



*Longwick-cum-Ilmer
Parish Council*

LONGWICK CUM ILMER PARISH COUNCIL

PLAYING FIELD HIRE RULES AND REGULATIONS

The Parish Council can hire out parts of the playing field for stand- alone use, or in conjunction with the Village Hall, although the Village Hall is a separate entity, and bookings, for the Hall, would need to be made separately at their set rates.

The following fees for the playing field use would apply (subject to availability):

- (1) Private Parties of up to 30, without equipment or vehicle access - a base charge of £25
- (2) Private Parties, with equipment, e.g. bouncy castle / Marquee £50 (incl. Base Charge)
Additional stalls /Gazebos etc. will be charged at £10 each. If vehicle access to the field is required a damage deposit of £200 will be required. Refundable, after the event, if no damage caused.

NB. If the party organiser is an adult resident of the Parish, on the electoral role, and who is arranging **a private family activity**, then the base charge of £25 will not apply.

- (3) Ad-hoc organised team sports requests (assumes party over 20) £25 per hour – minimum 2 hours. No vehicle access is allowed on the field.

- **SPECIAL NOTE** – If an organisation not, based in the Parish, wishes to hire the field for a fund raising or entertainment event, then a minimum charge of £120 will be made, representing up to 6 hours of usage including set up. Excess hours will be charged at £20 per hour. A returnable damage deposit of £200 will be required for vehicle access to the field.

It should also be noted that no charges will be levied for the use of the Playing Field (Subject to booking), where there's an event organised by **a resident of the Parish**, or the **Committee of a Parish Organisation** (including The Parish Council), where the activity is to be staged for the Social or financial **benefit of the Parish or it's institutions**.

Notably the Annual Village Fete will carry no fee, nor will any event which celebrates a recognised UK National Special Occasion, as recognised by the Parish Council, and at their discretion.

Any organisation seeking to use the playing field will need to provide the Parish Council with a full and rigorous Risk Assessment, and also where appropriate, a copy of the Public Liability Insurance covering the event and participants, as soon as possible, and no later than 48 hours before the event. If documentation has not been received by this deadline, then permission will be withdrawn and will not be reinstated.

Rules and regulations – Applies to ALL hirers

- Access for vehicles will be on a strict needs basis and under no circumstances will vehicles over 3 tonnes be permitted
- Hire of the Playing field does not guarantee exclusive use of car parking areas
- Hirers should be aware that permission granted may be revoked at short notice, should inclement weather have caused the field to be become unusable, or at risk of serious damage from the planned activity.
- Hirers should be aware that the field will remain open for public access at all times

- No charge may be made for access to the field, although a charge can be made for entry to a designated, marked area, that provides access to entertainment or refreshments, if so, authorised by the Parish Council.
- Hirers will not hold the Parish Council responsible for any theft or damage to equipment placed in the field in support of the event.
- Hirers will be held responsible for any damage caused, during their event, to playground equipment, fencing, playing field surfaces and other green areas or property, owned by the Parish Council.
- There are no toilet facilities at the playing field. The nearest toilets would be at the Village Hall which would need to be booked separately.
- Participation in any organised Sports activity is entirely at the risk of individuals involved and the organisers of that activity on the day. No responsibility will be accepted by the Parish Council, and organisers will need to adequately cater for all eventualities within their Risk Assessment and Insurances.
- BBQ's will not be permitted on any area of the playing field.
- Fireworks are not permitted on any area of the playing field.

Adopted by the Parish Council: 21st October 2025

Date of Hire: _____

Start & Finish Time: _____

Type of Event: _____

I agree to abide by the above rules and regulations and to pay the relevant fee to the Parish Council:

Signed: _____

Name: _____

If you would have any questions please contact the Parish Clerk on the following email address:
clerk@longwickcumilmer.org.uk

Payment Details:

Longwick cum Ilmer Parish Council
 Sort Code: 30-98-56
 Account Number: 17589368