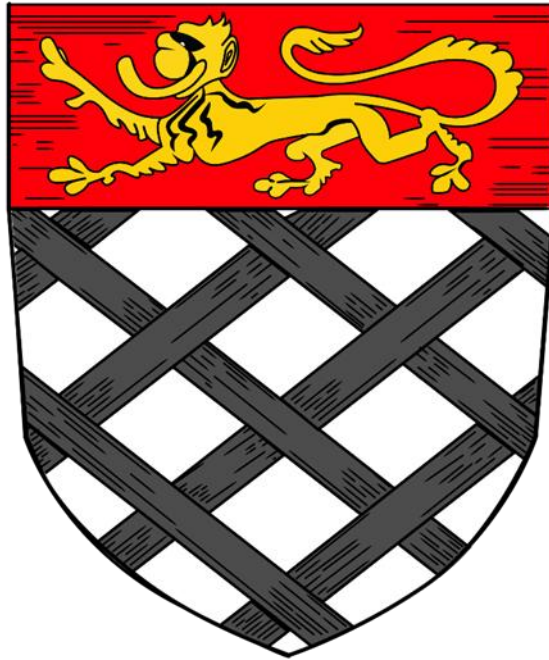


**MEPPERSHALL  
PARISH COUNCIL**



**HIRE OF OPEN SPACES,  
PITCH & MUGA**

*As re-approved at a meeting of Meppershall Parish Council on 9<sup>th</sup> March 2026*

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## DOCUMENT CONTROL

<b>Organisation</b>	Meppershall Parish Council
<b>Title</b>	MPC Hire of Open Spaces, Pitch and MUGA Policy
<b>Creator</b>	Alessandra Marabese - Clerk
<b>Source</b>	Clerk
<b>Adopted</b>	Monday 14 <sup>th</sup> March 2022
<b>Last Approved</b>	Monday 9 <sup>th</sup> February 2026
<b>Distribution</b>	Internal and External
<b>Filename</b>	MPC Hire of Open Spaces, Pitch and MUGA Policy v2.0 2026©
<b>Owner</b>	Clerk
<b>Subject</b>	Environment & leisure
<b>Protective Marking</b>	None
<b>Review date</b>	Biennially after adoption or as required

## DOCUMENT AMENDMENT HISTORY

<b>Revision No.</b>	<b>Originator of change</b>	<b>Date of change</b>	<b>Change Description</b>
v1.0	Clerk	14/02/22	Policy creation
v2.0	Clerk	09/03/26	Amendment made to make references to Martyn's Law.

## 1. INTRODUCTION

- 1.1. Meppershall Parish Council (MPC or the Council) encourages the hire of outdoor open spaces, pitches and the MUGA, recognising the contribution that all events make to the vibrant community and cultural life of the villages and, in the case of larger events, to attracting visitors to enjoy the area's many attractions and contribute to its economic vitality.
- 1.2. This Policy provides advice and guidance on the Council's approach to hiring an outdoors Council-owned Recreation Ground and can be used for all events regardless of size, although some parts may not be relevant for smaller events.
- 1.3. The Policy gives general advice that should be used when arranging any type of event, while recognising that events can be very diverse, ranging from a football match to a large village fete. It is likely that additional guidance will be required for specialist events and larger scale activities.
- 1.4. This Open Spaces Policy is updated to comply with the Terrorism (Protection of Premises) Act 2025 (Martyn's Law). The Council is committed to enhancing public safety by assessing and mitigating risks from terrorism in our open spaces, particularly during hosted events or in designated secured areas.

