

Linton Parish Council

POLICY ON THIRD PARTY USE OF COUNCIL FACILITIES

Introduction

Linton Parish Council is responsible for and holds adequate insurance for various open spaces within the parish which include the Recreation Ground, Paynes Meadow, Parsonage Way, Leadwell Meadows and a small pocket of land behind Granta Leys. Third parties who use the area or work on the area must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents. Each request for use will be considered individually by Council.

Work on land and buildings by outside contractors

- 1 Any work on Council property must only be conducted after written instruction from Council.
- 2 Contractors must keep Council fully informed of their attendance and can only work on Council property by prior arrangement.
- 3 Contractors must hold appropriate insurance and undertake risk assessments for their activities and provide the Council with copies of these documents or a letter confirming that these documents are in place.
- 4 Contractors are advised that the risk assessment must include adequate provision to prevent any damage to services in that area. They are advised that help can be sought from bodies such as electricity and water companies.
- 5 Contractors must sign a copy of this policy to confirm that they understand these conditions and will adhere to them.

Conditions of use

- 1 All applications should be submitted in writing to the Clerk. No booking will be firm until such time as the individual, organisation or club is notified by the Clerk that the application has been approved.
- 2 Hirers shall be responsible for the maintenance of good order and behaviour during their use of the area, including any setting up and clearing down period.
- 3 Hirers should ensure that the area is maintained in good condition and Linton Parish Council reserves the right to demand a security deposit to this end. Hirers shall repay to Linton Parish Council the cost of reinstating or repairing damage which may have been caused during the period of use.
- 4 Linton Parish Council shall be indemnified against all liability for injury to persons or damage to property arising from the hire and hirers shall arrange and be responsible for their own insurance in respect of the same.
- 5 Hirers shall pay any relevant booking fee and required security deposit in advance to the Clerk and shall at the same time provide evidence of indemnifying insurance and contact details of a responsible person to be contacted.

I understand the conditions of this policy and confirm that I will use the facilities as stated.

Name.....

Company.....

Signed..... Date.....