

Kingsland Millennium Green Trust (KMGT)

Charity no: 1070085

Terms and conditions for use, including hire, of Kingsland Millennium Green

1. **Costs:** The Green is free to registered charities and village organisations but must still only be used by arrangement, and conditions apply. If an event is to be run on behalf of a charity a letter confirming their agreement to be involved with the event must be received with the booking form.
Businesses/individuals will be charged according to the type of event being organised, a fee will be negotiated at time of booking.
2. **Terms and Conditions:** A copy must be retained and a copy returned to the nominated KMGT trustee at the time of booking; booking forms are only valid with signature of nominated KMGT Trustee.
3. **Permission:** Events must be requested in writing to KMGT trustee meetings, these are held quarterly.
4. **Insurance:** All organisations using the Green must have public liability insurance, plus additional insurance where appropriate for other equipment. Liability for the event will be with the hirer/organiser at all times.
5. **Health and safety risk assessment:** A full risk assessment for the event must be submitted in advance of the event (1 week minimum)
6. **Documentation:** Copies of event organiser's public liability insurance, risk assessment, operator's licences and signed copy of terms and conditions with the check list provided must be supplied in advance of the event taking place (1 week minimum). FAILURE TO DO SO WILL RESULT IN THE CANCELLATION OF THE EVENT. The Trustees of KMGT are not liable for cancellation costs.
7. **Equipment brought on site:** All equipment must be insured by the operator/hirer/organiser.
8. **Operator's licences:** Copies of these must be supplied to the nominated KMGT trustee in advance of the event (1 week minimum).
9. **First Aid:** First aid cover must be provided by the event organiser if their risk assessment deems it appropriate.
10. **The named responsible person** must be available on the day and to hand back the Green in good condition by 9am the following morning.
11. **Material alteration to the Green:** No material alteration to the Green is allowed in order to facilitate an event. (Material alteration means dismantling fencing/gates, removing trees, creating holes, cutting defined long grass area before its scheduled annual cut at end of July.etc.)
12. **No nails, screws, staples** or similar may be driven into any trees or wooden structures.
13. **Size of event:** Events planned must be of an appropriate scale to the size of the Green and surrounding area.
14. **Deposit:** A deposit of £200 will be lodged with KMGT on booking. This will be returned (less costs for any damage to the Green) one week after the event taking place.
15. **Provision of facilities:**
Lavatories 1 per 200 people
Electricity - available from the Church of St Michael and All Angels
Water - available from the Church of St Michael and All Angels
NB. Electricity and water provision must be arranged prior to the event with the Church. No responsibility for their provision is accepted by KMGT
16. **Glass:** No glass or glasses may be taken on to the Green. All bottles and drinking containers must be plastic.
17. **Stewards:** 1 per 50 people attending event. Stewards will be responsible for keeping the site free of rubbish, obstacles and anti social behaviour.
18. **Fireworks:** For safety reasons and consideration to neighbours fireworks will not be permitted on the Green at any time.
19. **Use of the Green by the public:** KMGT Trustees are not responsible for curtailing the public's entitlement to use the Green and car park during an event. The play area must be accessible during an event unless otherwise arranged.
20. **Extras:** The optional extras available to hire - 2 flagpoles, canvas sides to the pavilion and 30 sheep hurdles. Event organisers are responsible for collection, erection and return of these items.
21. **KMGT** reserve the right to refuse an application to run an event.
22. **Any dog, or other animal faeces** must immediately be removed by the owner, person in charge of the animal or a steward

Organisation/business

Brief description of the event

Date/s

Principal contact

Address

Telephone

I/We have read, understood and accept the terms and conditions for hire of Kingsland Millennium Green and agree to abide by them.

Signed

Position within organisation

Kingsland Millennium Green Trust Trustee nominated event contact.

.....updated 2011