## 2. STAGE 1 – PRE-PLANNING

- 2.1. Detailed pre-planning is essential to ensure any event is successful. The following should be considered at this stage:
  - 2.1.1. **Where** - Make sure our open space is suitable and adequate for the proposed event. Consider the impact on the local community, how easy it will be for people to get to the site and will car parking facilities be sufficient. Consider any existing hazards which may be on the site. Consider whether or not emergency routes will be adequate.
  - 2.1.2. **When** - Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. There may be a need to arrange lighting for an evening function. **Liaise with the Council to ensure the open space is available for hire on your proposed date and complete your booking request.**
  - 2.1.3. **Who** - Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
  - 2.1.4. **What** - Decide on the type of activities to be held. Will activities result in specific hazards or does the use of equipment pose any specific hazards? Will a particular activity need barriers etc? See Section 3 Risk Assessment.
  - 2.1.5. **Code of practice** - For larger events there will be a need to comply with guidance particularly the Code of Practice for Outdoor Events published by the National Outdoor Events Association <http://www.noea.org.uk/default.asp?pageId=47> which gives advice on structures, marquees, tents and electrical matters. The HSE website also contains useful information at <http://www.hse.gov.uk/eventsafety/health-safety-topics.htm> , as does <https://www.protectuk.police.uk/martyns-law> and

<https://homeofficemedia.blog.gov.uk/2025/04/03/martyns-law-factsheet/> that specifically refer to Martyn's Law.

- 2.1.6. **Welfare arrangements** - The Hirer must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Hire of welfare services at the Meppershall Village Hall must be arranged separately with the Meppershall Village Hall Trustees. Temporary and any permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property.
- 2.1.7. **Special permission** - A Premises licence or Temporary Event Notice (TEN) may be needed if the event consists of music, dancing, singing or similar, or if it includes a display or exhibition of boxing, wrestling, judo, karate or similar sport. Any sale of alcohol will also require a licence or TEN. Contact the Licensing Team at Central Bedfordshire Council [https://www.centralbedfordshire.gov.uk/info/59/licensing/36/alcohol\\_and\\_entertainment\\_licensing/9](https://www.centralbedfordshire.gov.uk/info/59/licensing/36/alcohol_and_entertainment_licensing/9) for further details.
- 2.1.8. **Insurance** - All events will require public liability insurance (a copy of which must be provided to the Council prior to hire). All contractors and performers will also need their own public liability cover with a £5 million minimum Limit of Indemnity. Depending upon the nature of the organisation and the proposed event other insurances may also be required.
- 2.1.9. **Timescale** - Set out the proposed timescale and allow as much time as possible to organise the event. Larger events need as much as 9 to 12 months planning.
- 2.1.10. **Training** - In accordance with Martyn's Law, all event management plans for public spaces must include procedures for Evacuation, Invacuation, and Lockdown. Event staff must be trained to recognize and respond to potential threats
- 2.1.11. **Event plan** - This should include all health and safety arrangements. Once all the issues referred to above have been addressed, keep records of the proposals as a formal plan for the event. This will help organisers when carrying out risk assessments.

### 3. RISK ASSESSMENT

- 3.1. Hirers and organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed, and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and organisers must take all reasonable precautions to ensure the event takes place safely.
- 3.2. For events with a capacity of 200 or more, event organisers must complete a proportionate terrorism risk assessment, identifying vulnerabilities and implementing simple, effective protective measures. For events with a capacity of 800 or more event organisers must ensure, so far as is

reasonably practicable, that enhanced security measures—such as Bag Searches, CCTV, or enhanced steward training—are implemented to mitigate risk.

- 3.3. Where the event consists of more than one attraction e.g., a summer fete, a written risk assessment may be required for each activity. Any contractors involved in the event should also carry out risk assessments and the main organiser should hold copies of these.
- 3.4. A formal record should be kept of the risk assessments. **A copy of the risk assessments must be provided to the Council prior to hire.**
- 3.5. Guidance on running an event safely together with a template risk assessment is available on the Health and Safety Executive website at <https://www.hse.gov.uk/event-safety/running.htm>

