



Terms and Conditions
for events on council land.

1 Definitions

- 1.1 “Conditions” means these booking conditions which shall form part of the contract between the Council and the Hirer.
- 1.2 “Council” means High Peak Borough Council includes its successors in title.
- 1.3 “Due Date” means 28 days prior to the date of the Event.
- 1.4 “Event” means the purpose for which the Venue has been booked.
- 1.5 “Event Documents” includes but is not limited to, the Event Application Form, signed Terms and Conditions, Public Liability Insurance cover, Risk Assessment, Site Plan / Route.
- 1.6 “Hire Fees” the payment payable in accordance with Clause 2 below.
- 1.7 “Hirer’s agents” means any third party invited to attend the event in whatever capacity by the Hirer.
- 1.8 “Hirer” means the company or the representative of the organisation booking the Event who pays any Hire Fees due.. This booking is personal to the Hirer and he may not transfer or sublet this consent to any other person.
- 1.9 “Chief Executive” means the Chief Executive of High Peak Borough Council for the time being or his duly authorised officer.
- 1.10 “Venue” means the location booked for the Event including the immediate surrounding area open to the public.

2 Payment (if applicable)

- 2.1 Payment of all Hire Fees and charges for the Event 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.
- 2.2 The Hirer will be liable for the provision and payment of any services or utilities e.g. electricity, water, marking of pitches etc. The Council may not permit access to its utility supplies at the Venue. Where the Council does permit access and use of its utilities the Hirer agrees to reimburse the Council for the cost of those utilities.

3 Bond

- 3.1 A financial Bond (“Bond”) may be requested by the Council which must be received by Council by the Due Date prior to the Event. The Bond which will be forfeited in the event of any damage or loss to the Venue, or loss of keys in respect of removable bollards etc, or any necessary making good to include reinstating, repairing or replacing and cleansing to any part of the Venue and/or its immediate vicinity. The Hirer will be liable for the full costs of any damage, so should this exceed the Bond the Council will issue an invoice for the balance.
- 3.2 The Hirer will first be given the opportunity to resolve any issues to an agreed satisfactory standard and within an agreed time period at their own cost if deemed appropriate.

4 Refusal of Booking and Cancellation

- 4.1 The Council reserves the right to refuse any application for the hiring of a Venue without being required to give any reason for such refusal.
- 4.2 The Council reserves the right to withdraw permission to use the Venue. However, the Council will repay any Bond, Hire Fees or charges paid on cancelling a hiring but shall be under no liability for expenses incurred or loss sustained by the Hirer as a result of the cancellation.
- 4.3 Cancellation by the Hirer of a booking must be made in writing to the Council and shall be effective on the date confirmation of cancellation is issued to the Hirer by the Council.
- 4.4 On cancellation of the booking by the Hirer the Hirer shall be liable to the Council for the whole of the Hire Fees / charge together with any additional expenses incurred by the Council subject to the discretionary power of the Chief executive to vary this provision in appropriate cases.
- 4.5 Hirers who do not take up their commitment for any reason or fail to notify the Chief Executive in writing of cancellation shall forfeit any Hire Fee / charge and Bond paid and shall be liable to the Council for the whole of the Hire Fee / charge together with any additional expenses incurred by the Council.
- 4.6 Substitution and amendments of the nature of the booking must be notified in writing to the Chief Executive who reserves the right either to cancel the booking or amend the Hire Fee / charge as he/she considers appropriate. In the event of such cancellation, the Hirer shall be liable as stated in Clauses 4.4 and 4.5 above.
- 4.7 The Council accepts no responsibility for the non-arrival of Event Documents or for payments not received by the Due Date or remittances or cancellations.

5 Emergencies

- 5.1 The Council shall have the right to cancel any booking forthwith in the event that the Venue is affected by an emergency of any kind. The Council will consider refunding part or all of any Hire Fees/charges and Bond paid and the amount shall be at the Council’s sole discretion.

6 Use of the Venue

- 6.1 This sub clause relates to **Manor Park** only : Please note that the miniature railway track which runs through **Manor Park** forms part of a lease with a contractor who is responsible for the running of the railway, condition of the track and repair. Under no circumstances should any vehicle(s) be allowed to drive over the track at any locations other than the designated vehicle crossing point. It is the responsibility of the Hirer to ensure that the track is not damaged. The Hirer agrees, if requested, to provide a temporary fence / barrier to protect the track.
- 6.2 The Hirer shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked during the Event. The Hirer shall further ensure that the Council's obligations under the Environmental Protection Act 1990 – Code of Practice on Litter and Refuse are discharged.
- 6.3 All litter and refuse generated by the Event shall be removed from the Venue by the Hirer through use of an appropriately authorised waste carrier and appropriately disposed of.
- 6.4 The Hirer must at all times take good care of the Venue and will be responsible for any damage to the Venue or any part of it or any equipment or other property of the Council whether forming part of the hire or not.
- 6.5 The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Chief Executive. The Council accepts no responsibility for any property left on the Venue before, during or after the hire period.
- 6.6 If the Hirer fails to perform any of its obligations set out in Clauses 6.1: 6.2 and 6.3 above the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.
- 6.7 The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfil these Conditions.
- 6.8 The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators and shall conduct and manage the Event so that nothing shall be done to offend against any statute or contravene any regulation or by-law for the time being in force.
- 6.9 The Hirer shall not be permitted to remove or obscure Council notices displayed on the Venue without the prior written consent of the Council.
- 6.10 Where a road closure is necessary, the Hirer shall ensure that they obtain any necessary road closure order and that any road closure equipment provided by the Council is not moved and shall maintain the integrity of the closure.
- 6.11 The Hirer shall not excavate or drill pinning holes into the Venue except with the prior written consent of the Council.
- 6.12 The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.

