

Staploe Parish Council

Hire Agreement for Community Cabins and Duloe and Staploe Village Playing Field

Agreement between: Name Company / Organisation (if applicable):
 Address
 Tel
 E-mail address:

And

Staploe Parish Council. Contact: Lucy Crawford (Parish Clerk), 33, Staploe, St Neots PE19 5JA
Tel 01480 471 526 / 07779 237 947 (clerk@staploe-pc.gov.uk). Backup contact: Gerardine Meola,
49, Woodhouse Lane, Duloe Tel. 07790 958 357

Type of Event:

Maximum number of cars at event:

Period of Hire: Date: _____ Time: _____

For regular events please supply details:

The Terms of Hire of Duloe Community Cabins shall form part of this agreement and by signing this agreement the hirer agrees to abide by them.

Agreement Dated:

Signature of Hirer: (a digital signature is acceptable)

Printed name and position of Hirer:

Please complete the above form and e-mail it to the Parish Clerk at clerk@staploe-pc.gov.uk

TERMS OF HIRE OF DULOE COMMUNITY CABINS AND DULOE AND STAPLOE VILLAGE PLAYING FIELD

GENERAL

Please ask all clients / guests / visitors to observe speed limits when driving through Duloe, collect all litter and dog waste and park in the car park or on the grass verge of the playing field in such a way that driveways are not obstructed (Daneshill need access for a large horse box).

COMMUNITY CABINS

ACCESS TO THE CABINS

There is no caretaker at the Cabins so hirers access is via a keysafe mounted to the post in the rear left corner of the decking. Access code and instructions will be forwarded to you at least 3 days before your event.

ON ARRIVAL

Water

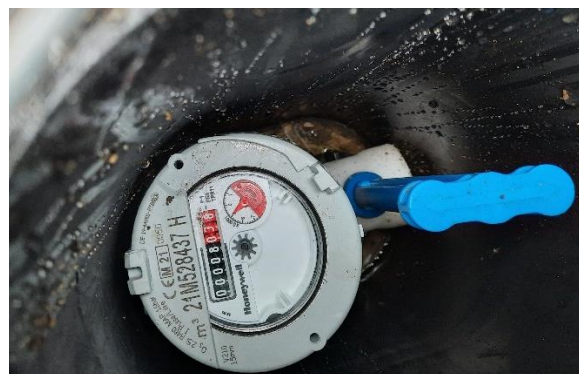
Turn on the water supply at the water meter (located behind the railings at the hedge end of the car park). Turn the blue tap – it can be stiff and is due to be replaced but it should turn with a bit of effort.



Water Off



Water On



Please ensure the water is turned off at the meter when you finish your event.

Electricity

There are two circuit boards – one in each cabin. Please ensure that all appliances, lights, heaters and water heaters are switched off when you leave and the fridge freezer doors are left open and the fridge freezer is unplugged. The cabins have emergency lighting so the electricity must be left on between hires so that the lights remain charged.

PREPARATION / CLEANING UP TIME

Please ensure the hire period booked is adequate for allowing access for setting up and cleaning up as there will be no access to the Cabins outside of the specified hire period.

CANCELLATION BY THE PARISH COUNCIL

The Parish Council reserves the right to cancel this hiring of the Cabins by written notice in the event of:

- The Parish Council reasonably considers that such a hiring will lead to a breach of licensing conditions or unlawful / unlicensed activities will take place.
- The premises becoming unfit for the use intended by the Hirer
- An emergency requiring the use of the premises as a shelter for victims of flooding, snowstorm, explosion etc.

In any such case the Hirer shall be entitled to a refund of any deposit already paid but the Community Cabins shall not be liable to the Hirer for any direct or indirect loss or damages whatsoever.

CANCELLATIONS & AMENDMENTS BY THE HIRER

No extension is allowed for late arrival.

No refunds are given for no-show to session booking.

Cancellations and amendments must be made 24 hours in advance of the scheduled booking to qualify for a refund. A £1 admin charge is applicable for all cancellations.

We reserve the right to close the field at any time, for which a full refund will be given. Cancellation will be notified to the Hirer.

PAYMENTS

Payments must be made by BACS in full at the time of booking. Regular bookings are to be paid at least quarterly in advance.

BACS: Staploe Parish Council Acct No 30833940, Sort Code 20-74-81.

Please use your name and date of hire as the reference for example FBLOGS 01JAN2022.

HIRE COSTS

A deposit of £20 must be paid with full payment for hire of the Cabins at the time of booking your event (or first event in the case of a regular booking). The deposit will be refunded after the event (or after the last event in the case of a regular booking) providing the Cabins and Playing Field are left in a clean condition with all lights, electrical appliances, fridge, water heaters, fan heaters and taps switched off and all terms of hire met. This is at the discretion of Staploe Parish Council.

£5 per hour for regular hirers of the Community Cabins. Regular hire means they are hired at least once per week for 4 consecutive weeks.

£6 per hour for one-off hire of the Community Cabins

If you would like exclusive hire of the playing field or if you will be playing any formal sports match then please inform the Clerk – additional charges will apply. If you do not require exclusive use then there will be no charge. Children kicking a football around at a children's birthday party would be free but a sports team using it for training / a match would incur a charge.

Staploe Parish Council's hire rates are subject to an annual review.