## 4. STAGE 2 – ORGANISING THE EVENT

- 4.1. This section covers the detail of organising the event. During this stage the event plan should be kept up to date.
  - 4.1.1. **Establish a committee** - Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations, such as the Council, Police emergency services. One person, with suitable experience, should be given responsibility for health and safety, and another person co-ordination and supervision of stewards.
  - 4.1.2. **Liaison** - Contact the police, fire brigade, ambulance and first aid providers. Tell them about the event and ask for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations.
  - 4.1.3. **Site plan** - Draw up a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths. **A copy of the site plan must be provided to the Council prior to hire.**
  - 4.1.4. **Emergency plan** - A formal plan should be established to deal with any emergency situations, which may arise during the event.
  - 4.1.5. **Temporary structures** - Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers (and their specified safety loadings) will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles, fires and any other dangerous displays etc.
  - 4.1.6. **Catering** - Ensure any caterers have been licensed and that they will be sensibly positioned, such as away from children’s activity areas and near to any water supplies if available etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Ask to see caterers’ food hygiene certification, their menu and charges to ensure their prices are reasonable.
  - 4.1.7. **Stewards** - Stewards at events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the

public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and firefighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

- 4.1.8. **Crowd control** - The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
- 4.1.9. **Numbers attending** - The maximum number of people the event can safely hold must be established. This may be reduced depending upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. The number attending may also dictate the type of licence needed.
- 4.1.10. **Provision for disabled people** - Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
- 4.1.11. **Security** - Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight.
- 4.1.12. **On-site traffic** - Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Car parking facilities will be required at most events, and these will have to be stewarded. Consider where such facilities should be situated.
- 4.1.13. **Off-site traffic.** Unplanned and uncontrolled access and egress both inside and outside the site can result in a serious accident. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the highway team at Central Bedfordshire Council.
- 4.1.14. **Car Parking** - No parking is allowed on Centenary Field grass or the Crackle Hill Extension. Event attendees should be encouraged to car share to reduce the number of vehicles using the Village Hall car park. As only limited car parking facilities are provided in the Village Hall carpark, the Hirer should encourage event attendees parking on Walnut Tree Way and in other areas of the village to park sensibly and with due consideration for other road users, pedestrians and residents.
- 4.1.15. **Contractors** - All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Ask contractors for a copy of their safety policy, risk assessments and their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within the specified parameters.

- 4.1.16. **Performers** - All performers should have their own insurances and risk assessments, and the same considerations will apply as for contractors. Where amateur performers are being used, discuss detailed requirements with them and ensure they will comply with the health and safety rules and event plan.
- 4.1.17. **Facilities and utilities** - **Where electricity is required for an event, arrangements must be made with the Meppershall Village Hall who may be able to provide access to electricity on the Centenary Field.** The Meppershall Village Hall Trustees may request that:
- All portable electrical appliances including extension leads etc. should be tested for electrical safety and records kept.
  - Any hired equipment should come with a certificate of electrical safety.
  - Where events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down to 110 volts.
  - All cables must be safely channelled to eliminate any electrical and tripping hazards.
  - Potential hazards due to extreme weather should be considered for outside events.
  - Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc.
- Generators should be suitably fenced or barriered to prevent access from public areas. All these arrangements should be clearly shown on the site plan.
- 4.1.18. **Contingency plans** - Consider the implications on the event of extreme weather conditions. Will the event be cancelled, or could the event be moved to an alternative location e.g.: inside the Village Hall? There could also be other scenarios, which should be planned for.
- 4.1.19. **Clearing up** - Arrangements will be required for waste disposal and litter clearance both during and after the event. Individuals should be assigned specific responsibilities for emptying bins and clearing the site. **The site must be returned to the Council in a litter-free, undamaged condition at the conclusion of the event – any and all damages will be charged for.**
- 4.1.20. **Risk assessments** - The risk assessment should be updated continually during this stage. Any remedial action with timescales should be specified in the updated event plan.

## 5. STAGE 3 - FINAL PREPARATIONS

- 5.1. Just prior to the event a detailed safety check will need to be carried out, to include the following:
- 5.1.1. **Routes** - Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes
  - 5.1.2. **Inspections.** A walk-through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. All defects should be noted along with the remedial action taken. These checklists should be retained.
  - 5.1.3. **Siting** - Make sure that all facilities and attractions are correctly sited as per the site plan. Be certain that the first aid facilities and fire extinguishers are in place. Check waste bins are in their correct locations.

