



Okehampton Town Council

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Simmons Park Hire Policy

1. Simmons Park is managed by Okehampton Town Council's Parks Committee. The Council has a policy of letting its facilities for the benefit of the community and only charges profit making organisations on a case-by-case basis.
2. The Park shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.
3. Okehampton Town Council does, however, reserve the right to refuse, at its absolute discretion, to let facilities particularly where the letting may be to the detriment of the park, its staff and local community.
4. The management and bookings of all external lettings is the responsibility of the Town Clerk. The fee to be charged to hire by profit making organisations will be approved by the Parks Committee. The use of the park may be subject to restrictions (eg if it is booked for the travelling fair).
5. All users and hirers must comply with health and safety regulations, complete a site-specific risk assessment form, and provide a copy of their public liability insurance with cover of £10 million. The full requirements must be discussed with the Town Clerk prior to the event. The details of the event to include the appointment of qualified stewards where necessary, the park left in a clean and tidy condition at the close of the event. If any rubbish is left on site a fee of up to £100 will be charged depending on the amount and type of waste left on site.
6. Fine details of the event will be determined with the park-keeper on a site meeting to be arranged with him in good time prior to the event.
7. Vehicle access will be prohibited across the park except by permission granted by the Town Council or for the use of emergency vehicles.
8. The Council will issue a booking form identifying the requirements of the hirer and will maintain a diary of events taking place in Simmons Park.
9. All bookings must comply with the requirements of the licences in place. In the event of a requirement for an extended or additional licence cover, a minimum of 6 weeks notice must be given in order for statutory approval to be sought.