



STRADBROKE PARISH COUNCIL

Use of Playing Fields Policy

Overall objective

The primary purpose of the Stradbroke Parish Council owned and controlled playing fields is the provision of accessible recreational areas for local adults and children to pursue informal leisure activities in a safe and pleasant environment. Any request to book the playing field must therefore be consistent with this purpose.

Conditions of Use

Stradbroke Parish Council's permission must be sought for any event which is an organised activity. Principally, the playing fields can be made available for local events providing these are open to all, subject to maximum numbers, and the event is, in the opinion of the Parish Council, suitable to be held in the village. *Dogs are not allowed on the playing field sites (except guide dogs).*

Examples of uses Stradbroke Parish Council would consider for the playing fields would include (but not exclusively) the following type of event/activity:

- Sports team practice and matches on the marked pitches;
- Small scale organised exercise classes which:
 - Are not private and therefore open to any member of the community; and
 - Do not exclude any other use of the playing field at the same time.

The following types of events should be open to all and any member of the community may attend – an entry fee may be charged. During such events the field would not be available for any other bookable use.

- Village events such as a fete or celebratory parties for national events (eg Jubilee),
- community sports days,
- small village based festivals.

IT IS EXPECTED THAT ALL USERS OF THE PLAYING FIELDS WILL REMOVE ALL LITTER FROM THE SITE.

Permission to use the Playing Fields

A written request to use the field for an organised event must be made to Stradbroke Parish Council before permission can be granted. The following information must be provided with the request:

1. The name of the person or group/organisation requesting permission;
2. Contact details of organiser including name, address, mobile telephone number and email details;
3. The purpose of the event;
4. The date and time of the planned use (please include setting up and clearing up times);
5. The target audience and likely numbers attending the event.

Applications should be made in writing and will be considered within month by the Clerk and a decision issued in writing. Any appeal of the decision should be addressed in writing to the Parish Council and submitted via the Clerk.

Documentation required prior to commencement of booking.

As regular users of the playing field at Wilby Road, the Stradbroke Cricket Club, Senior / Junior Football Clubs and the Leisure Centre do not need to make a request to the Parish Council each time a home match is scheduled or training takes place. It is the responsibility of regular users to ensure they have the requisite Public Liability Insurance to protect the members of their club and visitors from opposing teams.

All other users who have received permission to exclusively use the playing fields for an organised event must give the Parish Council sight of the following documents prior to the commencement of the event:

- Local authority license/governing body permit or temporary event notice (if required); and
- Event management documents including risk assessment and site plan; and
- Evidence of Public Liability Insurance cover; or
- Event insurance:
The Parish Council has in place a Public Liability Insurance to cover normal use of the field. This does not extend to organised events. Where individuals or groups (the user) use Parish Council premises for an organised event which does not require an events license and is not an event that is covered by the organisation's existing Public Liability Insurance, or for which the user does not propose to take out separate Public Liability Insurance, the Parish Council will in its absolute discretion allow the user to sign a disclaimer (available on request) absolving the Parish Council of any liability. This means that should an incident occur which is not covered by the Parish Council's own Public Liability Insurance the user is liable for the consequences of the use should a liability arise.

The cost of electricity used during an event held on the playing field will be paid for by the hirer. Until a smart meter is installed, this will be calculated by pre- and post-event meter readings.

Relevant legislation: Local Government (Miscellaneous Provisions) Act 1976 s.19

Parish Council contact information:

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