- 5.1.4. **Signage** - Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.
- 5.1.5. **Vehicles** - Check that all contractors, performers and exhibitors vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
- 5.1.6. **Structures** - Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
- 5.1.7. **Barriers** - Check that all barriers and other protection against hazards are securely in place.
- 5.1.8. **Stewards** - Make sure that all stewards have arrived, are in their correct location and are wearing the correct clothing for easy identification.
- 5.1.9. **Public information** - Make sure that the public address system is working and can be heard in all areas.
- 5.1.10. **Briefing** - Check that all stewards and staff have been fully briefed and understand their responsibilities.

## 6. STAGE 4 – AFTER THE EVENT

6.1. After the event consider the following:

- 6.1.1. **Site condition** - After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users. This inspection should identify any damage which has been caused during the event. Structures should only be left overnight with the full agreement of the Council and they must be left in a safe condition and safe from vandalism etc. Specific security arrangements must be put in place.
- 6.1.2. **Accidents** - If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident report should be completed and a copy sent to the Parish Council Clerk. A sample accident reporting form can be found in Appendix 1 of this policy. Organisers will also need to advise their insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
- 6.1.3. **Claims** - Should any person declare an intention to make a claim following an alleged incident associated with the event, organisers should contact their insurers immediately.

## 7. CATERING

- 7.1. It is common place for outdoor events to provide some food facilities. These may vary from a low-risk provision such as drinks and cakes; through to higher risk provisions such as barbecues.
- 7.2. **Who has Legal responsibility for the food safety at an event?** If the organiser is directly employing persons to provide food, whether they are paid or volunteers, the event itself will be classed as the food business under the Food Safety Act 1990. If the organisers contract with a food business to undertake the catering arrangements, they will be classed as the food business under

the Food Safety Act 1990. However, the organisers of the event are still likely to have some civil law liability if they do not ensure that the person, they have contracted is carrying out matters in a safe fashion.

- 7.3. **Why is food safety important?** Some types of food poisoning organism can kill susceptible people. A food poisoning outbreak and/or significant breaches of food safety legislation can result in a prosecution, the penalties for which include heavy fines and even imprisonment. (In a Crown Court the fine is unlimited and the imprisonment term is up to 2 years.) Organisers should therefore ensure that food operations for the day are carried out in a hygienic fashion by ensuring that they or their contractor(s) comply with the requirements of the following:
- Food Safety (General Food Hygiene) Regulations 1995; and
  - Food Safety (Temperature Control) Regulations 1995.

## 8. CHARGING POLICY

- 8.1. **Charities and not for profit hires** - The Council supports voluntary, charitable and not for profit hires of open spaces by making sites available free of charge under specific circumstance. Organisers still need to follow this Policy in organising their events and are required to submit the relevant booking forms and comply with all relevant national and local legislation and guidance.
- 8.2. **Commercial events** - The Council charges sufficient fees to cover its costs of administering the hire. The charges are set each year and can be found on the Council website: [www.meppershall-pc.gov.uk](http://www.meppershall-pc.gov.uk)
- 8.3. **Large events** - Large events require much more input from the Council and impact on local residents to a greater extent. Fees for large events will be negotiated directly with event organisers.
- 8.4. **Payment of all fees and charges must be made in full prior to the Due Date.** If payment is not received the Council shall have the right to cancel the booking immediately. The Hirer will be liable for the full cost of the provision of any services (where available), e.g., marking of pitches etc over and above the hire charge for the event.
- 8.5. **A deposit may be requested which must be paid to the Council 30 days prior to the Event which will be forfeited in the event of any damage or loss, [including loss of keys in respect of drop down bollards etc.] or held as part payment of any necessary making good.** The Hirer will be liable for the full costs of any damage, so should this exceed the deposit the Council will issue an invoice to the Hirer.

