

## Barnstaple Town Council

### Rock Park Trust Management Committee

#### CONDITIONS FOR USE/HIRE OF ROCK PARK

##### 1. Introduction

Rock Park was left in perpetuity as a Charitable Trust to the Mayor and Aldermen of Barnstaple Corporation, their heirs and successors, by William Rock. Today, the Park is owned by Barnstaple Town Council and managed by the Rock Park Trust Management Committee.

The Park was gifted for community use, and appropriate applications for use/hire will be considered by the Management Committee.

The Park is the subject of a Premises Licence (PLNA0089) and a maximum of six licensed events are permitted in one calendar year. A licensed event is one which involves the performance and playing of live music, **(E)** playing of recorded music, **(F)** performance of plays **(A)** or dance **(G)**, boxing and wrestling entertainment **(D)**, or any entertainment of a similar description to that falling within a performance of live music, any playing of recorded music or a performance of dance. **(H)**

- 1.1. The licensed hours for sections A, E, F, G, of the Premises Licence are 9.30 a.m. – 10.30 p.m. (Monday to Saturday) and 10.00 a.m. to 10.00 p.m. (Sunday).
- 1.2. The licensed hours for section D are 3.30 – 10.00 p.m. (Friday and Saturday only) during May, June, July and August.
- 1.3. The licensed hours for section H are 2.00 p.m. – 10.30.p.m. (Monday to Saturday) and 2.00 p.m. to 9.30 p.m. on Sunday.

Events which do not fall within the category of licensed events will be permitted, subject to the approval of the Management Committee.

Events, whether licensed or not, which are non-profit making, or held to raise funds for a local charity, will not be charged for the use of the Park.

Events whether licensed or not, at which members of the public are required to pay for a ticket or service (e.g. fairground rides) or at which goods are offered for sale on a commercial basis, shall be classed as commercial events, and will be charged at the rate of £250 per day. A rate of £25 per commercial unit/stall and £10 per mobile catering unit may be charged at the discretion of the Management Committee.

Organisers of events, whether licensed or not, will indemnify the Town Council against any damage, and may be subject to a charge of £10 per hour or part thereof, if any reinstatement of the ground or clearance of debris is required.

Organisers are required to attend a site meeting with the Town Clerk/Property Services Manager prior to the event.

## 2. General Terms and Conditions of Use/Hire

- 2.1. All events must receive the prior consent, in writing, of the Town Council, through the Rock Park Management Committee, before taking place
- 2.2. All organisers will be required to hold Public Liability Insurance to the value of at least £5M and to provide evidence of such insurance at the time of application.
- 2.3. All organisers will be required to complete a full risk assessment and to provide evidence of such at the time of application.
- 2.4. Event organisers are required to have due consideration for nearby residents and to plan the layout of the event to remove, or at least, minimise any adverse effect on adjacent properties.
- 2.5. The site must be left clean and tidy after any event. All litter is to be collected and removed from site. Use of the Park litter bins is not permitted. A surcharge may apply to any organisation if remedial work is required after an event (see Introduction).

### 3. Terms and Conditions of Use/Hire for unlicensed events

- 3.1. Application including insurance and risk assessment evidence, must be received **at least** 21 days before the proposed event.
- 3.2. A plan showing the proposed layout of the event must be included with the application form.
- 3.3. Adequate litter collection points must be provided and all litter is to be removed from site at the end of the event.
- 3.4. If required by the Management Committee, emergency exit signage will be provided by the organiser.
- 3.5. Mobile catering units and/or ice cream vans are not permitted in the Park, without the prior consent of the Management Committee. A charge may apply if consent is given.
- 3.6. The use of the sports fields is not permitted during the football season, and whilst the pitches are being reinstated.
- 3.7. Delivery vehicles must not obstruct Lady's Mile or Rock Park Terrace at any time.
- 3.8. All non-essential vehicles must be off site at least one hour before the start of the event.

### 4. Terms and Conditions of Use/Hire for Licensed Events

- 4.1. All applications for a Licensed Event must be received at least 35 days before the proposed date.
- 4.2. Evidence of Public Liability Insurance and Risk Assessment must be provided with the application form.
- 4.3. A site plan showing the proposed location and distribution of the event must be provided with the application.
- 4.4. Fire and emergency routes shall be included in the site plan and must be approved by the Town Council and other agencies, as may be required.
- 4.5. The organiser must provide signage for emergency routes.
- 4.6. Adequate provision for litter collection must be made, and all litter collected and removed from site at the end of the event. Use of the Park

litter bins is not permitted. A surcharge will be levied against any organisation if remedial work is required after an event.

- 4.7. The organisers will indemnify the Town Council against any damage caused to Rock Park as a result of the proposed licensed event.
- 4.8. Testing equipment and/or instruments is not permitted outside the licensed hours.
- 4.9. Rehearsal, including unaccompanied singing or dance, is not permitted outside the licensed hours.
- 4.10. No amplification shall be permitted adjacent to the highway or residential properties.
- 4.11. No adult entertainment, services or activities are permitted.
- 4.12. Children's events are to be organised by registered charity, school or youth groups, with Devon County Council accreditation, where appropriate.
- 4.13. At the conclusion of each event, an announcement must be made, asking people to leave the event in a quiet and order manner.
- 4.14. All events that take place where numbers exceed 150 patrons and finish after 20.00 hours shall have SIA registered door stewards. One SIA registered door steward for 151 patrons and additional SIA registered stewards for every extra 75 patrons.
- 4.15. Applications to the Constabulary to remove this requirement must be made **at least** 10 days before the proposed event.
- 4.16. As well as SIA stewards there shall be an equivalent number of marshals on duty.
- 4.17. The organisers must provide and supply evidence of adequate first aid facilities.
- 4.18. Delivery vehicles must not obstruct Lady's Mile or Rock Park Terrace at any time.
- 4.19. All non-essential vehicles must be off site at least one hour before the start of the event.