

Bacton Playing Field and Pavilion

Rules for letting and Usage

These rules have been authorised by the Bacton and Edingthorpe Parish Council and supersede and replace all previous rules and regulations relating to the Playing Field

Introduction

The Bacton Playing Field has been owned by the Bacton and Edingthorpe Parish Council (“the Council”) since 1956. It is the largest single asset of the Council and the focal point of many village activities. The rules (for the Playing Field and pavilion and all who use it) are intended to ensure that the public has the best use of the facilities. We also need to ensure public safety as far as possible. Accordingly some of the rules are designed with health and safety issues in mind. We request that users of the playing field and pavilion notify us immediately of any concerns over the safety of users.

Our purpose is to lay down a set of rules to ensure that the Playing Field is enjoyed by the public we serve.

Equal Opportunities: The Pavilion and Playing Field shall be open to all regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

Usage Rules: The Pavilion.

Use of the Pavilion and its facilities is subject to the following rules. Users (apart from sports organisations who are authorised to use the Pavilion in conjunction with their activities on the Playing Field for their sporting season, or other organisations which are authorised to use the Pavilion on a regular and recurring basis) will also be required to sign a hiring agreement.

1. Applying to Use the Pavilion

- a) Application for use of the Pavilion shall be made to the Clerk to the Council.
- b) The right to refuse any application for the use of Pavilion facilities is reserved to the Council, or the Clerk to the Council, provided that the Clerk to the Council reports his/her action to the next meeting of the Council. The Council may refuse an application to use the Pavilion’s facilities if the use by a particular organisation or individual presents a risk of public disorder.
- c) All arrangements for the use of Pavilion facilities are subject to the Council reserving the right to cancel bookings when the premises are rendered unfit for the intended use or for other reasons beyond the control of the Council.

2. **Maximum Capacity**

- The Pavilion hall has a maximum safe capacity of 30 individuals.
- Recommended maximums for various activities are shown below:
- 21 attendees plus up to three presenters for talks and demonstrations
- 12 attendees plus up to three tutors for workshops
- For children's groups – up to 15 children and 5 carers

Where an attendee has a support worker he/she will also be counted as an attendee.

On no account shall the maximum safe capacity be exceeded.

3. **Safety Requirements**

All conditions attached to the granting of a Public Entertainments Licence or any other licence for the use of The Pavilion shall be strictly observed and the licences shown to the Clerk to the Council prior to the letting.

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents.

In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- b) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Clerk to the Council;
- c) Activities involving danger to the public shall not be undertaken;
- d) Highly flammable substances shall not be brought into, or used, in any part of the pavilion. No internal decorations of a combustible nature (e.g.: polystyrene, cotton, etc.) shall be used or erected without the consent of the Council;
- e) No unauthorised heating appliances shall be used on the premises;
- f) The First Aid box shall be readily available to all users of the premises. It is located in the changing room. The Clerk to the Council shall be informed of any accident or injury occurring on the premises.
- g) All electrical equipment brought into the building shall comply with the relevant regulations. The Council disclaims all responsibility for all claims and costs arising out of any such equipment.

4. **Supervision**

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision.

5. Food and Refreshments

Food must not be prepared on the premises. Ready prepared refreshments may be served.

6. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Council, whose consent must also be obtained prior to seeking any Occasional Licence or Permission for the sale of alcoholic liquor.

7. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the Pavilion premises shall ensure that the requirements of the relevant legislation are strictly observed.

8. Recorded Music Licence

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) or other relevant organisation and, if so, to obtain one.

9. CRB Checks

Any presenter or tutor giving talks or workshops where children or vulnerable adults may be present must have been CRB checked and evidence must be shown to the Clerk to the Council.

10. Storage

The permission of the Council must be obtained before goods or equipment are left or stored at the the Pavilion, except that the Clerk to the Council is authorised to grant permission for the overnight storage of goods and equipment brought to the Pavilion for a particular function or event.

11. Loss of Property

The Council cannot accept responsibility for damage to, or the loss or theft of Pavilion users' property or effects.

12. Car Parking

Cars shall not be parked on the Playing Field.

13. Nuisance

a) Litter shall not be left in or about the Pavilion premises. Users must remove all litter and rubbish from the premises at the end of the hiring or their period of use and must leave it in a clean and tidy condition.

b) Except in the case of trained guide-dogs for the blind, dogs shall not be permitted on the Pavilion premises

c) Hirers and organisers of events in the Pavilion are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities on the Playing Field nor to cause inconvenience for the occupiers of nearby houses and property. Users of the Pavilion should avoid undue noise on arrival and departure.

14. Cleaning and Security

All use of Pavilion premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises or as instructed by the Clerk to the Council. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the Clerk to the Council.

Usage Rules: The Playing Field

1. The rules for the use of the Pavilion also apply where applicable to the Playing Field
2. Users of the Playing Field shall have reasonable consideration for other users at all times and shall not endanger others or cause damage to property.
3. Clubs and associations using the Playing Field on a regular basis are expected to encourage participation in their activities by members of the public, with particular regard to people living in the villages of Bacton and Edingthorpe.
4. Regular users of the Playing Field shall provide the Council with a copy of their fixture list (or other appropriate details of their intended use) for approval by the Council, it being the intention that use of the Playing Field shall be allocated as fairly as possible among those who wish to use it.
5. The Council shall be entitled to charge sports clubs and associations for the use of the Playing Field at a rate which the Council shall fix from time to time. The Council may also charge a proportion of the cost to it of the supply of electricity or water or for the cost of drainage.
6. Clubs and associations which use the Playing Field shall be responsible for all damage or injury caused through their activities and shall ensure that they have adequate liability insurance cover and shall produce to the Clerk to the Council evidence of such insurance whenever required to do so.
7. The Council are responsible for grass cutting to the standard of a general playing field. Users requiring a higher standard (for instance the wicket on a cricket pitch) must either carry out the cutting themselves or reimburse the Council for any extra costs (should the Council be prepared to undertake such additional cutting)

8. Grass cuttings and other organic waste may only be deposited in the designated area.
9. No dogs (except trained guide or assistance dogs) shall be allowed on the Playing Field.
10. Unless agreed previously with the Clerk to the Council, powered machinery may only be used between the hours of 9am and 6pm on weekdays and 10am to 5pm at weekends and users shall at all times have due regard for the safety and enjoyment of other users and the owners or occupiers of adjoining property. .
11. Vehicles may not be brought onto the Playing Field without the permission of the Council.
12. The car park adjoining the Playing Field shall be used only for the purposes of enjoyment of the Playing Field or the Pavilion. Overnight parking is not permitted.
13. No cycling is permitted except by children aged 8 or under.
14. Golf shall not be played on the Playing Field
15. Batting or bowling practice with a cricket ball or other solid or semi-solid practice ball must **ONLY** take place inside the batting cage. Under no circumstances may this take place elsewhere.
- 16. The Play area.**
 - a. Only children under 14 may use the play area
 - b. Adults are not permitted to use the play equipment
 - c. No dogs are permitted on the play area
 - d. No ball games are permitted on the play area.
17. The Council reserves the right to suspend or prohibit the use of the Playing Field by any individual or organisation which fails to abide by these rules.

All communications should be sent to: the Clerk to the Bacton and Edingthorpe Parish Council:

Elaine Pugh
Raynham House, 10 New Road
North Walsham, Norfolk NR28 9DF
Email: clerk@bactonandedingthorpe.co.uk
Telephone: 01692 402998

These rules were approved by the Bacton and Edingthorpe Parish Council on 13 May 2013. The Council reserves the right in its absolute discretion to alter the rules at any time.