- 6.13 The Hirer shall ensure that no vehicles are parked across any public footpath located within the Venue.
- 6.14 The Hirer shall not interfere with or make any alteration to the layout or arrangement of the Venue without the prior written consent of the Council.
- 6.15 The Hirer should satisfy itself that every stall holder / food operator / amusement operator / etc attending the event at the request of the Event Organiser has the following in place (as appropriate) and shall, where requested, produce to the Council on demand copies of such documentary evidence of the same. If any such documentary evidence is not produced, the Council reserves the right to cancel the booking forthwith.

Adequate Public Liability Insurance, current ADIPS (Amusement Device Inspection Procedure Scheme), current Foody Hygiene rating (4* or above), in date Gas Safety Certificate, DBS (Disclosure & Barring Service), method statement and risk assessment with provision for a covid safe event.

- 6.16 **Inflatable items will not be permitted** to be used at any event organised by a third party on Council land.
- 6.17 The Hirer shall ensure that no statutory noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate surrounding area of the Venue.
- 6.18 The Event must cease at a time approved by the Council and as required by the premises licence (if applicable).
- 6.19 The Council reserves the right to require the Hirer to provide at his own expense temporary sanitary accommodation at such a level as deemed reasonable by the Head of Regulatory Services and must obtain any necessary licence.
- 6.20 The Hirer must ensure that all users of the Venue have unrestricted access to the permanent public toilet facilities located within the Venue (if available).
- 6.21 The sale or consumption of alcoholic drinks is strictly prohibited without express permission from the Council and on obtaining the appropriate licence.
- 6.22 The Hirer will not allow at the Event any exhibition, performance or entertainment in which animals are or might be involved.
- 6.23 The Hirer will not permit the operation or release of any high flying object without the prior written consent of the Council, the Civil Aviation Authority and the Chief Executive. It is an offence to possess, light or release a Chinese/sky lantern or other open flame heat-source lantern within the boundaries of the Peak District National Park or land owned by High Peak Borough Council without prior permission from the Council. For more information please see www.highpeak.gov.uk/pspo
- 6.24 It is the responsibility of the Hirer to liaise with the Council's Chief Executive, the Derbyshire County Council Emergency Planning Team, the Police, Highway Authority and Fire Authority regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Hirer agrees to comply with any

requirements of the Chief Executive, the Derbyshire County Council Emergency Planning Team and the Derbyshire Police regarding traffic management.

- 6.25 The Hirer agrees that where the Venue is to be used in the dark then he/she will provide appropriate lighting to cover all areas to which the public are admitted or have access.
- 6.26 The Hirer shall not bring into the Venue 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 prior written approval of the Council.
- 6.27 The Hirer shall provide details within the Event Documents if they plan to use generators at the Event. The Hirer must ensure that any generators at the Event are operated in a safe manner and are segregated from the public or are protected by suitable covers or barrier, so as to prevent access by members of the public. Generators provided should 'so far as practicable' be those of small portable low noise generators and their location may be authorised but this will be subject to written approval of the Council.
- 6.28 The Hirer shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.
- 6.29 The use of any public address system at the Event must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance in breach of clause 6.15. Any necessary licences must be obtained by the Hirer.
- 6.30 The Hirer shall repay to the Council on demand the cost, as certified by the Chief Executive of, reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council's valuation of any damage/loss is final.
- 6.31 The Hirer shall not erect or use or allow to be erected or used any stall entertainment equipment or apparatus or any other article or thing which in the opinion of the Council is of an indecent or immoral nature or in any way objectionable and should objection be taken to any such item then to remove the item immediately upon the written request of the Chief Executive or other duly authorised Officer.
- 6.32 The Hirer shall not site at the Venue any van, booth, stall or other erection to be used for sleeping or living accommodation without the express permission of the Council.
- 6.33 Provision of the Venue to the Hirer shall not be construed as representation or warranty that the Venue is in any way suitable for use for the Event.

7 Right of Entry

- 7.1 Authorised Council officers or Members shall be permitted entry to the Venue at all times during the period of hire.
- 7.2 The Council reserves the right to refuse admission to or evict any person from the Venue.

7.3 The Council reserves the right to fix a maximum limit for the number of persons attending the Event.

8 Assignment

8.1 The booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility.

9 Prohibition

9.1 The Hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking, e.g. catering, stalls, raffles and any other fund raising/income earning activities without the prior written consent of the Council.

10 Broadcasting and Television

10.1 The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the period of hire without the prior written consent of the Council. If such consent is given, the Council reserves the right to be a party to any negotiations and the terms and conditions of any agreements reached and to share any income and publicity derived there from.

11 Advertisements

11.1 No advertising material may be issued nor tickets sold until such time as a binding agreement to hire has been made on payment of the Hire Fee/ charge (if applicable).

11.2 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, howsoever, wheresoever and by whomsoever caused, permitted or made then the Hirer shall reimburse or refund to the Council the cost of removing any such unauthorised or illicit advertisements or advertising material.

12 Fly Posting

12.1 No advertising material is to be displayed anywhere on the Venue or elsewhere in the town unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992.

13 Permits and Licences

13.1 The Hirer shall ensure that any licence, permit or other consent which may be required for the purpose of carrying out the Event is obtained, whether from the Council or otherwise, before the Event takes place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking forthwith.

13.2 When promoting the Event, the Hirer will be responsible for exhibiting all necessary permits during the Event.

14 Health and Safety

- 14.1 The Hirer agrees to undertake a risk assessment including fire risk assessment for the Event, detailed event plan and site plan and is to ensure that all participants and contractors comply with all relevant health and safety legislation or any other guidelines, relevant thereto at all times during the event and while preparing and clearing the Venue for the event.

15 Indemnity and Insurance

- 15.1 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 the Venue.
- 15.2 The Hirer is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the Venue.
- 15.3 The Hirer agrees to 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.
- 15.4 The Hirer agrees to take out Public Liability Insurance Cover or Third Party Risks (including products liability where appropriate) and produce evidence of such insurance. Guidance on the level of cover required is detailed within the guidance notes, however the Council reserves the right to alter this limit and may consider a lower or higher sum if this is deemed appropriate.
- 15.5 The Hirer is responsible for obtaining evidence of the existence of Public Liability Insurance at such level as required by the Council in respect of any exhibitor, ground entertainer, sub contractor, caterer which the Hirer has instructed or authorised to appear at the event.
- 15.6 Failure to provide proof of insurance cover as required under clauses 15.4 and 15.5 will lead to cancellation of the Event.

16 Catering

- 16.1 All catering and licensing arrangements must be made through the Council and no Hirer may undertake their own catering in the Venue except with the prior written consent of the Council. All caterers at the Event must comply fully with the requirements of the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and comply with all instructions/advice given by an Officer from the Environmental Health Department.

The Council will not accept caterers that have achieved less than a level 4 Food Hygiene Rating (under the Food Hygiene Rating Scheme) evidence must be provided with any application. If the catering business is registered outside of HPBC jurisdiction the name of the Local Authority the premises is registered with must be provided.

or

All Food Business Operators must be appropriately registered with their respective local authority and have been inspected by appropriately qualified officers from that authority.

Food Business Operators should be able to provide evidence to that effect with both written communication and the provision of a Food Hygiene Rating. This rating should be visible on the National Food Hygiene Rating Scheme.

The Council will not sanction the use of any operator unless they can meet these requirements or are able to provide a reasonable explanation of why they may be unable to do so.

In the event of these details not being provided on application, the business details will be referred to Environmental Health for further investigation.

- 16.2 All Food Business Operators are expected to operate in accordance with all the relevant Food Safety and Food Standards legislation in force at the time of the event. It is the responsibility of each individual business to ensure that they are up to date in these matters. It is the responsibility of the Hirer to satisfy itself that the Operators are compliant with Food Safety and Food Standards legislation.

17 Traders

- 17.1 No commercial traders will be permitted to trade at the Event without the prior written consent of the Council.

18 Collections or Lotteries

- 18.1 No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.

19 Property not Removed

- 19.1 The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay to the Council on demand the costs of such removal and storage. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale of which shall be the Council's.

20 Variations to Agreement

- 20.1 The Council reserves the right to vary the conditions of the agreement between the Council and the Hirer at any time on 7 days notice. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.



High Peak Borough Council

working for our community

Terms and Conditions for events on council land

I have read and understood these conditions and agree to be bound by them.

Sign Date

Print
Name

Name of organisation or
company

Position with organisation or
company

Contact
address

.....

Telephone
number

Date of Event

Name of Event

Type of Event
Sport/ fitness Class
Fair
Circus
Commercial
Charitable
Community
Filming
Educational
Photoshoot

Fees / Charges Payable

Returnable-Bond

Please return this completed form, together with any supporting documentation to the Address below:-

High Peak Borough Council
Buxton Town Hall
Market Place
Buxton, Derbyshire
SK17 6EL

Tel: 0345 6053010