

## **CONDITIONS AND HIRE AGREEMENT BURES RECREATION GROUND**

1. Bures Recreation Ground, Nayland Road, Bures CO8 5BX may be used for community events, provided that permission is obtained well in advance from the Bures Sportsground Committee, representing Bures Hamlet and Bures St Mary Parish Councils, giving full details of the proposed event. No charge will be made for single events where no funds are raised or where such funds benefit the local community.
2. Free public access is to be retained throughout the entire hire period, and safe and unrestricted public access to all play equipment must be guaranteed.
3. Bures Sportsground Committee accepts no liability for any damage to vehicles or persons using the Recreation Ground, or for any items that may be lost by persons using these areas or lost from any vehicles using these areas.
4. Bures Sportsground Committee also accepts no liability for any injury that may be caused to people using the Recreation Ground during the time of hire.
5. Gates will be unlocked to allow access to the grounds, by request. Gates will be secured at the end of an event.
6. Requests for the use of toilets must be made to the Community Centre, Football Club or Cricket Club as appropriate. Alternatively portable facilities may be installed by you for the duration of your event.
7. If the event involves alcohol a licence must be obtained from Babergh District Council. A copy of the licence must be sent to the clerk prior to the event.
8. The hirer is responsible for taking out appropriate public liability insurance for the event and a copy of this insurance must be sent to the clerk prior to the event.
9. The hirer is responsible for carrying out their own risk assessment for the hiring period, ensuring their event/hire period is properly stewarded and a qualified first aider is available. A risk assessment is to be completed by

the hirer and returned to the parish clerk at least 21 days prior to the event.

10. Hirers are responsible for ensuring that a mobile phone is available for use in emergencies. This number should be given to the clerk prior to the event.
11. Under no circumstances are motorised vehicles allowed onto the Recreation Ground without prior agreement by the Sportsground Committee, and this use may be restricted to limited areas only. The permission to take motorised vehicles onto the grounds may be withdrawn at short notice, and is subject to suitable weather conditions.
12. Care should be taken to ensure that those attending the event by car do not block driveways or adjacent roads or damage grass verges.
13. Noise levels must not be such as to unduly disturb nearby residents. Where noise levels are expected to be high, neighbouring residents should be informed in writing at least 21 days prior to the event.
14. Any temporary structures erected on the Recreation Ground may only be erected by permission from the Sportsground Committee and must be suitable for purpose and comply with relevant safety conditions. They must be fitted with suitable load spreading base plates. This includes marquees, tents, stands, and inflatable devices such as bouncy castles.
15. Bonfires are not permitted. Barbecues will be permitted with prior approval from the Sportsground Committee and must be kept off the ground. If the built barbecue or barbecue slabs are used they must be cleaned after use.
16. Any damage to land, equipment, buildings, trees, hedges or fences shall be repaired or otherwise made good at the hirer's expense.
17. If any part of the Bures Recreation Ground is damaged or left in an unsatisfactory state, e.g. any rubbish, then further bookings will not be permitted, and a charge will be levied for any damage caused.
18. Suitable arrangements must be made for the disposal of all refuse immediately after the event, and that all advertisement flyers are removed from the grounds and the village within 24hrs of the end of the event.
19. The hiring fee, where appropriate, is to be paid in advance.
20. The hirer must confirm the start and finish times for events, at the time of booking.

21. Please note that football and cricket games take place on the ground throughout the year. Details of fixtures can be obtained from the parish clerk.
22. The hirer and event must not contravene laws relating to betting, gaming and lotteries.
23. The grounds must not be used for any other purpose than that in this Agreement.

## **FEES**

Large (using a substantial area of the field) income generating event - £150 per day

Small income generating event or external booking - £50 per day

Businesses using a small area - £10 per session (free until viable)

Village events – donations welcome

**CONDITIONS AND HIRE AGREEMENT**  
**BURES RECREATION GROUND, NAYLAND ROAD, BURES CO8 5BX**

Event:

From:

To:

Please sign and return this form as acceptance of these conditions

I confirm acceptance of the above conditions and will provide the insurance, risk assessment and licence as appropriate

Name:

Address:

Signature:

Date

Details checked & approved:

Signed:

Date:

Return to:

The Clerk to Bures Sportsground Committee

Email: buresspgclerk@gmail.com