## 9. REFUSAL OF BOOKING & CANCELLATION

- 9.1. The Council reserves the right to refuse any application for the hiring of our open spaces, pitches and MUGA without being required to give any reason for such refusal. The Council reserves the right to withdraw permission to use our open spaces, pitches and MUGA. However, the Council will repay any deposits paid on cancelling a hiring but shall be under no liability for expense incurred or loss sustained by the Hirer as a result of the cancellation. If the organiser wishes to cancel the hire, they shall be liable to the Council for the whole of the hire charge together with

any additional expenses incurred by the Council, subject to the discretionary power of the Council to vary this provision in appropriate cases.

- 9.2. The Council reserves the right to cancel any booking forthwith in the event that the hired open space, pitch or MUGA is affected by an emergency of any kind including severe adverse weather conditions or other exceptional circumstances in the Council's opinion. The Council will consider refunding part or all of any fees and charges paid and the amount shall be at the Council's sole discretion.

## 10. OTHER CONSIDERATIONS

- 10.1. The Parish Council Clerk is responsible for ensuring compliance with the Terrorism (Protection of Premises) Act 2025 for all booked events on council-managed land.
- 10.2. The Hirer / Organiser is responsible for the supervision and control of Event participants, officials, visitors and spectators. The organiser shall not interfere with or attach anything to any item of street furniture, recreation ground furniture, play equipment, fencing or trees.
- 10.3. Pedestrians should be allowed unrestricted access along any public footpath located near or within our open spaces unless a formal diversion order has been made. There is a requirement to maintain safe and unobstructed access to the Children's Play Area.
- 10.4. Specific conditions relate to Fun Fairs and organisers will supply full details of all side shows and rides and comply with and ensure that the operators of the rides comply with the guidance given in the publication Fairgrounds and Amusement Parks – Guidance on Safe Practice published by the Health and Safety Executive, and all other statutory requirements.
- 10.5. Noise nuisance is a particular concern for nearby residents and organisers should ensure that no noise nuisance shall be caused to occupiers of properties surrounding Centenary Field and the Crackle Hill Extension or users of the immediate surrounding area of these same areas.
- 10.6. All outdoor events must cease at 22.30 hours and all clearing up operations must be completed by 23.00 hours. The Council reserves the right to set earlier closure times for individual events where appropriate.
- 10.7. The sale of alcohol is strictly prohibited unless the relevant licence or permission has been obtained and the Council agreeing to it.
- 10.8. The organiser will not allow at the Event any exhibition, performance or entertainment in which animals are or might be involved unless agreed by the Council in advance.
- 10.9. The organiser will not permit the operation or release of any high-flying object.
- 10.10. The Hirer shall not bring into our open spaces, pitches or MUGA any article of an inflammable or explosive character or that produces an offensive smell, or CFC or any oil, electrical, gas or other apparatus without the written approval of the Council.
- 10.11. The use of any public address system at the Event must be agreed by the Council and must be operated so as not to cause a noise nuisance. Any necessary licences must be obtained by the Hirer.
- 10.12. The Council does not allow balloon or lantern releases from any of our sites.
- 10.13. Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments or variation thereto may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements the organiser

will reimburse the Council the cost of removing any such unauthorised or illicit advertisements or advertising material. No flyposting is permitted.

- 10.14. The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in our open spaces, pitch or MUGA. The Hirer will indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.
- 10.15. The Hirer must take out Public Liability Insurance Cover or Third-Party Risks [including products liability where appropriate] for a minimum of £5 million (five million pounds).
- 10.16. No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at out open spaces, pitches or MUGA unless agreed by the Council.
- 10.17. For certain events and in particular the hire of pitches or the MUGA the organiser will be expected to enter into a legal agreement.

