

Guilden Morden Parish Council Outdoor Events on the Recreation Ground Policy

Guilden Morden Parish Council requires a full written risk assessment to be undertaken by any person or group wishing to use the recreation ground for an organised event. This must be sent to the Clerk at least 2 weeks before the date of the event. An example of a risk assessment is attached for convenience. Each event will be different and the organisers should think carefully about the risks that they might face when holding the event.

The Parish Council has adopted a Code of Practice on noise written by the Oxfordshire County Council and full details of this may be found at <http://www.oxford.gov.uk/Direct/743412006OutdoorEventGuidance.pdf>

The written risk assessment must also cover noise and a separate risk assessment form should be completed and also submitted to the Clerk at least 2 weeks before the event. (added November 2014).

- For any booking stewards are to be available during the event.
- The event must be covered by the group or organisations public liability insurance, a copy of which must to be forwarded to the Clerk to the Parish Council two weeks before the event. Event and bookings are not covered by Parish Council insurance.
- That there are no sports fixtures scheduled. Please check with Cllr Graham Dellar on 01763 853646.
- Strict enforcement of age restricted products if a raffle/tombola is to be operated e.g. no alcohol etc to be won by a minor.
- Licences are to be obtained as appropriate; copies of these are to be forwarded to the Clerk to the Parish Council.
- The Recreation Ground should be left tidy after the event and any surface damage reinstated as soon as possible. Removable bollards are to be replaced immediately after the event.

PARKING ON THE RECREATION GROUND POLICY

For any bookings stewards are to be available during the event, parking will be permitted the full length of the Recreation Ground to the rear of Trap Rd houses and The Edward VII, any damage to the recreation ground is to be reinstated. There would be no charge at this time as it benefited the village not having the vehicles parked on the road; however, this will be kept under review. The Clerk and Chairman are delegated to consider and approve any applications received in line with the agreed policy. (added November 2012)