

TWYNING PARISH COUNCIL

POLICY FOR HIRE OF KILMORE FIELD PITCH AND SURROUNDING AREAS

The Kilmore Field sports pitch is primarily a recreation area for Twyning village residents and local sports teams.

This policy aims to ensure that the public facility remains accessible and affordable for sports and recreations clubs, societies, other groups, individuals and commercial enterprises with a priority hire policy for Twyning Parishioners.

Twyning Parish Council (TPC) has agreements with established users in the community that allow specific clubs access to use the pitches at pre-agreed times have existing long-term arrangements in place with the following clubs, societies and users :

- Twyning Tigers FC
- Twyning Touch Rugby

Incumbent clubs should have first refusal to renew their regular hire of the pitch annually.

Incumbent clubs should not sub-let the without the agreement of the incumbent club.

The Council will allow the ad hoc hire of sports pitches by clubs which are properly organised and constituted.

Any other hirers including individuals or commercial organisations who wish to use the sports pitches must apply to the Council for separate permission. Any approaches from other sports clubs for long-term hire will be considered by TPC provided there is no conflict with incumbent clubs.

Requests for commercial events will be considered on their merits. TPC will take into account: the proposed use and past practice; potential to cause a nuisance to surrounding properties; potential for traffic congestion; potential to cause damage.

Hire charges

The current TPC scale of charges are set out below, to be varied by a decision of the Council: A half day hire is equivalent to 4 hours and charges are pro-rata based on the hourly rate. A full season booking may be eligible for a discount at the discretion of TPC. Hirers may also be required to place a returnable deposit with TPC.

Type of Hirer	Twyning Parish resident		Non-Twyning resident		Other Commercial
Pitch Hire rate per hour (a.m. or p.m. session = 4 hours)	Not for profit or charitable club or society	Subscription-paying club or society or individual hire	Not for profit or charitable club or society	Subscription-paying club or society or individual hire	Commercial events or promotions, Subject to the approval of TPC
Whole pitch	£10.00	£15.00	£15.00	£20.00	Half-day session minimum £50.00
Half pitch	£5.00	£7.50	£7.50	£10.00	

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All sports and recreation hirers will be responsible for signing the **Kilmore Field Hirers Agreement and Standard Terms & Conditions of Hire (including 'Guidance for Sports Facility Hirers – COVID 19 Special Arrangements')**

All hirers will be responsible for ensuring that they are licensed as necessary for sale or supply of alcohol, entertainment and provision of hot food or drink.

All hirers will be responsible for all other regulatory or legal compliance including being responsible for ensuring that TPC'S land is suitable and safe for the purpose of the event to be held with the relevant Risk Assessment is completed prior to hire .

All requests for hire for non-sports events should follow the following guidance:

All applicants for hire of Kilmore Field are advised that all requests for hire should include the following information supplied to the Council with the Hire Agreement:

- Contact Details of Organiser: to include the name of the club, firm or organisation, name of main contact with address, email and telephone;
- Confirmation that the organiser has read, understood and will comply with the Council's **Kilmore Field Hirers Agreement and Standard Terms & Conditions of Hire**;
- Event Details: Location for event; date and times; site plan; name of event; details of proposed activities; estimated maximum number of persons attending; arrangements for parking, sanitation, stewarding, power, water and litter; is the purpose of the event commercial, charitable or for a good cause, a community event;
- Insurance: Confirmation of a minimum of £5million public liability insurance including cover for damage to property and land owned by TPC. There should be a £150 maximum excess for damage to property and land owned by the Council. (Copy of insurance certificate and policy to be sent to Council at least a week before the event.)
- Risk assessment: Copy of risk assessment to be sent to TPC at least a week before the event.

Opening times

Insert TRAC opening times

Procedure

Requests for hire must be made to the Twyning Parish Council Clerk by email (see contact details below) and must be received at least seven clear days in advance;

Applications must specify whether a half pitch or whole pitch is required, the date and hours between which the hire is requested, the clubs involved and the age of players;

The application must confirm that the hire conditions will be complied with;

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The Clerk will notify the applicant as soon as possible and arrangements will be made to ensure that the process continues in the absence of the Clerk;

Payment for hire must be made by cheque or bank transfer. Payment by cash is not accepted;

Adoption and Review History

Adopted at Parish Council Meeting on 4th May 2021

Revised

Reviewed

Next review May 2022