

## HASSOCKS PARISH COUNCIL

### Use of Adastra Park by Groups and Commercial Enterprises

1. This note sets out the basis on which:

- Organised groups may use the Adastra Park.
- Commercial enterprises may use the Adastra Park on a regular basis.

### General Use of Adastra Park

2. The Adastra Park is a public space to which all people have reasonable access at all times. It is expected that any person may use the space in any way within the terms of the Law and without interfering with the use, or causing a nuisance to any other person.

3. From time to time groups of people or organisations will propose to use some or all of the space in Adastra Park. These will be events which take place infrequently and irregularly. An event is where there is a planned activity involving several people, which is organised by a definable person, group of people, organisation or company (the organiser). These can be small events or large events.

4. Individuals or businesses with a commercial interest i.e/ fitness training, fairs, professional coaching etc can apply to the Parish Council for permission to run one off or regular activities on a commercial basis on areas of the Adastra Park.

### Small Events

5. A small event is defined as complying with all of the following:

- Less than 50 people (adults and children) gathered
- There being no machinery or vehicles deployed
- There is no trading (the sale of goods, food, drink or services) for commercial purposes.
- There are no public address systems (loudspeakers)
- There are no fires lit, including BBQ'S
- There are no fireworks.

6. The organiser is asked to seek the permission of the Parish Council, in writing.

The following information will be required:

- The name and address and contact details of the organiser
- The date and approximate times of the event
- A brief description of the expected activity
- The area of the Adastra Park to be used
- An estimate of the numbers of people (adults and children) attending
- Confirmation that the terms of the small event will be complied
- Confirmation that all litter will be removed and any damage will be made good before leaving the recreation ground on the day of the event
- Confirmation that appropriate health and safety issues have been considered.

7. The Parish Council may make a nominal charge for a small event to be decided in accordance with individual applications.

### **Large Events**

8. A large event occurs where any of the following apply:

- More than 50 people (adults and children) gathered
- There being machinery or vehicles deployed
- There is trading (the sale of goods, food, drink or services)
- There are public address systems (loudspeakers)

9. Organisers of a large event must apply to the Parish Office for permission to use the land and the following conditions will apply:

- A charge will normally be made
- A returnable bond might be requested
- The organiser will be required to remove any litter and to make good any damage to the Adastra Park
- The organiser will have to submit a Risk Assessment covering the activities, to demonstrate that proper attention has been given to all matters including safety, crowd control, emergencies, traffic and parking.
- The organiser may be required to obtain an Entertainment Licence from the Licensing Authority (Mid Sussex District Council)
- Evidence will be required of public and third party insurance of up to £5 million.

### **Commercial Activities**

10. Individuals or Business who wish to use areas of the Adastra Park to run regular or one off commercial activities i.e/ fairs, fitness training, for which they are charging a fee, must apply to the Parish Office for permission to do so.

11. The organiser is asked to seek permission of the Parish Council, in writing. The following information is required:

- The name, address and contact details of the organiser
- A brief description of the business and activities involved
- The day and time on which the activity is proposed
- The area of the Adastra Park to be used
- An estimate of the number of people attending and fees being charged
- Confirmation that public and third party insurance is held
- Confirmation that any damage will be reported and made good.

12. The Parish Council will make a charge for such activities, to be decided on individual arrangements specific to each application.

13. No equipment is to be used which is likely to damage the turf, and the playing of music for fitness training is prohibited.