

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



Playing Field (address)			
Date			
Event			
Organisation	Name		
	Address (including postcode)		
	Telephone number		
Main Contact			
<i>Please respond on behalf of your organisation below.</i>			<i>Please tick to confirm</i>
I confirm that I have contacted CWAC Events team and have read and understood their Guidance for Event Planning document.			<input type="checkbox"/>
I 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). <i>Please provide a copy of your risk assessment, TEN, and other licenses (if required).</i>			<input type="checkbox"/>
I confirm that we have read, and will abide by, the Terms & Conditions as listed overleaf.			<input type="checkbox"/>
I certify that Public Liability Insurance for £ _____ has been taken out with (Insurance Company) _____ <i>Please provide a copy of your public liability insurance.</i>			
Signature – on behalf of the organisation			
Date			
For Office Use			
Contacted Community Centre about this booking, if appropriate.			<input type="checkbox"/>
Received	£	Refund	£
Receipt No.		Cheque No.	
Name		Name	
Signature		Signature	
Date		Date	

PTO for Terms & Conditions



Frodsham Town Council
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. The Agreement of Hire must be signed by a person authorised by the organisation ('**The Hirer**') to sign on their behalf.
3. The hirer should ensure they do not encroach upon Frodsham Community Association land unless their permission has been sought.
4. **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.**
5. **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.**
6. The hirer shall be responsible for all precautions for the health & safety of participants and spectators during the hiring.
7. 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. 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.
8. The hirer will provide copies of their public liability insurance, risk assessment, noise abatement plan (if required) and necessary licences, at least a week before the event.
9. The hirer should provide marshalls to ensure cars are parked appropriate within the confines of the community centre car park (approximately 80 spaces) and to ensure no inconvenience is caused to the local street. Once this car park is full the Station Car park should be used – see map provided.
10. 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.
11. If any skips have been hired, they should be removed within 24 hours of the event.
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.
13. **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.
14. 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
15. **FRODSHAM TOWN COUNCIL reserves the right to cancel a booking at short notice if weather conditions make the field unfit to be used safely.**