

**POULSHOT PARISH COUNCIL**

**PERMISSION TO USE THE VILLAGE GREEN AND THE GREEN GARDENS FOR AN EVENT**

Poulshot Village Green and the Green Gardens (hereafter referred to as 'the Green') are owned by Poulshot Parish Council on behalf of the village. They are areas for the enjoyment of the whole community and are surrounded by residential properties. The Parish Council is responsible for managing the use of the Green for Events .

**REQUESTS FOR USE OF THE GREEN**

- All requests for use of the Green must be made in writing to the Parish Clerk at least 2 months prior to any event-taking place. Any other request will be at the discretion of the Parish Council.
- The Green may only be booked by Poulshot residents or those with a close association with Poulshot.
- The Green may only be used for private events. Any request of a commercial nature (e.g. fund-raising for a local charity) will be considered on their merit.
- All requests must detail the exact nature of the event to take place.
- The Green is the responsibility of the user throughout the event and this includes:
  - Ensuring the event is properly supervised.
  - Ensuring that local residents are not troubled in any way (e.g. through rowdy behaviour, loudspeakers, bright lights)
  - Ensuring that no damage takes place as a result of the event.
  - If in the opinion of Parish Council any damage has been caused, then this will be rectified at the expense of the user.
  - Ensuring Public Liability Insurance (if required) is in place. A copy to be provide to the Parish Council prior to the event.
  - Ensuring any Liquor or Public Entertainment License (if required) is in place. A copy to be provided to the Parish Council prior to the event.
- No vehicles are allowed on the Green without the prior permission of the Parish Council.
- No overnights stays are permitted on the Green (no camping, no caravans). Everyone must leave the Green by Midnight at the latest.
- No charge may be made by the user for any event on the Green without prior consent of the Parish Council.
- All rubbish to be removed from the area immediately after the event.
- Any pre-event work requested (e.g. grass cutting) will be charged.
- Any post-event work (e.g. litter clearance) required will be charged.

Name of the Event: ..... Date of Event: .....

Signed by the Hirer: .....

Organisation: ..... Signed on behalf of Poulshot Parish Council: .....

Address of Hirer: .....

Email: .....

Telephone Number: .....