

Okehampton Town Council
Simmons Park (Kempley Meadows) Terms and Conditions of Hire

Please read the conditions of hire before completion and submission of the hire application form.

For the purpose of these conditions, the term HIRER shall mean an individual organiser of the event or where the HIRER is an organisation, the authorised representative. Simmons Park is managed by Okehampton Town Council, referred to in these conditions as the COUNCIL.

Applications

- All applications for use of Simmons Park must be made on the official application form. The person making the application shall be held responsible for the effective supervision of the area of the Park in its use, care and safety. Any hirer must be over the age of 18.
- The application only becomes a booking when it is confirmed by the Council.

Fees

- There is no charge for the hire of Simmons Park for not-for-profit groups, organisations or charities.
- The fee to be charged for all other hirings will be set at the discretion of the Council.

Cancellations

- In the case of a cancellation of a booking, the hirer shall inform the Council at the earliest opportunity.
- The Council reserves the right at any time to cancel the event, close or prohibit the use of the Park at its discretion. The Council will not be liable for any loss or expenditure incurred by or on behalf of the hirer or by or on behalf of any other person arising from the cancellation by the Council.

Right of Entry

- Authorised Council officers or Members shall be permitted entry to the Park at all times during the period of hire.
- During the hire period members of the public must be allowed to access the public open space.
- The Council reserves the right to fix a maximum limit for the number of persons attending the event.

Property

- The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left at the venue before, during or after the hire period.
- The Hirer shall not be permitted to remove or obscure Council notices or signs displayed in the Park without the prior written consent of the Council.
- The Hirer shall not interfere with or attach anything to any item of Park furniture.

Permits and Licences

- The Hirer shall ensure that any licence, permit or other consent which may be required is obtained before the event may take place and shall, where requested, produce copies to the Council. See West Devon Borough Council licensing department for more information www.westdevon.gov.uk/article/860/Licensing
- If the event includes the selling/preparation/handling of food, food hygiene regulations apply and you may need a licence. Please see www.westdevon.gov.uk/FSA for further information and details.
- Where the event includes the playing or performing of music requiring PRS and/or PPL licences the event organiser must meet all legal licensing requirements by obtaining the

appropriate licences, see <https://pplprs.co.uk/business/live-music-festivals-concert-venues/> and <https://ppluk.com>

- Alcohol permits are available from [Temporary Event Notice \(TEN\) - West Devon Borough Council](#)

Health and Safety

- The Hirer must provide a site specific risk assessment for the event. The risk assessment should consider site specific issues/hazards. For example, these can include manual handling, vehicle movements, working at height, electrical safety, slips and falls and safety around the river.
- The hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for ensuring that no pathways are blocked.
- The Hirer shall inform the Town Clerk of any accidents or serious incidents which occur during the event.

Indemnity & Insurance

- Hirers are required to hold a current policy of insurance in respect of public liability or third party risks (including products liability where appropriate). The relevant limit of indemnity must be no less than £10 million and the Council reserves the right to require a higher limit if deemed necessary.

Safeguarding Children & Young People

- Appropriate arrangements shall be in place for missing and found children.

Noise

- Consideration shall be given to neighbouring properties and event noise kept to reasonable levels at all times.

Litter

- All litter and refuse generated by the Event shall be removed from the Park by the Hirer/organiser. If any refuse is left on site, a fee of up to £100 will be charged depending on amount and type of waste left on site.

Stewarding

- An adequate number of stewards must be provided at the event having regard to the size of the event and the nature of the activities.
www.eventsmedicalservices.co.uk/event-medical-cover/event-medical-services-risk-calculator.html
- The Council reserves the right to request additional cover is provided.

First Aid Provision

- Adequate provision of first aid personnel and facilities must be provided for the number of people expected to attend and for the type of event and in accordance with the risk assessment.

Electrical Installations & Generators

- All electrical installations and equipment used at the event must be in a safe condition and suitable for external use.
- Generators and/or electrical equipment shall not be easily accessible to the public and must be barriered to prevent unauthorised access and/or interference.
- All portable electrical equipment brought onto the event site must be in a safe and serviceable condition and have a current in-date PAT label.

Electricity Supply Cables

- Electrical supply cables shall be positioned so they are not liable to physical damage and positioned so as not to cause trip/other hazard. If cables cross a footpath, they should be covered by standard walkway protection.

Use of Gas Cylinders

- Gas cylinders should be positioned away from ignition sources, gulleys, drains or other holes and securely fixed with the valve uppermost. No additional cylinders shall be stored on site.
- Gas cylinders must be conspicuously signed 'LPG Highly Flammable'.
- All fittings must be compatible with the type of cylinder/equipment in use and be in good serviceable condition.

Toilet Facilities

- Adequate toilet facilities must be available during the event.
- For large events, additional portable toilets should be provided if there are insufficient toilets nearby.

Inflatable Entertainment Equipment

- Any bouncy castles or similar inflatable entertainment equipment must have a current annual inspection certificate provided by a registered inspector. This must be provided to the council on request together with a risk assessment.
- Inflatable entertainment equipment must not be used when the wind or gusts are in excess of the maximum safe wind speed specified by the equipment manufacturer.
- Inflatable entertainment equipment must be attended at all times.

Fairground Rides

- All fairground rides at the event must have a current inspection certificate provided by organisation with the Amusement Devices Inspection Procedures Scheme (ADIPS).
- All fairground rides shall be operated in accordance with HSE Guidance for this type of equipment.

Temporary Structures (Gazebos, Tents & Marquees)

- If these are to be used, they should be placed considerately, secured to the ground and not used in high wind conditions. Fabric structures should not be left unattended at any time.

Animal Welfare

- Where the event involves animals the Event organiser must ensure that the best welfare practices are observed at all times.

Fly Posting

- Fly posting in connection with any hiring is prohibited and, if undertaken, could result in refusal of future reservation.

Advertising

- No commercial advertising is allowed at the venue unless associated with the use of the premises for hosting a specific event when temporary advertising up to 10 days in advance of the event will be allowed and must be removed at the end of the event.

Other

- The release of balloons, the use of Chinese lanterns or similar types of lanterns is not permitted.
- Barbeques and bonfires are also not permitted.