

Frodsham Town Council
Agreement for Hire of FTC Land(s) / Playing Field(s)



Playing-Field (address) _____

On (date) _____ for (event description) _____

I enclose a cheque* for £ _____ for such hire, and a deposit of £ _____ (*refundable after the period of hire, provided that all specified conditions are observed and performed*).

I certify that Public Liability Insurance for £ _____ has been taken out with

(Insurance Company) _____
Please provide a copy of your public liability insurance.

I **confirm** that I have contacted CWAC Events team and have read and understood their Guidance for Event Planning document. I also **confirm** that risk assessment(s) for the event has been carried out and that a Temporary Events Notice, and any other appropriate license, have been obtained (applicant to investigate if required).

Please provide a copy of your risk assessment, TEN, and other licenses (if required).

I confirm that I have read, and will abide by, the Terms & Conditions as listed overleaf.

Signature _____

Full Name (IN BLOCK LETTERS) _____

Address _____

_____ Post Code _____

Telephone No _____

On behalf of (Organisation) _____ Date _____

Address of Organisation (if different)

_____ Post Code _____

* NOT APPLICABLE TO REGISTERED CHARITIES AND VOLUNTARY & COMMUNITY ORGANISATIONS
PLEASE MAKE YOUR CHEQUE PAYABLE TO FRODSHAM TOWN COUNCIL

For Office Use

Received £ _____
Receipt No _____
Signature _____
Name (BLOCK LETTERS) _____
Date _____

Refunded £ _____
Receipt No _____
Signature _____
Name (BLOCK LETTERS) _____
Date _____

PTO for Terms & Conditions



Conditions Governing the Hire of FTC Land(s) / Playing Field(s)

1. Fees for the hire are Community Centre Field £100 per day and London Road Field £250 per week. A refundable deposit of £100 per day is required at time of booking to ensure conditions 3 & 4 are complied with. Fees will be waived for voluntary & community groups and registered charities.
2. All hirers shall sign the Agreement of Hire. The person signing the Agreement shall be considered the hirer. Where a promoting organisation is named, that organisation shall also be considered the hirer and shall be jointly and severally liable hereon with the person who signs the Agreement.
3. **The hirer shall be responsible for any damage to FRODSHAM TOWN COUNCIL's land/playing field during the period of hire and shall take prompt action to affect any necessary repairs.**
4. **FRODSHAM TOWN COUNCIL shall not be responsible for any loss of or damage to any property arising out of the hiring and the hirer shall indemnify FRODSHAM TOWN COUNCIL against any claim which may arise out of the hiring or which may be made by any person attending the event during the hiring.**
5. The hirer shall be responsible for all precautions for the health & safety of participants and spectators during the hiring.
6. The hirer shall be responsible for managing any risks associated with the event and provide evidence of its risk assessment(s) to FRODSHAM TOWN COUNCIL with the application. In particular, where there is the potential for any noise nuisance, the hirer shall present to the Council with its application, its risk assessment and associated noise abatement plan, which must be agreed with the Council. Where the Council feels a noise nuisance may occur, it may ask the hirer to provide such an assessment plan before agreeing the hire.
7. The hirer should ensure no inconvenience is caused to the local street and should suggest to those attending the event that they should park in the Station Car park and walk to the field.
8. The hirer shall be responsible for ensuring that all rubbish is to be removed and FRODSHAM TOWN COUNCIL's land is left in a clean and tidy condition at the close of the hiring period.
9. If any skips have been hired, they should be removed within 24 hours of the event.
10. **Car Boot Sales (Community Centre Field Only):**
 - a. A License must be approved by Cheshire West & Chester Council.
 - b. No vehicles on the field prior to 7.00am.
 - c. Sale not to open to the public until 8.00am.
 - d. Police and CWaC Trading Standards to be notified of the event no less than 14 days before the date of the event.
 - e. Goods for Sale must be restricted to 'USED' goods and in no circumstances must catalogue or new goods be sold from standing rails.
 - f. Food stalls of any description, i.e. 'Butty Bars', 'Refreshment Trailers' or Home Made Cakes' stalls will not be allowed unless Certificates of Hygiene and Insurance are provided.
 - g. Any field facilities and entertainment must be agreed with FRODSHAM TOWN COUNCIL prior to the date, and the Town Clerk must have sight of the Certificate of Insurance. Some events require a premises license or Temporary Events Notice. The hirer must ensure that these and any statutory regulations not included in these conditions are adhered to.
11. If the above conditions are not adhered to, FRODSHAM TOWN COUNCIL reserves the right to:
 - a. Terminate this agreement forthwith,
 - b. Not permit the event for which the hiring of the land was sought to take place, and
 - c. Recover from the hirer any costs or liabilities incurred by the Council as a consequence
12. An exclusion zone of five metres (to be taped off) is to be left around the perimeter fencing free from cars and stalls to protect the privacy of neighbouring residents.