

Puddletown Area Parish Council Recreation Ground Hire Form

This form is for booking Puddletown Recreation Ground for your organised sports or recreation activity. For one-off large-scale events, please contact the Clerk. Booking is necessary for organised groups of more than 10 and for all commercial activities. If you are casually using the recreation ground with friends or family *or* you are not charging a fee and there are less than ten of you, there is no need to book. Ad-hoc visits from non-profit groups such as schools, childcare settings, church groups, Guides or Scouts, also do not need to be booked. If you are unsure whether a booking is required, please contact the Parish Council Clerk.

Any individual or group using the recreation ground for commercial activities must book using this form. Any organised group activities other than those mentioned above, with more than ten people must also be booked in advance. This is to ensure that there are not too many activities taking place at the same time so that the recreation ground remains available for the use of local people. Details of charges and fees are on page 5. Please check this before completing the form.

All bookings must be received with additional documents requested at least a week prior to first use.

Applicant's details

Name of Applicant:	Email: Daytime Tel/Mobile:
Name of organisation if applicable:	
Position within organisation if applicable (<i>e.g. secretary</i>):	
Full postal Address:	Address for invoice (<i>if different</i>):

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Booking details

Please note that it is only possible to book the football pitch for exclusive use. The Cricket wicket is owned by the Cricket Club, and we do not hire that out. You may book to use the rest of the recreation ground, but it is always open to the public and you will not have exclusive use. Should you wish to cordon off an area for your exclusive use, please indicate this below. You will need to ensure that at least a perimeter around the edge of the recreation ground is left available for all members of the public. You should include details of all areas that you would like to use so that we can ensure that other bookings will not interfere with your activities. Should there be an issue with any of the times requested, we will contact you to discuss options. If you would like use of the Pavilion or MUGA, you will need to contact PRIDE to arrange this.

Area to be used: <i>(e.g. whole site or a specific area)</i>						
Brief description of activities:						
Date of booking (if regular then date of the first booking):						
Please indicate times you will be onsite on each day in the boxes below (if not every week, then please include dates):						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
No. of Sessions (per week):			No. of Hours (per week):			
Please estimate how many people you think will be attending each session:						

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Insurance

It is a requirement of the Council that clubs/organisations hiring council owned facilities have adequate public liability insurance, which includes an indemnity for damage to the Council's property. You will also be required to complete a risk assessment for whatever activities you are undertaking, and this must consider any risk to other users of the recreation ground. A copy of your risk assessment should be supplied with this form or later, but at least 7 full days before your event. Please confirm your insurance details below:

Name on Policy:	
Insurer:	
Policy Number:	Limit of Indemnity: <i>(Minimum £500,000)</i>
Start Date:	Expiry Date:

Images of children and vulnerable adults

In line with the Council's obligation to take action to protect vulnerable adults and children, it has been decided that photography and video filming of children and vulnerable adults, on and in land and buildings owned or leased by the Council, will be permitted only when a consent form has been completed and signed in advance of the photography/ filming taking place. For children and young people under 18 the form should be signed by a parent or carer. This includes photographing and videoing activities where children or vulnerable adults are not the main focus, but may be present in the background or as spectators of an activity or event.

This is a condition of hire of our facilities and when signing this application form you are confirming your understanding of the situation.

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Agreement

By signing the following declaration, you are confirming and agreeing:

- that you have arranged insurance including public liability and indemnity as described above and given details of this.
- to be personally responsible for the fees & charges in respect of this hire or letting.
- to provide an up to date and comprehensive risk assessment for your activities.
- that to the best of your knowledge the information provided on this application is accurate and that if there are any changes to be made at a later date these will be agreed with Puddletown Area Parish Council.
- the information provided will be held in accordance with the Data Protection Act 1998.

(if this form is returned by email we will accept "yes" in the signature field)

Signed:	Print Name:
Position (if part of a club or group):	Date:
For and on behalf of <i>(name of club/ organisation if applicable)</i> :	

We will not begin to process your application until we have received all of the required information.

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Recreation Ground Hire Form
Details of charges applicable**

Bookings for larger scale events with more than 40 people will be considered based on several factors. Please contact the Parish Council Clerk to discuss this.

The recreation ground was given to the Parish Council for the use of Puddletown Parish. The Parish Council now covers the parishes of Athelhampton, Burleston and Tolpuddle as well. For this reason, local people are given a reduced rate for bookings. Bookings are also kept to a reasonable level so as not to interfere with community use of the recreation ground. Larger booking requests from people outside of the parishes, will be considered individually and any charge will depend on a number of factors. In this case, please contact us before completing the booking form.

Commercial Bookings	Up to ten people	Up to 40 people
Local (The address of the individual or organisation must be in one of the parishes of Puddletown, Athelhampton, Burleston or Tolpuddle.)	£1 per hour	£10 per hour
Outside of the four Parishes	£10 per hour	Price on request

Not for profit group Bookings of more than 10 people	Up to 40 people	40+ people
Local (The address of the group or organisation must be in one of the parishes of Puddletown, Athelhampton, Burleston or Tolpuddle.)	No charge	A discretionary charge may apply
Outside of the four Parishes	A discretionary charge may apply	A discretionary charge may apply