

HOCKLEY HEATH PARISH COUNCIL

The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH

Email: clerk@hockleyheathparishcouncil.gov.uk

Tel: 07591 954002

www.hockleyheathparishcouncil.gov.uk

The recreation ground includes a playground, MUGA (multi-use games area), BMX track and woodland area, as well as a walking path around the periphery and is hired for football and goal posts are in place during the football season. The Pavilion hall is located near the car park. Two public footpaths enter into/from the park and the whole area is used to provide enjoyment and exercise for both children and adults.

Hockley Heath Recreation Ground is owned solely by Hockley Heath Parish Council, held in perpetuity for the benefit of the residents of Hockley Heath.

This policy is in consideration of applications for the use* of the Recreation Ground only.

* For clarification, the term “use” means “hire” when a charge is made.

The term “Applicant” means the person / organisation applying to use the Recreation Ground.

1. All applications must be submitted on the Hockley Heath Parish Council Use of Recreation Ground Application form.

Applications should be sent to Hockley Heath Parish Council, The Pavilion, Hockley Heath Recreation Ground, Old Warwick Road, Solihull, B94 6HH or emailed to clerk@hockleyheathparishcouncil.gov.uk and will be acknowledged.

2. All applications shall be considered by the full Parish Council.

3. The Parish Council reserves the right to grant or refuse permission for the use of the Recreation Ground with its decision being final.

4. It is at the Parish Councils discretion whether a charge is made or not for the use of the Recreation Ground and if so, what that cost should be.

5. Applicants are to carry out its own risk assessment to assess the suitability of the Recreation Ground for the purpose of which the Applicants wish to use it for.

6. Applications will not be granted if the Parish Council believes the proposed event is not seen to be in the best interests of the local community, i.e., Hockley Heath Parish residents.

7. The use of the Recreation Ground will be limited to one day events only, held at weekends or bank holidays with start time no earlier than 10.00am and to finish no later than 10.00pm.

When an application is approved...

8. The Parish Council requires a deposit of £500 to cover any initial costs the Parish Council may incur e.g. damage caused, litter disposal etc. Payment is required minimum 1 week before the event commences. A full refund will be made if no costs are incurred.

9. Where applicable the Applicant must provide the following documentation within 2 months of the application approval.

Failure to do so could lead to the application being declined:

- **Temporary Events license and any other legal licensing requirements**
- **Public Liability Certificate covering the Applicant to the value of £5m**

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- **A Risk assessment for the event**
- **An Anti-Social Behaviour Policy**
- **Details of First Aid provisions**
- **Details of Toilet provisions**
- **Safeguarding provisions**
- **Detailed vehicle management plan (car park provisions)**
- **Ticketing Structure information**
- **Event Marshall provisions**
- **Fire / emergency evacuation procedures**

10. The use of the play areas (children's play area / MUGA / BMX track / woodland area) by either the general public or event attendees or both will be at the Parish Council's discretion. If it is decided to close these facilities it is the Applicants responsibility and at their expense to ensure adequate measures are taken to secure these areas from use.

11. Applicants should ensure minimal disruption, including excessive noise, to the local community particularly those near the Recreation Ground.

12. The Applicant is to ensure that no vehicles are to enter the park unless prior authorisation is given by the Parish Council.

13. Vehicles parked at the Recreation Ground car park are parked at owners' risk and should be parked in designated car parking spaces only.

14. Applicants are responsible for ensuring the access gate is monitored and securely locked, with only authorised vehicles permitted onto the park for event setup and related purposes.

15. During the event emergency vehicles only to be permitted onto the park and marshals should coordinate the safe ingress and egress of such vehicles.

16. During the event, the Applicant to ensure ingress and egress points are clearly marked for safe evacuation of the park should there be an emergency during the period of the event.

17. The Applicant is to ensure that no vehicles are left on the Recreation Ground overnight and that all equipment, fixtures and litter are removed immediately after an event finishes.

18. The use of the park for public parking is strictly forbidden.

19. Any damage caused because of an event must be made good at the expense of the Applicant. (Over and above the £500 deposit).

20. The Parish Council reserves the right to prosecute anyone found to be causing damage to the park and / or any equipment.

21. In the event of adverse weather conditions, the Parish Council reserve the right to cancel an event at short notice.

22. Applicants to note that agreement to use the Recreation Ground does not include the use of the Pavilion hall of which a separate agreement would be required.