**Policy for requests to use Playing Field for Events**

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| Document Type | Policy |
| Owner of Policy | Wistow Parish Council |
| Date Approved | August 2023 |
| Reason for Policy | Help to plan successful/safe events |

Address of Playing Field:

Oaklands Avenue

Wistow

Cambridgeshire PE28

Contact: parishclerk@wistowvillage.info

Organising a successful event is about good planning and taking sensible precautions where necessary. This document is to ensure all requirements and restrictions which are in place for Wistow Playing Field are covered and adhered to should an event be approved to take place. Events require approval by the Parish Council/Huntingdon District Council.

What the event wants to achieve - will it be to:

* Raise money for a good cause
* Bring the community together

**Items that must be considered and be discussed/have approval from the Parish Council:**

* Will admission be free or will there be a charge; if the latter, will tickets need to be bought in advance or on arrival - advance tickets (even if admission is free) can help you assess the level of interest and the numbers to plan for
* You will need to keep full records of the planning arrangements and costings and the Council to have full oversight of financial plan
* Is the venue accessible for wheelchair users and people with other disabilities, make sure your publicity is clear about the level of access visitors can expect
* Impact heavy rain, strong winds or very hot weather could have and at what point the event must be postponed/cancelled
* Is there shelter for visitors from both heavy rain and/or strong sunlight and will it be provided
* Are there steps you can take to stop cars getting stuck/causing damage-particularly as they enter or leave the park

**All items that must be considered:**

* Publicity
* Appropriate equipment hire
* Decorations
* Entertainers
* Refreshments
* Insurance
* Volunteers
* First aid equipment and provision
* Fees for licences and permissions

**Plan how costs are covered:**

* Entrance fees
* Sponsorship
* Voluntary donations
* Raffles
* Selling refreshments
* Money-making sideshows and stalls
* Charging stallholders and/or catering suppliers

**Terms of your hire agreement**

* To adhere to all rules and regulations of the Playing Field in planning and during event which includes no dogs, no smoking and no motorised vehicles including

e-scooters

* The venue expects/requires you to clear up either on the day of following day to return venue as it was prior to event

**Alcohol**

A named ‘supervisor’ who holds a ‘Personal Licence’ is needed to sell alcohol

**Raffles**

* You don’t need a licence to offer bottles (or other containers) of alcohol as prizes in raffles and tombolas provided the following conditions are met:
* The raffle must be promoted as an incidental event (ie it is not the main event) within an ‘exempt entertainment’-this is defined fête/festival or other entertainment of a similar character
* After expenses are deducted, none of the money raised by the ‘entertainment’ is used for private gain
* Alcohol is in a sealed container, such as an unopened bottle
* There are no prizes that are just money
* Tickets are only sold during the event, not in advance
* The raffle/lottery is not the main inducement to attend

**Rules for the use of the Playing Field for an event**

* Layout of the event is needed to ensure people and vehicles can move about safely
* The number of people expected to attend the event, for example: managing entrance and exit
* Keeping the venue free from slip and trip hazards
* Not taking unnecessary risks when putting up large marquees, tents etc. It may be sensible to have a large marquee erected and taken down by the company it is hired from
* If hiring a fairground ride, check that it has an up-to-date certificate of conformity, this is equivalent to a car’s MOT certificate
* Electrical safety
* First aid arrangements must be in place to cover the entire event
* Assess the risk from fire to those using the venue and ensure that the fire safety measures in place are suitable to protect lives in the event of a fire
* You will require public liability insurance

**Rules and regulations of the Playing Field-Copy of document on page below:**

**WISTOW PARISH COUNCIL**

**RULES AND REGULATIONS FOR OAKLANDS AVENUE PLAYING FIELD**

**INTRODUCTION**

The Field is owned by Huntingdonshire District Council and leased to the Council for the use and enjoyment of the public for the purposes of sport, relaxation and children’s play.

Any enquiries regarding the use of the Field should be addressed in the first instance to parishclerk@wistowvillage.info

In order that the Field may be properly and effectively manged and maintained as a valuable recreational amenity for the benefit of the local community, the following rules and regulations shall be observed at all times by each user of the Field.

