

Policy for the use of Dersingham Recreation Ground for Non Parish Council organised Village Related Events (Non-Commercial)

Permission to be requested in writing at least 2 months in advance of the event as full council approval may be needed. Public liability insurance must be available on application or must be obtained before any event takes place and copied to the Parish Council.

The Parish Council will confirm in writing to the applicant that the use is authorized and will include the instructions to be complied with.

Applicant to comply with the following	Comment
A full risk assessment to be completed and submitted to the Parish Council no later than 1 week before the date of the event. Any additional risk assessments undertaken prior to or during the event to be copied to the Parish Council.	Particular attention to be given to children's inflatable rides. Having copies of all risk assessments ensures any additional risks are identified and lessons can be learnt for future use.
Details when access is required prior to day of event.	Access may be required to set up stalls or tents. Key holder required to lock and unlock gate.
Start and finish time of event itself and time of access prior to and post event required on the day of the event.	Timing essential to ensure key holder is available to lock and unlock gate.
Will access to water and electricity supply be required?	Key holders will need to be notified and meters read before and after event if necessary.
The Parish Council is not responsible for providing toilet facilities.	Event applicant is responsible for the provision and cost of toilet facilities if deemed to be necessary.
What activities are to take place to identify possible causes of damage to ground surface.	All damage must be avoided if possible and repaired if necessary to a standard acceptable to the Parish Council.
What advertising is to be used?	Banners on Recreation Ground fence are acceptable and can include name of arranger of event and activities included but not commercial advertising.
Agreed period of advertising on fencing to be observed.	Can be erected no more than 1 month prior to event and removed ASAP and no more than 3 days after the event.
Is music to be played?	Responsibility of applicant to ensure Performing Rights is observed.
The user is to provide suitable facilities for the collection of litter during the event.	Sufficient bins to be provided for anticipated use.
A litter pick to be completed across the whole field post the event.	All litter to be removed from site and disposed of responsibly by the applicant.
Large events.	Require notification to KLWN BC Emergency Planning, Norfolk Police and Fire and Rescue Service.
Use of full field	Consideration should be given to split use of field to ensure other users have access to non-event related facilities.