



Application for Use of Hatfield Broad Oak Village Green

Your hire fee if applicable will be calculated once your application is submitted and a quote given.

1. Applicant details

Contact name: Mark Strutt

Organisation: Hatfield Broad Oak Youth Football Club

Postal address: Sun Cottage, High Street,
Hatfield Broad Oak

Post code: CM22 7HE

E Mail: [REDACTED]

Telephone: [REDACTED]

Description of organisation Hatfield Broad Oak's community youth football club.

2. Financial responsibility



Are the details of who should be invoiced the same as above?

Financial Contact name: _____

Postal address: _____

Post code: _____

E Mail: _____

Telephone: _____

3. Event overview

3.1 Regular events

Name of event / Type e.g. Training Session: _____

Frequency and dates/times: _____

If the event is to be held regularly, please specify frequency and if you are applying for all the events please state, (e.g. regular football, cricket matches and training):



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

3.2 Single Event

Name of event Hatfield Broad Oak Youth FC Summer Club Day

Description of event:

Club day to bring the whole club together to celebrate football and our community as a club.

Date(s) of the event: Saturday 15th June

Start time: 9am

End Time 8pm

Dates of event set up: Begins 14 June

Ends 15 June

3.3 Event Details and Facilities

Expected maximum audience and participants numbers at any one time 200

3.3.1 Temporary structures

Will you have marquees, or other temporary structures at the event?

☒

If yes please provide details: Gazebos

3.3.2 Sound Systems

Will the event include entertainment / use of sound systems:

☒

If yes please describe: Standard PA system

3.3.3 Parking

What arrangements will be made to ensure that parked cars do not obstruct the verges, footpaths or driveways (cones, wardens etc.):

Yes. Cones

3.3.4 Services

Will you require the use of electricity and/or water mains services?

☐

3.3.5 Sanitation

What sanitary provisions will be made?

We have a portaloos on site

If portable toilets provided when, please provide details:

Name of Supplier TBS Hygiene

Date arrival: TBC

Date of removal: TBC

4. Public Liability

Do you have public liability insurance?

☒

(Please include proof of insurance with this application)



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5. Additional Information

Use this box only if need extra space from a previous section or want to provide additional information.

We will be applying for TENS to allow us to run a bar.
There is likely be inflatables.
BBQ
Tea tent
lots of football fun.

6. Declaration

I/We confirm that, to the best of my/our knowledge the information provided in this application is correct and true.

I/We understand that this application will be rejected if the information given is false or misleading.

I/We understand that submission of this application does not mean I/we have permission to hold the event and that more information may be required before permission is granted.

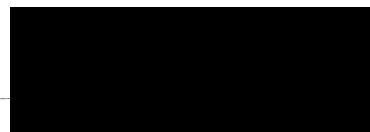
I/We have read, understood and agree to comply with Hatfield Broad Oak Parish Council's terms and conditions of hire.

I/We understand that I/we are responsible for obtaining all other necessary licences and/or permissions required for this event.

I/We confirm you have read and understood the above statement.

Name: Mark Strutt

Signature: _____



The completed application including any attachments, should be sent either by email to:

parishclerk@hbopc.co.uk

or post to

The Clerk to Hatfield Broad Oak Parish Council
2 Lea Hall Bungalows
Dunmow Road, Hatfield Heath
Bishops Stortford, CM22 7BL



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

1. **These terms and conditions apply to all events held on the Hatfield Broad Oak Village Green where the gathering will involve more than 20 participants.**
2. The organiser of an intended event shall more than **8 weeks** before the intended start date make written application to the Clerk to the Parish Council for permission to hold the event. Once permission has been granted the applicant becomes the hirer within the terms of these terms and conditions.
3. Not less than **8 weeks** before the commencement of the event the hirer shall provide proof of current public liability insurance. The hirer shall satisfy themselves as to the suitability of the Village Green for their event.
4. Noise emanating from the event must be kept to a reasonable level at all times and, in any event, at such a level not to cause distress to nearby residents.
Amplified music or other sound systems are not permitted unless specific written authority is given.
5. The hirer agrees to payment for any services used during the event upon presentation of an invoice from the Council, which will be settled in 30 days from receipt.
6. All billboard and/or poster advertising, sited on Parish Council land adjacent there to, shall not be erected more than 30 days before the event and shall be removed within 48 hours after the cessation of the event. Illumination is not permitted. Advertisements shall be restricted to details of the event and sponsors only.
7. No activity or event shall be held if, in the opinion of the Council, it is undesirable in nature.
8. The rights of members of the public using the site must be respected and the event must not interrupt their free passage. Any area needing to be roped off shall be with the agreement of the Council and shall be at the hirer's expense.
9. The hirer shall ensure that any codes of practice produced by the Health and Safety Executive are strictly adhered to at all times.
10. Open fires are prohibited. The hirer agrees to take all reasonable precautions against the outbreak of fire.
Fireworks are prohibited except with prior written permission.
Barbecues are not permitted unless they are lifted above ground so as not to scorch or burn the grass. Disposal of hot or used fuels anywhere on the site is prohibited.
The burning of any rubbish whatsoever is prohibited.
11. No growing timber or dead timber is to be cut, felled or removed from the site. The use of dead timber for Barbecues is prohibited.
12. The hirer agrees to ensure that the area is kept clean and tidy and left in a proper condition at the termination of the event. Any structures erected for the event shall be removed within 5 days of the termination of the event unless otherwise agreed in writing. If this condition is not met the Council reserve the right to make the area clean and tidy and charge the hirer accordingly.
13. The hirer shall be responsible for reimbursing the Council for costs of repairing any damage done to the site or any other property on the site.
14. Boot fairs or any sale by auction is prohibited. Commercial or professional traders are not permitted.



TERMS & CONDITIONS OF USE OF THE VILLAGE GREEN

15. Under no circumstances will the Council accept responsibility for the loss, theft or damage of or to any goods or property brought onto the site by the hirer or anyone authorised by the hirer.
16. No event shall begin before 8.00 am or continue beyond 10.00 pm on any day unless otherwise agreed in writing.
17. The sale of alcohol is prohibited unless otherwise agreed in writing.
18. Hire charges will be determined at the time of application (for most events held by parishioners, the hire charge will be nil).
19. The hirer will reimburse the Council in respect of any damage, loss, costs, expense, actions, demands, proceedings, claims and liabilities made against, suffered or incurred by the Council arising directly or indirectly out of the hirer's use of the Village Green.

These Terms and condition for part of the application process and should therefore be read in conjunction with an application form.

I MARK STRUTT (printed name) confirm that I've read and understood the terms and conditions and that I accept them as part of the usage of the village green.

Signature:

Date: 16/05/2024

Date: 15/05/24 Type: monthly with weekly visuals Checked By: Lee Sherrin

Goal	Findings	Action Taken
1	None	None
2	None	None
3	None	None
4	Both wheel levers slightly stiff, in working order, not loose or damaged. Minor dent in crossbar – has not affected structure of goal.	None
5	Damaged wheel lever – does not affect the safety of the structure – simply difficult to move	None
6	None	None

Weekly visual checks were carried out and the condition was no change other than from stated in the above table.