

South Highton Parish Council
1. Application for the Use of the Recreation Ground

Terms and Conditions

There are a number of general and specific conditions for groups/organisations wishing to use the recreation ground for a particular event/activity. These conditions are set out in separate documents which are detailed on the reverse of this form. Copies of them are available on the Council's website (<http://www.southheighton-pc.org.uk/south-heighton-playing-field>) or from the Parish Clerk.

Please complete and return this Application to:

Mrs S Mills Parish Clerk, 10 Bromley Road, Seaford, East Sussex BN25 3ES

Email: parishcouncil@southheighton-pc.org.uk

NOTE: It is the responsibility of the event organiser/applicant to ensure that this application and any other required notice and/or information is given to the Parish Clerk at least 14 days in advance of the Parish Council meeting which is to consider the application. The Council meeting dates are available on the Council's website and the event organiser/applicant is responsible for ensuring that any application is submitted well in advance of the proposed event.

Details of Use

Area Required: (see plan on reverse)
 (please mark appropriate box/boxes) North Field – area A
 South Field – area B

Yes	No

Period of use:

From: (time) (date)

To: (time) (date)

(date and times to include all that necessary for setting up/clearance of the recreation ground)

Other Facilities/Requirements (please mark all boxes as appropriate)

Do you require the access gate key for your event (£50 deposit required)

Do you require vehicular accesses onto the recreation ground (areas A and/or B)

Do you wish to display a banner at The Hollow (site location C - see plan on reverse)

Yes	No

If you answer yes to any of the above additional conditions and forms apply – please see reverse.

(Please print)

Type of Activity / Use / Event :

Number of anticipated Participants (including spectators) :

Group/Organisation Name :

Event Organiser/Applicant :

Position in Group/Organisation :

Address and Post Code :

Telephone : Mobile :

Email :

Contact name on day (if different from above) :

Contact telephone number on day (if different from above) :

The Parish Council reserves the right to request proof/evidence of identity and status of a Group or Organisation.

**PLEASE SIGN & RETURN ONE COPY OF THIS FORM TO THE PARISH CLERK
 AND RETAIN ONE COPY FOR YOUR RECORDS**

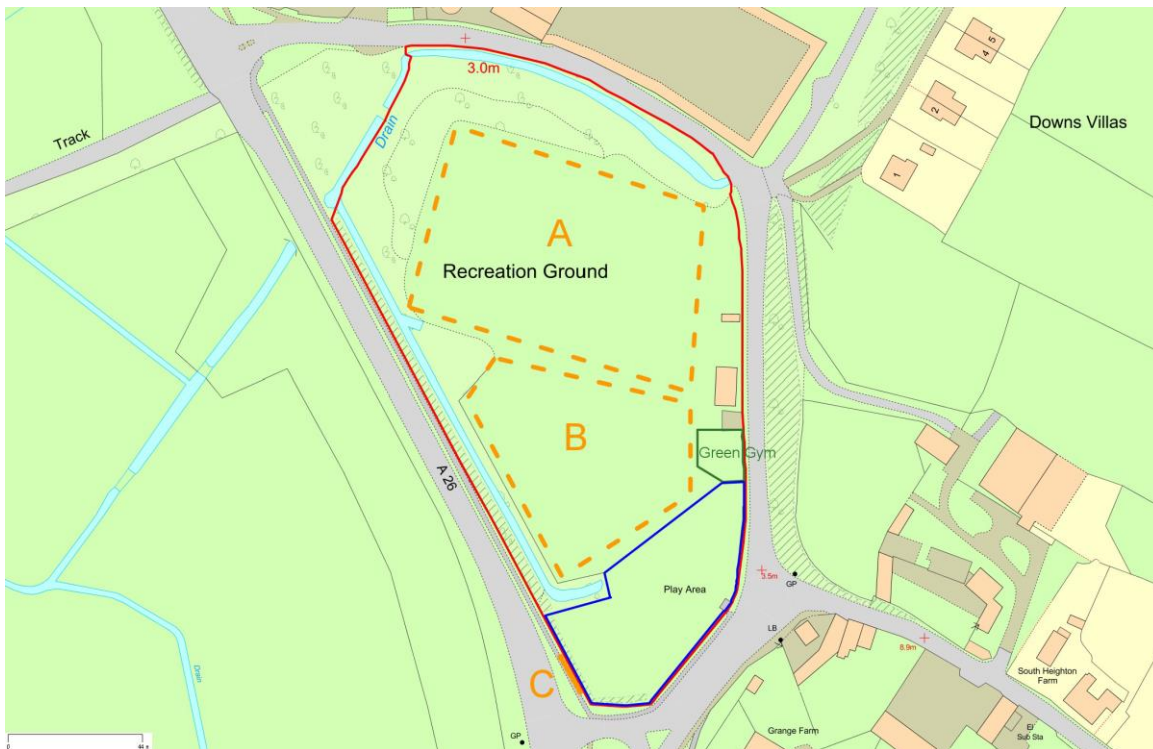
I confirm that I am authorised to act on behalf of the named Group/Organisation referred to above, have read and understand the Council's conditions applicable to the above use as set out in this application and the other relevant general and specific conditions of use (see reverse), and agree that I and the Group/Organisation will abide by them.

Signature (event organiser/applicant):

Date :_

South Heighton Parish Council

1. Application for the Use of the Recreation Ground



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Area(s) Required: A = North Field B = South Field C = Site for Banners

Charges

There is no charge to non profit making organisations for the short term use of the recreation ground and/or the display of banners. However, if damage is caused to the site due to an event being held, non compliance with the Key Holder Agreement, or the erection of a banner, the Council reserves the right to claim any necessary costs from the event organiser/key holder and/or the group/organisation holding the event (see complementary documents/forms referred to below).

For all those applicants requiring an access gate key, a cheque payable to South Heighton Parish Council for £50 should be submitted with this application. This will not be cashed but retained by the Parish Clerk and will be destroyed on the satisfactory return of the key (for further details of the arrangements see form 3. Key Holder Agreement).

Cancellation

In the event of an event organiser/applicant wishing to cancel a booking, they should contact the Parish Clerk at the earliest possible opportunity.

Pre and Post Inspections

The Council will normally require a joint pre and post event inspection with the event organiser/applicant, or other person nominated by them, to record the condition of the recreation ground on a form to be signed off by both parties (a copy of this can be seen on the Council's website). Following a request from the event organiser/applicant and dependant on the nature and scale of the event/activity, this may be waived by resolution of the Council when it considers the application.

General and Specific Conditions of Use

There are currently four complementary documents/forms setting out the conditions of use for the recreation ground and the requirements re the access key, vehicular access and advertising banners.

- 2. General Conditions of Use of the Recreation Ground** (which includes the Rules and Regulations applying to the Recreation Ground): to which all event organisers/applicants and those attending an event must comply.
- 3. Key Holder Agreement** : for those users requiring an access gate key.
- 4. Control of Vehicle Access and Manoeuvring Requirements** : for those users requiring vehicular access.
- 5. Banner/Advertising Policy and Requirements** : for those wishing to advertise their event.

It is the responsibility of the event organiser/applicant to ensure that they and any other relevant person(s), including those attending the event, are fully aware of the conditions appropriate to their event and for making arrangements for the pre/post inspections and collection/return of the access gate key.