

# Romsley Parish Council

## Policy for considering applications for the use\* of the playing field

The playing field is an area of the recreation park based on St. Kenelms Road in Romsley. The recreation park includes various types of play and fitness equipment, a circular walking path and football goal posts as well as being the location of Romsley Scout Centre. Two public footpaths enter into/from the park and the whole area is used to provide enjoyment and exercise for both children and adults.

The recreation park is owned solely by Romsley Parish Council while the Scout Centre is managed on a long term lease hold agreement.

This policy is in consideration of applications for the use\* of the playing field only.

\* For clarification, the term "use" means "hire" when a charge is made.

The term "Applicant" means the person / organisation applying to use the playing field.

1. All applications must be submitted on the Romsley Parish Council Use of Playing Fields Application form.

Applications should be sent to Romsley Parish Council, PO Box 1860, Halesowen B62 2QL or emailed to [clerk@romsleyparishcouncil.gov.uk](mailto:clerk@romsleyparishcouncil.gov.uk) and will be acknowledged.

2. All applications shall be considered by the full Parish Council.

3. The Parish Council reserves the right to grant or refuse permission for the use of the playing field with its decision being final.

4. It is at the Parish Councils discretion whether a charge is made or not for the use of the playing field and if so what that cost should be.

5. Applicants are to carry out its own risk assessment to assess the suitability of the playing field for the purpose of which the Applicants wish to use it for.

6. Applications will not be granted if the Parish Council believes the proposed event is similar to or competes with an existing Parish Council event or is not targeted at or seen to be in the best interests of the local community. I.e Romsley Parish residents.

7. The use of the playing fields will be limited to one day events only, held at weekends or bank holidays with start time no earlier than 10.00am and to finish no later than 10.00pm.

When an application is approved...

8. The Parish Council requires a deposit of £500 to cover any initial costs the Parish Council may incur e.g. damage caused, litter disposal etc. Payment is required minimum 1 week before the event commences. A full refund will be made if no costs are incurred.

9. Where applicable the Applicant must provide the following documentation within 2 months of the application approval.

Failure to do so could lead to the application being declined:

- **Temporary Events license and any other legal licensing requirements**
- **Public Liability Certificate covering the Applicant to the value of £5m**
- **A Risk assessment for the event**
- **An Anti-Social Behaviour Policy**
- **Details of First Aid provisions**
- **Details of Toilet provisions**
- **Detailed vehicle management plan (car park provisions)**

10. The use of the play areas (play park, skateboard park and fitness equipment) by either the general public or event attendees or both will be at the Parish Council's discretion. If it is decided to close these facilities it is the Applicants responsibility and at their expense to ensure adequate measures are taken to secure these areas from use.

11. Applicants should ensure minimal disruption, including excessive noise, to the local community particularly those in close proximity to the playing field.

12. The Applicant is to ensure that no vehicles are to enter the playing field unless prior authorisation is given by the Parish Council.

13. Applicants will be responsible for ensuring that the access gate is monitored and is locked securely with only authorised vehicles allowed onto the playing field.

14. The Applicant is to ensure that no vehicles are left on the playing field over night and that all equipment, fixtures and litter are removed immediately after an event finishes.

15. The use of the playing field for public parking is strictly forbidden.

16. Any damage caused as a result of an event must be made good at the expense of the Applicant. (Over and above the £500 deposit).

17. The Parish Council reserves the right to prosecute anyone found to be causing damage to the playing field and / or any equipment.

18. In the event of adverse weather conditions the Parish Council reserve the right to cancel an event at short notice.

19. Applicants to note that agreement to use the playing field does not include the use of the Scout Centre of which a separate agreement would be required.