

BARNS GREEN PLAYING FIELDS TRUST

CONDITIONS OF HIRE (Including the Green and Jubilee Field)

Application for use of the Playing Fields must be made to the Trust in writing on forms provided by the Trust. The Trust, if deemed appropriate, reserves the right to charge a fee or require a deposit to be lodged in advance of the event.

The Playing Fields are not licensed for the sale of alcohol – any serving of alcohol with or without charge must have the permission of the Trust. A Temporary Event Notice (TEN) must be obtained before alcohol can be sold. The hirer is responsible for obtaining such notice, and for abiding by the terms and conditions therein.

The rights of other users of the Playing Fields must be respected at all times.

The hirer is also responsible for:

- a) Ensuring they have booked the correct day, date and time. The Trust committee cannot be held responsible for any errors in the booking information.
- b) Abiding by the terms and conditions of the above licences
- c) Carrying out a risk assessment .
- d) Ensuring that cars parked for the event do not obstruct Muntham Drive in any way.
- e) The orderly conduct of persons using the Playing Fields during the period of hire .
- f) Any damage to the Buildings and/or facilities during the period of hire.

Playing Field Hirers wishing to use the Village Hall should contact the Village Hall booking secretary.

Tennis courts should be booked through the tennis club

Hiring of the Playing Fields to organisations outside Itchingfield Parish will only be considered in exceptional circumstances.

The hiring organisation must specify in detail its intended use and confirm a Risk Assessment has been done at least 14 days prior to the event.

The hiring organisation must ensure it has adequate insurance cover for the event(s), in particular for Public Liability, and also agree to indemnify the Trust in respect of any claims which may arise. Confirmation that insurance cover exists must be supplied at least 14 days prior to the event.

Any damage to the Playing Fields must be rectified after the event by the event organisers and at organisers' cost to the satisfaction of the Trust.

The Trust will not be responsible for any accident(s) on the Playing Fields as a result of the booking(s).

No vehicles can be parked on the Green, unless approved by the Trust. It is an offence to drive a vehicle across the Green other than as specifically approved.

Organisers shall collect and dispose of all their rubbish and litter on the day of the event or as soon as reasonably practical.

Further information can be obtained by emailing playingfield.bg@gmail.com

I/We agree to indemnify Barns Green Playing Fields Trust in respect of any claims and accept these terms and conditions for use of the Playing Fields.
Signed on behalf of

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By.....Duly authorised signatory

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Contact telephone number and/or email:.....

Dated.....

Failure to comply with any of the above conditions will result in consent being invalidated and the organisers will be personally responsible to the Playing Fields Trust for any breaches.

Please return to The Playing Fields Trust Chairman or email to playingfield.bg@gmail.com