**MEANINGS**

Throughout this document the following terms shall apply

“Consent” means the prior written permission of the Council

“Council” means Wistow Parish Council

“Field” means the playing field in Oaklands Avenue, Wistow

“Rule and Regulations” means these rules and regulations

**CONTENTS**

PROTECTION OF THE FIELD, WILDLIFE AND PUBLIC

* Protection of structures and plants
* Metal Detectors
* Fly Tipping
* Animals
* Gates
* Camping
* Fires
* Balloons and lanterns
* Kites
* Missiles

**PLAY AREAS, GAMES AND SPORTS**

* Football
* Cycles and powered vehicles
* Children’s play apparatus
* Archery
* Field sports
* Golf
* Model aircraft and drones
* OTHER REGULATED ACTIVITIES
* Provision of services
* Excessive noise
* Public shows and entertainments
* Aircraft, hanging gliders and hot air balloons

**COUNCIL’S LIABILITY**

* Limitation of liability

**MISCELLANEOUS**

* Obstruction
* Behaviour
* Penalty

**PROTECTION OF THE FIELD, WILDLIFE AND PUBLIC**

1. Protection of structures and plants

No person shall without the Consent of the Council erect, remove from or displace within the ground or its boundaries including hedge or fence:

any sign, barrier, post, goalpost or cross bar, seat, ride or swing or other apparatus designed for use as equipment in a children’s playground, building; or

any plant shrub tree or other structure.

1. Metal Detectors

No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.

1. Fly tipping

Fly tipping is the illegal dumping of waste e.g. garden waste, builder’s waste, domestic white goods, wood, metal and any other debris deposited in or at the Field. Persons found to be fly tipping will be prosecuted.

1. Animals

No Person shall bring any animals onto the Field other than assistance animals engaged in the activity for which they have been trained

1. Gates

No person shall enter or leave other than by the authorised entrance and exit. The Main access gate shall be kept closed unless otherwise agreed by the Council.

1. Camping

No person shall without the Consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping.

1. Fires

No person shall without the Consent of the Council, light any fire, barbeque or other outdoor/heating equipment.

1. Balloons

No person shall without the Consent of the Council propel or discharge any helium balloons, Chinese type inflammable lanterns, kites or any other devices which is likely to or could cause harm to animals, people or buildings.

1. Missiles

No person shall without the Consent of the Council shall throw or use any device to propel or discharge in the ground any object which is likely to or could cause injury to any other person or any animal.

**PLAY AREA, GAMES AND SPORT**

1. Football

Football shall be played on the area marked and or provided with goals.

1. Children’s play apparatus

No person aged 14 years or older shall use any apparatus intended for the exclusive use of persons under the age of 14 years.

1. Archery

No person shall save with the Consent of the Council engage in the sport of archery except in connection with an event organised or held with the Consent of the Council.

1. Field Sports

No person shall save with the Consent of the Council throw or put any javelin, hammer, discuss or shot except in connection with an event organised or held with the Consent of the Council.

1. Model Aircraft and drones

No person shall without the Consent of the Council cause any power driven model aircraft drone or similar to:

take off or otherwise be released for flight or control the flight of such an aircraft from the ground; or

land on the ground without reasonable excuse.

1. Kites

No person shall fly any kite in such manner as to cause danger or give reasonable grounds for the annoyance to any other person.

1. Council’s Liability

The Parish Council does not accept any responsibility or liability for the death of or injury to any person except if caused by the Council’s negligence or for the loss of or damage to any property belonging to any person upon the Field and all persons visiting the fields shall do so entirely at their own risk.

1. Miscellaneous

No person shall obstruct:

* Any officer of the council in the proper execution of their duties;
* Any person carrying out any act which is necessary for the proper execution of a contract with the Council;
* Any other person in the field.
* No person shall behave indecently on the Field nor shall a person intentionally obstruct, disturb or annoy any other person on the fields or in neighbouring properties.
* No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.
* No person shall, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the Field and neighbouring buildings by:
* Shouting or singing
* Playing a musical instrument
* Operating or permitting to be operated any radio amplifier, loudspeaker or other device designed to broadcast sound.

No person shall without the consent of the Council organise or participate in any religious service, public meeting, assembly, rally or demonstration, whether of a political nature or otherwise

Any person contravening any of these Rules and Regulations may be required by an officer of the Council to leave the Field

Strictly no dogs, no smoking and no motorised vehicles including e-scooters

**Wistow Parish Council July 2023**