

## **CONDITIONS FOR THE USE OF OAKLANDS GROUNDS BY CHARITABLE OR VOLUNTARY ORGANISATIONS**

The following conditions will apply to all Licences granted to persons or companies in respect of the use of Oaklands.

1. In these conditions the expression “The Council” means Hythe Town Council. “The Licensee” shall mean the person or body with whom the Licence for use of Oaklands Grounds is entered into and “The Bye-Laws” shall mean the Bye-Laws relating to the Public Walks and Pleasure Grounds of which Oaklands forms a part.
2. The Council shall permit the Licensee to occupy such part of Oaklands as may be necessary for the purposes of the Licensee and the area to be so occupied shall be agreed with the Town Clerk. If it is intended to erect any marquees, an application with details must be submitted to the Town Clerk.
3. The grounds must remain available as a public garden at all times. It will, therefore, not be possible to restrict access or to charge for admission to the grounds.
4. No vehicles must be driven or parked on any of the grassed or planted areas of the grounds.
5. The user of Oaklands shall, as far as is reasonably practical, keep rubbish cleared from grounds whilst the event is in progress and at the end of the event, clear up **all** rubbish left, leaving Oaklands in a condition satisfactory to Hythe Town Council. If the Council require any further works on Oaklands in connection with the event after it has left, such works will be accepted as a charge against the user of Oaklands for that particular day.
6. Special activities such as Lotteries or cash collections require special consent (refer to Shepway District Council). Organisers must verify in advance whether any other permissions or Licences are required by reason of the proposed activity. These conditions must not be taken as a waiver in respect of any other permissions or Licences which may be required by reason of any other proposed activities.

7. **Indemnity**

In good time before the event the Organisers must give Hythe Town Council, in writing, a full indemnity against all costs, claims or demands which may be made against the Town Council, by reason of, or arising from, or connected with their use of Hythe Town Council property.

8. **Public Liability Insurance**

A minimum level of **£5 million** public liability insurance is required from all users and a copy of the current certificate is required in advance.

9. Users/Contractors on Town Council property should provide their own risk assessments for submission to the Town Council.

10. That all hirers of Town Council property are responsible for ensuring that all electronic and electrical equipment brought in for use has been PAT tested on an annual up-to date basis.

11. **BOUNCY CASTLES**

The following conditions must be adhered to when bouncy castles are used on Hythe Town Council land:

- (a) Adequate supervision – minimum of two supervisors.
- (b) Limit number of users to prescribed levels for the equipment.
- (c) Management of cables.
- (d) Provision of safety mats.
- (e) Requirement of compliance with HSE Guideline Note PM76.
- (f) Restrict operations to recognised experienced operators.
- (g) £5m Public Liability Insurance is compulsory.
- (h) Preparation of Risk Assessment to incorporate above provisions.

On behalf of the Organisers I have read and agree the above Conditions.

Signed .....

Dated .....

on behalf of ..... (Organisation)