## **11. PITCH & MUGA (Multi-Use Games Area) HIRE**

### **11.1. Use of Pitches**

- a. Pitches for regular use on will be allocated annually (in June for football pitches) for a twelve-month period (June to May inclusive for football). Teams wishing to use a pitch must apply before the 30th March to the Council, giving details of the preferred day of play/hire, with a fixture list if possible. If not available at the time, a fixture list must be presented before the first match of the season. Any matches which are not shown on the fixture list are not authorised and will need to be booked as a casual hiring (see paragraph 11.1.e below).
- b. If there are more teams than available pitches applicants will be added to a waiting list. Under no circumstances should a team attempt to secure use of a pitch ahead of their turn. Pitches will be allocated in the following order: 1. Existing hirers i.e., those who have held the pitch for the previous 12 months. 2. New applicants based in Meppershall who are on the waiting list. 3. New applicants from out of the area who are on the waiting list.
- c. The pitches shall not be used for any purpose other than their intended use and the Hirer shall not sub-hire or use the pitch or allow the pitch to be used for any unlawful purpose or in any unlawful way nor do anything that may endanger the same or render invalid any insurance policies in respect thereof.
- d. No team may use the pitch without authorisation from the Parish Council Clerk. The use of a pitch may NOT be assigned. Individual teams must obtain separate authorisation even when they are part of the same club.
- e. Any application to use the pitches for one-off matches or charity matches must be made in writing via the Parish Council Clerk. Application forms can be downloaded from the website [www.meppershall-pc.gov.uk](http://www.meppershall-pc.gov.uk). Applications will NOT be accepted at less than 48 hours' notice.

### **11.2 Goal Posts / Tennis Nets / Basketball nets and other equipment**

- a. If not using goal posts, tennis nets, basketball nets etc. in situ the team responsible for the pitch hire must erect and take down the posts, nets or other equipment required from the storage points identified by the Council. Anchor pins must be used to secure all posts into the ground. Any loss of parts or damage to equipment provided by the Council will be charged to

the team. The team hiring the pitch has the responsibility for checking the safety of the posts and equipment prior to commencement of the match. If there is any doubt that equipment is unsafe, the query should initially be brought to the attention of the referee. If it is agreed that equipment is unsafe, the match should be abandoned. The Parish Council Clerk should be notified immediately on the morning following the match by telephone or by emailing [clerk@meppershall-pc.gov.uk](mailto:clerk@meppershall-pc.gov.uk)

### 11.3 Pitch line marking

- a. Football pitch line marking is the responsibility of the hirer and must be carried out by suitable trained staff or contractors, unless agreed otherwise with the Parish Clerk when a charge will be made for the service. Please contact the Clerk for line marking specifications. Under no circumstances should lines be burnt into the grass.

### 11.4 Insurance

- a. All teams must hold the relevant insurances.
- b. A copy of the appropriate insurance schedules must be provided to the Parish Council Clerk prior to commencement of the first match of each season.

### 11.5 Health and Safety

- a. Hirers should be aware of other users of Centenary Field and the adjacent Cemetery, and make reasonable efforts to ensure that spectators and players behave safely and responsibly. No alcohol is to be consumed in any part of Centenary Field at any time and urinating on site or in the hedgerows is strictly forbidden.
- b. In the event of an accident or emergency, the hirer should contact the emergency services. The emergency services should be advised that a key operated access is in place at Centenary Field and that the Hirer is not in possession of this key. The nearest defibrillator is situated on the wall at the front of the Village Hall.
- c. Any accident or dangerous occurrence must be reported to the Parish Council Clerk, as soon as is practicably possible. An accident record log is kept by the Parish Council Clerk which must be completed after any accident or dangerous occurrence leading to injury. The Accident Record Log is kept in accordance with the requirement of the Data Protection legislation.
- d. If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the Hirer. An accident report should be completed and a copy sent to the Parish Council Clerk. A sample accident reporting form can be found in Appendix 1 of this policy. Hirers will also need to advise their insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
- e. Hirers who run activities involving children and young people using paid employees and volunteers are required to declare that they have a Child Protection / Safeguarding Policy in place and that they update their DBS checks on a regular basis.

### 11.6 Cancellation of Matches

- a. The Council reserves the right to cancel a match at any time. Every effort will be made to avoid this.
- b. The Council will not be liable to the Hirer in respect of expenses, costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

- c. The Hirer may cancel a match at any time. Notification of cancelled matches must be made prior to the date of the match to the Parish Council Clerk.

