



BRACKLEY TOWN COUNCIL

9 Market Place, Market Place, Brackley, Northants, NN13 7AB

Telephone: 01280 702441 or Emergency out of hours Mobile: 077100 83905
www.brackleynorthants-tc.gov.uk email: office@brackleynorthants-tc.gov.uk

BOOKING FORM AND INFORMATION FOR HIRE OF BRACKLEY PARK, HIGH STREET, BRACKLEY

Date of Event:

Name of Group, Individual or Company:

Address:

E-mail:

Telephone Number:

Name of persons in charge of the event:

1. Name:

Contact Number:

2. Name:

Contact Number:

Type of Event:

Is alcohol to be served?

YES / NO

If YES, please see following terms and conditions.

Live Music / Disco

YES / NO

If YES, please give details and see following terms and conditions.

Bookings:

- Booking forms are available from Brackley Town Council office at 9 Market Place, Brackley NN13 7AB or can be downloaded from the website www.brackleynorthants-tc.gov.uk
- Payment is required immediately to secure all bookings.
- A transfer of a booking is not permissible.
- In the event of a booking being cancelled, the following will reply:
Cancellation with 48 hours notice – No refund
Cancellation with 5 working days notice – 50% refund

Access:

- No charge may be made for access to Brackley Park. Brackley Town Park and play equipment must be available to all at all times.
- Should it be necessary to remove bollards for vehicular access to the Park, arrangements may be made with Brackley Town Council.

Hire Charges:

- All charges for bookings of Brackley Town Park shall be paid in accordance with the scale of charges below. All payments **MUST** be made at the time of booking unless otherwise agreed with the Town Clerk. Failure to pay will result in the booking being cancelled without further warning.
- For events/functions involving catering and bar facilities, a refundable deposit of £250.00 is charged to cover damage to equipment or additional cleaning, over and above that which is reasonable, following such as event. This **MUST** be paid 14 days prior to the date of the function.
- **Commercial Rate - £100.00 per day**
Concessionary rates are available for local residents, Registered Charities and Children's Clubs. Please contact Brackley Town Council for further details.

The Public Entertainments Licence sets out strict rules which Brackley Town Council and the Hirer have to abide by. Therefore all events **MUST agree to the following:**

Public Entertainment & Alcohol:

- The Town Council's Entertainments Licence **DOES NOT** permit the right for music live or recorded to be performed or played. Licence arrangements should be applied for via the Local Licensing Authority, South Northants Council telephone 01327 322278 or by visiting <http://www.southnorthants.gov.uk/licensing.htm>

The hirer will submit a copy of license granted to Brackley Town Council at least 14 days prior to the event.

- The Town Council does not hold a licence for the sale of alcohol within Brackley Town Park. Should an alcohol licence be required, it is the responsibility of the event organiser to apply for a Temporary Event Notice (TEN) from the Local Licensing Authority, South Northants Council <http://www.southnorthants.gov.uk/temporarevent.htm>
The hirer will submit a copy of license granted to Brackley Town Council at least 14 days prior to the event.
- No alcohol is to be stored within Brackley Town Park, without prior written permission from Brackley Town Council.
- The Hirer will liaise with local Police prior and during the event.
- The Hirer will complete Risk Assessment for each event for the requirement of 'door supervisors' and a copy MUST be submitted to Brackley Town Council.
- The designated area which will be set aside for the sale of alcohol shall be Risk Assessed by the organiser, in conjunction with the Police and, if required, registered 'door supervisors' will be employed by the Hirer.
- Any drinks taken outside of the designated area set aside for alcohol sales shall not be in glass containers / bottles.
- If required, the number of 'door supervisors' shall be at least two and the cost of employing registered 'door supervisors' will be met by the Hirer. Copies of SIA Licences shall be submitted to Brackley Town Council.
- Promotion of public safety by effective management by the Hirer, who MUST supply sufficient First Aid boxes and accident reporting procedures in accordance with the full Risk Assessment of the event. It would be deemed sufficient for the Hirer to arrange the presence of St. John Ambulance or other such organisation for the duration of the event.
- Customers/participants to the event will be requested to leave the premises in an orderly manner as soon as the function is finished.
- It is advisable to ensure that satisfactory lighting is available at the exit points onto the High Street where dimly lit conditions could obscure pedestrians from traffic. It is also advisable that event staff/organisers, wearing Hi-vis jackets are situated at exit points to assist customers/participants leaving the park.
- Noise shall be monitored by the Hirer throughout the event and no event should exceed statutory noise levels of the licensing agreement. (Further advice on this is available on request).
- Children under 16 MUST be accompanied by an adult.
- No alcohol sales to persons under 18 years or age.
- Only valid forms of identification such as a driving license or Home Office approved ID card displaying the national proof of age standard scheme (PASS Hologram) shall be accepted. A refusals register shall be kept behind the bar area and any refusals documented in a register to be kept by the Designated Premises Supervisor.

Road Closures

Should any event held in Brackley Town Park require the closure of Brackley High Street, any other roads in the vicinity or within the Town, a Temporary Traffic Regulation Order **MUST** be applied for and granted by Northamptonshire County Council Highways Department.

<http://www3.northamptonshire.gov.uk/councilservices/northamptonshire-highways/rights-of-way/Pages/temporary-traffic-regulation-orders.aspx>

Once granted, a copy of all supporting documents, including road closure notice **MUST** be submitted to Brackley Town Council.

It is the responsibility of the hirer to undertake a full Risk Assessment of any road closure, full or partial and submit this to Brackley Town Council. It is also the responsibility of the hirer to ensure that sufficient Marshalls are available to maintain safety throughout the planned closure.

Health & Safety and Risk Assessment:

- It is the responsibility of the Hirer to undertake a full Risk Assessment of each event, including all aspects of the event, especially with regards to the Health & Safety and welfare of the general public. All Risk Assessments **MUST** be submitted to Brackley Town Council 2 weeks prior to the event taking place.
- Personal Protective Equipment/Clothing shall be worn where necessary by event staff.
- It is the responsibility of the Hirer to provide and site sufficient signage for the provision of First Aid points, Exits and Assembly Point (in case of evacuation).
- The Hirer will liaise with Emergency services.
- Limited Public Toilet facilities are available within the Park, at the rear of The Old Fire Station and may be available subject to confirmation from Brackley Town Council. Further portable facilities required **MUST** be arranged and paid for by the Hirer.
- There is no provision for the supply of Electric, Gas or Water within or near to Brackley Town Park. If required, these **MUST** be arranged and paid for by the Hirer.
- The use of the following is not permitted with Brackley Town Park:
 1. Smoke machines and similar special effects (e.g. Dry Ice)
 2. No explosive, toxic, hazardous or highly flammable substances shall be brought onto or used on Brackley Town Park.
 3. BBQ's of any kind and the lighting of fires are not permitted within Brackley Park.
- All rubbish **MUST** be kept within suitable containers at all times and removed from Brackley Town Park at the end of event.

PUBLIC LIABILITY INSURANCE

Organisations and Commercial Hirers **MUST** provide evidence of Public Liability Insurance of at least £5 million. Evidence of insurance is required at the time of booking.