



Lostock Gralam Parish Council Lettings Policy

PURPOSE OF POLICY

This document sets out the Lettings Policy in relation to the outdoor spaces of Lostock Gralam Parish Council.

This policy has been drawn up by the Parish Council to provide instructions for the management on how such lettings should be managed.

The primary intention of letting the Multi Use Games Area and outdoor space is to act as a resource to the community of Lostock Gralam and to be self-financing. In the event that additional income is raised this will be used to help provide additional services for the Lostock Gralam Community.

We will seek to encourage local organisations, including businesses, not for profit organisations and particularly registered charities to use the open space and Multi Use Games Area for activities, where such activities are complementary to the well-being of Lostock Gralam.

Any requests for lettings that are permanent will require approval by Full Parish Council.

HIRE AGREEMENT

The hirer must be 18 years of age or older.

The hire agreement must be completed and submitted to the Parish Clerk along with the correct payment.

Bank transfer will be the preferred method of payment although cheque will also be accepted in advance.

The use of our outdoor space is non-exclusive and the Council will allow other users in other parts of the play area at the same time. The agreement only licences the use of the designated area(s) of the site.

HIRER'S RESPONSIBILITY

The Hirer shall adhere to local enforced rules and follow government guidelines for lock downs and closures.

The Hirer should report any damage found prior to hire. The hirer must take all appropriate measures to ensure that no damage, either directly or indirectly, is caused to any facilities. The hirer agrees to pay the Council, within 14 days of receipt of a written demand, compensation for any damage caused

Hirers should not obstruct the accessways.

Hirers should not leave any litter or rubbish on site. Failing to comply with this condition will result in a charge for cleaning or have the use of the facilities withdrawn.

The Hirer will not exceed the maximum number of users in line with the Lostock Gralam Parish Council current Risk Assessments published on the PC Website and Noticeboard:

Any threatening or abusive behaviour towards members of the public or the Parish Council will not be tolerated and will result in immediate withdrawal of facilities by the Council.

The Hirer shall make every effort to ensure that during the period of hire minimal nuisance is caused to local residents.

SAFEGUARDING UNDER 18'S

All hires where under 18s are in attendance will require:

A safeguarding policy.
DBS checks for instructors and coaches.
Appropriate accredited instructors and coaches.
Child Welfare Officer details for junior teams.

The Hirer is responsible for ensuring that safeguarding is in place and that any coaches/instructors meet the above criteria.

INSURANCE AND INDEMNITY

The Hirer shall take out comprehensive insurance cover for all activities conducted during the hire period (including any set-up and dismantling) including public liability insurance of at least £10 million and shall produce the policy and current receipt or other evidence of cover to the Clerk of the Council not less than 14 days before the hiring period commences. Failure to produce such policy and evidence of cover will render the hiring void.

RESTRICTIONS

No admittance charge may be made upon the public for access to the Community Centre Play Area, Muga or Playing Field.

The public will have access to none hired areas.

No alcohol or substances to be consumed or be sold or served on the Community Centre Play Area, MUGA or Playing Field.

Dogs are not allowed on site.

SPORTING FACILITIES

The site is able to offer the following facilities for private hire:

1 x Multi Use Games Area with carpet surface 30 x15m – Maximum 16 users.

1 x Grass Area 50 x 25m- Maximum 30 users.

HOURS OF USE

Hours of use for private bookings of the facilities are as follows: Monday – Saturday 13:00 to15:00 and 19:00 to 20:00.

No bookings are permitted on Sundays.

The sports facilities will be available for free public use Monday to Saturday 09:00 to 13:00, 15:00 to 19:00, 20:00 to 21:00 and from 09:00 to 21:00 on Sundays.

Signage of operational times and hire availability will be displayed on site.

MANAGEMENT RESPONSIBILITIES

At all times the facilities will be managed by the Lostock Gralam Parish Council and users will be expected to abide by the Terms and Conditions of Letting. The Parish Council reserve the right to terminate any letting where there is evidence that the organisation is in breach of any of the terms and conditions of hire or effects unnecessary damage to the facility.

The Council accepts no responsibility or liability for any damage or injury that may occur to: the hirer, anyone using the facilities, any property of the hirer or anyone using the facilities.

DEFINITION OF LETTING TYPE

Junior Group – for use of the facilities by a junior club or an activity that caters for juniors (U18’s).

Local Community Group – for use of the facilities by the local community. Those from the CW9 postcode area who are non-profit organisations.

Adult Group – any use of the facilities by non-local community adult groups (over 18’s) or those using for commercial purposes.

SUMMARY

The site has been designed with high regard for community access and availability. The Parish Council is committed to supporting and enriching the lives of those from the local community. As such letting of the facility is constantly reviewed to ensure that it meets the needs of the local community in terms of the cost, quality and variety of activity. The usage policy and lettings tariff is defined by the Parish Council Executive Committee and is subject to approval by the Parish Council.

LETTINGS TARIFF

Prices are Per Hour

MUGA	Pay per session	Block (10 weeks)
Junior Group	£15.00	£120.00 (20% discount)
Local Community Group	£15.00	£120.00 (20% discount)
Adult Group	£15.00	£142.50 (5% discount)

Prices are Per Hour

GRASS AREA	Pay per session	Block (10 weeks)
Junior Group	£12.00	£96.00 (20% discount)
Local Community Group	£12.00	£96.00 (20% discount)
Adult Group	£12.00	£114.00 (5% discount)

Bank Transfers should be made to:

Sort Code: 08 92 99
 Account: 6535 0135

Ref: Hirer first initial and surname

Cheques are payable to: Lostock Gralam Parish Council

DECLARATION & INDEMNITY

I hereby agree to the conditions to which the hiring of Parish Council Land is granted. I declare that our club/organisation is insured against third party risks and has obtained all relevant licenses.

Signature.....

Print Name.....

Position.....

Club/Organisation.....

Date.....

Payment Method.....

Areas available for hire are marked with a hatched box below:

