

Barnstaple Town Council

Rock Park Trust Management Committee

Terms and Conditions of Hire of Rock Park for Circus

1. General Conditions

- 1.1. A Management Plan must be provided with the application giving the following details:-
 - Timetable of the event including set up and take down times, hours of operation, arrival and departure times.
 - Site layout, including fire and ambulance safety routes and emergency exits. All signage to be provided by the event organiser.
 - Method statements for setting up and taking down of all equipment, storage, performance areas and parking.
 - Welfare provisions for staff, performers and contractors.
 - Risk Management Assessment for setting up and taking down of all equipment, storage, performance areas and parking.
 - Risk Management Assessment for performances and use of site.
 - Details of ground cover – footways, performance areas – which will be used to protect the surface of Rock Park.
 - Proof of current Public Liability insurance to the value of £5,000,000.
- 1.2. All generators must have a fire extinguisher sited adjacent to the generator. The event organiser must provide evidence of a current test certificate for all appliances brought onto site, and must also provide evidence of current test certificate for all fire extinguishers.
- 1.3. Circus organisers will not be permitted to erect any performance area, storage, parking or ancilliary services where, in the opinion of the Trust, the installation is likely to cause noise or disturbance to nearby private residential properties.

- 1.4. The Trust reserves the right to cancel any event if, in the opinion of the Trust, the weather conditions are such as to have an adverse effect on the condition of the Park, or pose a risk to the safety and wellbeing of the general public, the event organisers, performers and staff. If adverse weather conditions force the cancellation of any event, the Trust will not be responsible or liable for any loss of income or expenses incurred by the event organiser.
- 1.5. If this is to be a licensed event, that is to include a performance/play, wrestling/boxing, live music, recorded music, entertainment of similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance, then the licensed event application form must be completed in addition to this form. A copy of this is available to download from the Barnstaple Town Council's website.
- 1.6. The terms and conditions, as specified in the hire/use of Rock Park, apply to this Policy. A copy of this is available to download from the Barnstaple Town Council's website.
- 1.7. All events must receive the prior consent, in writing, from the Town Council, through the Rock Park Management Committee, before taking place. Written consent must be sought a minimum of 3 months prior to the date of the event.

2. Charges

- 2.1 The event organiser will be charged £300.00 per day or part thereof, including for set up and dismantling times, for the use of Rock Park. Payment in full will be due a minimum of 14 working days before the event is to take place. Failure to do so will lead to an automatic cancellation of the event.
- 2.2 A damage reinstatement deposit of £5,000.00 will be charged to all hirers to make good the ground area. This deposit must be received a minimum of 14 days prior to the event, and will be retained until a post-event survey of the land has taken place, after which the event organiser will be advised of any costs or liabilities to be taken from the deposit. Should the damage incurred exceed £1000 in value, the event organiser will be invoiced for the additional sum.

- 2.3 Mobile catering units will only be permitted at the discretion of the Trust, and will be charged at the rate of £25.00 per unit per day.
- 2.4 The sale of alcohol is not permitted in Rock Park.