

## **Bookings**

Use of the Recreation Ground is usually on a first come first served basis but the ground can be reserved by contacting the Clerk on 01483 385187 or [westclandon@talktalk.net](mailto:westclandon@talktalk.net). Bookings will be entered in the village diary on our website [www.westclandon.org.uk](http://www.westclandon.org.uk)

## **Casual Use**

1. All Users will make every effort to respect the Ground and the area surrounding it, including: trees, paths, buildings, fences, furniture, the play areas and football pitch and to cause no damage.
2. The following is a list of casual activities which may take place on the Ground without specific consent. This list is not exhaustive and if any User wishes to query whether an activity not on the list constitutes casual use he/she should contact the Parish Clerk.
  - Ball games (except golf)
  - Picnics
  - Children's games
  - Dog walking
  - Informal gatherings of no more than 20 people
  - Jogging
3. Casual games are permitted (with the exception of those specifically excluded below). Formalised games are permitted with the specific permission of the Parish Council.
4. The enclosed play area is designed for the use of younger children. With regard to this area the following should be noted:
  - Small children should be supervised by an adult at all times
  - No dogs or bicycles are permitted within the play area
  - No glass or alcohol should be taken into the play area
  - Users are requested to use the litter bins provided within the play area
  - Users are requested to consider neighbouring residents

***Any dangerous, damaged or misuse of the equipment should be reported immediately to the Parish Clerk on 01483 385 187***

5. Dog walking is permitted but dogs must be kept under control at all times. Dogs must be kept on a lead while any formalised activity is taking place on the Ground or in the vicinity of children. Dog faeces must be collected by the owner immediately and may be deposited in the dog waste bins provided.
6. Users travelling to the Ground by car should park within the designated bays in the car park. Cars are parked at the owners' risk. No overnight parking is permitted. At peak time users should endeavour to 'pair up' and double park using the grassed car park extension
7. Users are requested to take litter home with them or put it in the litter bins provided.
8. Marquees, tents, gazebos etc may be erected without permission but must be dismantled on the day and not remain overnight.
9. The use of the Ground for informal casual use is permitted only in so far as the use complies with relevant laws of the land applicable at the time.
10. The PC reserves the right to disallow casual use of any area of the Ground temporarily or permanently.

The Ground shall not be used for the following purposes:

- Motor car or motorcycle rallies or the riding of motorcycles
- Golf practice of any kind
- Fires or barbecues
- Flying of powered model aircraft/drones of any kind
- Bonfires and / or firework displays

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- Horse riding
- Shooting or archery
- Overnight parking and camping without permission
- Organised Events over 20 persons without permission
- Any activity that is dangerous, noxious, offensive, illegal or immoral or that may become a nuisance to neighbouring properties.

***Car parking is only permitted in the designated car parking areas and only for bona fide user of the Recreation Ground, Village Hall or West Clandon Royal British Legion. Commuter Parking is not permitted at any time.***

### **Health and Safety**

1. No User shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
2. The Parish Council will endeavour to keep the Ground in a state fit for use by regular inspection.
3. The User undertakes to ensure that the Ground is in a safe state for casual users when he/she leaves the area.
4. From time to time there may be equipment or materials on the Ground which are dangerous or in a dangerous state. Care must be taken to avoid injury by not using or approaching these objects. The danger must be reported to the Clerk as soon as possible.
5. Dog walkers must make themselves aware of others using the Ground and take appropriate action to control animals in their charge. Faeces must be removed immediately to protect the health of other Users. Dogs are not permitted in the fenced children's play area.

### **Organised Events**

1. An Application to use the ground for an organised event must be submitted to the Clerk a minimum of eight weeks before use. These will be considered at the next meeting of the Parish Council and the applicant informed of the outcome.
2. No charge may be made for entry to the Recreation Ground without prior permission of the Council.
3. Event applications from For Profit/Commercial organisations may be subject to a hire charge. In addition a deposit may be required held in security against loss or damage incurred as a result of the event may be required.
4. Organisers are responsible for the Public Liability of all matters connected with the event.
5. The Parish Council strongly advises the Event Organiser/User to undertake a risk assessment and arrange for Special Public Liability Insurance. It reserves the right to request these for any event and where appropriate proof of Public Liability insurance will be required.
6. It is strongly advised that a First Aider be in attendance with means to call the Emergency Services.
7. At least two named people must be present for the entire duration of the event and their names and contact details notified to the Parish Clerk. It is recommended that these people are clearly recognisable to other Users/members of the public should they wish advice/to complain on the day.
8. The Event Organiser must obtain the necessary public entertainment or liquor licences as may be required and have stewards where indicated as a term of the licence.
9. The running of events is the responsibility of the Event Organiser who should ensure that they are adequately supervised.
10. All Third Party suppliers must have their own Public Liability insurance. Proof of Public Liability insurance may be requested by the Parish Council.

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11. Should the event involve stallholders they must provide their names and addresses to the Event Organiser who will retain a list. This list will be produced to the PC on demand. The Event Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the Clerk.
12. No vehicles are allowed onto the grass without permission from the Parish Council.
13. The Event Organisers must ensure access routes for emergency vehicles and users of the Village Hall, British Legion and Play Area are kept clear at all times.
14. The Ground is the responsibility of the Event Organiser/Users throughout the event and every care should be taken to ensure that no damage is done to any part of it including: trees, paths, buildings, fences, furniture, the play areas and football pitch.
15. As far as is practicable, the Event Organiser/Users will return the Ground in the state in which it commenced use, in particular to ensure that all litter and detritus is removed away from the Ground immediately after the event. Any damage to the Ground or the vegetation surrounding it will be made good or paid for and reported to the Clerk
16. Parking for the event should be controlled and marshalled and double parking on the grassed car park extension organised as necessary.
17. All Event Organisers/Users will ensure that all Health and Safety precautions as listed in this document are adhered to.
18. Items left on the Ground, with or without the permission of the Parish Council, are the sole responsibility of the owner. The Parish Council is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at no risk to the PC.
19. Should an Event Organiser have a query concerning the maintenance of the Ground before an event, it must be advised to the Parish Council as soon as possible and definitely before the commencement of the event. The Parish Council reserves the right to charge maintenance/work required to the Ground as a result of special event application.