#### 11.7 Termination of Hire

- a. The Hirer may relinquish the right to use the allocated pitch and facilities at any time on presentation of written notice to the Parish Council Clerk together with payment for any outstanding invoices due. No refund can be made in respect of fees and charges already paid in relation to the hire.
- b. The Council reserves the right to terminate any agreement with the Hirer, including the right to use pitches and facilities, if the Hirer breaches any of these rules or defaults on the payment of any invoices due.

#### 11.8 Liability

- a. The Hirer is responsible for all loss, damage and claims arising out of this agreement.
- b. It is the Hirer's responsibility to ensure that all players and spectators associated with their team, and those of their opponents at each match, are advised of the terms of conditions

## 12. COMPLAINTS

- 12.1. The Council wishes to be notified should you have any complaints or problems regarding the hire of open spaces and pitches, or facilities under their control. Please address all correspondence to:

The Parish Council Clerk  
Meppershall Parish Council  
c/o 30 Cherry Trees  
Lower Stondon  
Bedfordshire  
SG16 6DT  
Telephone: 07480 251746  
Email: [clerk@Meppershall-pc.gov.uk](mailto:clerk@Meppershall-pc.gov.uk)

## 13. COST OF HIRE

- 13.1. Group bookings and organisations wishing to apply for free of charge use of the Recreation Ground, pitch or MUGA should contact the Council Parish Clerk.
- 13.2. All other bookings must contact the Council Parish Clerk for details.

**The Council reserves the right to vary any of these terms and conditions at its absolute discretion.**

# ACCIDENT RECORD FORM

Report No

## ABOUT THE PERSON WHO HAD THE ACCIDENT

1

Name

Address

Postcode

Telephone

Occupation

## DETAILS OF PERSON REPORTING THIS ACCIDENT

2

Name and Organisation

Address

Postcode

Telephone

Occupation

## DETAILS OF ACCIDENT/INJURY

3

Date: DD / MM / YYYY

Time: HH / MM

Where did the accident/injury take place?  
.....

Say how the accident happened, give a cause if you can  
.....  
.....

Details of accident/injury  
.....

Signed:

Date: DD / MM / YYYY

## HIRER USE ONLY

4

*If this incident is reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)*

How was it reported?

Signed:

Date: DD / MM / YYYY

*Please Note: To comply with the Data Protection legislation personal details entered on accident record forms must be kept confidential.*

**Form received by Parish Council Clerk on:**

# MPC OPEN SPACE BOOKING REQUEST FORM

Name of Hirer:			
Organisation Name:			
Address:			Postcode:
Email:			
Tel:			
Invoice Address (if different from Hirer)			Postcode:

Facilities Required	For training	For Matches	Other purpose (please specify)
Centenary Field – All site (if hiring for event please state number of people expected at the event)			
Crackle Hill Extension			
Football pitch			
MUGA (tennis / basketball)			

Please note that there are no changing rooms and toilet facilities on site. Toilet facilities and access to electricity must be booked via Meppershall Village Hall – see: <https://www.meppershallvillagehall.co.uk/>

Hire Dates and Times							
Single hire date:	Date:				Time		
Multiple hire dates: (please tick)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Inclusive time: (including preparation)	Start	Start	Start	Start	Start	Start	Start
	Finish	Finish	Finish	Finish	Finish	Finish	Finish
Dates:	Start:						
	Finish:						
Excluded dates: (please specify)							

**CONFIRMATION OF BOOKING TERMS AND CONDITIONS** - I have read and understood the terms and conditions of hire detailed in the Councils Open Space Hire Policy and undertake to observe the conditions attached. I also agree to pay the agreed charges on demand.

Signature of Hirer		Date	
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Please note: Booking Confirmation - A booking will only become binding on us when a booking confirmation has been issued to you. Data Protection - Your information will be held under the Data Protection Act 2018 and will be used by the Council to provide the service applied for and to confirm, update and enhance our customer records.

Please email completed forms to: [clerk@Meppershall-pc.gov.uk](mailto:clerk@Meppershall-pc.gov.uk)