COMMUNITY CABINS

There are two Cabins. The left cabin contains a "foyer" and kitchen. There is a Parish Council storage area to the left of the kitchen which is accessed separately from the field near the play area which contains tables and chairs. There is no storage area available for hirers between sessions. The right cabin contains two changing rooms, a ladies toilet and a gents toilet. Tables and chairs are available for use in the Parish Council store – please inform the Clerk if you need access to these. Please ensure they are not used outside in the rain.

SUPERVISION

The hirer must be over 25 years and it is the responsibility of the Hirer to ensure that these terms of hire for the Community Cabins rooms are understood and adhered to by all persons using the Cabins during their hire period. The Hirer shall be responsible for the fabric and contents:

their care, safety from damage: and the behaviour of all persons using the premises. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for the loss of contents.

TIME LIMITS

The cabins and playing field should not be used for events after 10pm or before 8am. This is to avoid noise affecting local residents.

HEALTH AND SAFETY, FIRST AID AND FIRE

The hirer will familiarise themselves with the First aid kit located in the kitchen area below the sink and the fire extinguishers located in the kitchen and changing rooms.

No charcoal barbecues or fire pits are permitted on the playing field or decking. Gas barbecues may be used when hiring the cabins. No fireworks are permitted.

KITCHEN, HYGIENE AND FOOD

The hirer shall if preparing, serving or selling food observe all relevant health & hygiene legislation and regulations. The kitchen contains a kettle and an urn. Please ask for permission before bringing and using other electrical appliances of your own such as toasters, microwaves, sandwich makers etc. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989. There is no conventional oven in the cabins.

SMOKING

Smoking is strictly prohibited within the Community Cabins.

PERFORMING LICENCE

The Community Cabins do not have a performing licence therefore the playing of copyright music is not permitted in the Cabins unless you are holding a small, private gathering. Amplified music is not permitted.

SAFEGUARDING

Any group or organisation hiring the Cabins for activities for children and/or young people will be asked to evidence their own Child Protection Policy before the first booking can be accepted. In addition, Youth organisations using the Community Cabins must have adequate adult supervision. Any organisations or individuals hiring the Cabins for activities where Ofsted registration is required will be required to evidence their registration as well as their own Child Protection Policy. Organisations hiring the Cabins for activities specifically involving Vulnerable Adults will be asked to evidence their Vulnerable Adults Protection Policy before the first booking is accepted.

ALCOHOL

The Community Cabins and Staploe Parish Council do not have an alcohol licence. Therefore alcohol must not be sold or served.

For small private parties and events (no ticket sales) which provide alcohol free of charge or where those attending bring their own alcohol, no license is required but the Parish Clerk must be notified by the hirer at the time of the booking that alcohol will be consumed at the event. The Parish Council will determine whether to accept the booking. In the event that the Parish Council permit an event serving alcohol the Hirer shall ensure that in order to avoid disturbing neighbours to the Cabins and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.

ELECTRICAL EQUIPMENT

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations, 1989.

DECORATIONS

Decorations or banners should not be used in the kitchen area nor should they be attached to any electrical fittings or fire safety equipment within the Cabins. No glitter or decorations containing glitter shall be brought into the Cabins.

CLEANING AND BREAKAGES

The Cabins, decking and field must be left clean and tidy as they are found. If the kitchen is used, it is the responsibility of the Hirer to see that it is swept and cleaned after use and all worktop surfaces are wiped clean. This includes cleaning the fridge. Rubbish is to be placed in plastic bags and deposited in the appropriate waste container in the car park. The black bin is for general household waste and the orange bin is for paper and recyclable plastics. Orange sacks for recycling are available under the sink in the kitchen. THERE IS NO GLASS RECYCLING COLLECTION IN BEDFORD BOROUGH. PLEASE TAKE ALL GLASS HOME.

Please ensure toilets are flushed and left in a reasonable condition. If the Cabins are found to have been left in an unsatisfactory condition your £20 deposit will be retained to pay for cleaning.

ANIMALS

The hirer shall ensure that no animals except Guide dogs are brought into the Cabins without special permission from the Parish Clerk.

CAR PARKING

Cars are parked at the owners risk. No vehicle is to be left in the car-park overnight without the permission of the Parish Clerk. The car park can accommodate 6 cars. Additional cars may be parked on the grass verge adjacent to the field but the hirer must ensure that any cars parked on the verge do not restrict access to neighbouring properties. Please avoid parking on the verge opposite property entrances.

The Parish Council reserves the right to refuse any application of hire without stating their reasons.

RIGHT OF ENTRY

The Parish Council or persons authorised by them, shall have the right of free and unimpeded entry to the premises at all times.

PLAYING FIELD

Use of the field is entirely at your own risk, Staploe Parish Council accepts no liability for the death of or any injury of any person or dog, or for damage to any property. Staploe Parish Council also accepts no liability for any losses, claims, actions, damages, costs, expenses or other liability incurred

whilst onsite. Vehicles and contents are left at their owners risk. Yours, your clients and their dogs' behaviour and actions are the hirer's responsibility and no claim can be made against Staploe Parish Council.

You are liable for any damage caused inside and outside of the field by you, your dog(s) or any person using the field. All dogs must be covered under their own third party insurance (public liability insurance). This is usually included in their pet insurance.

We are located in a rural setting amongst working farmland and there is livestock in the field opposite the playing field behind the hedge (horses, alpacas, chickens and sheep), traffic in Woodhouse Lane and industrial units at College Farm. The field is NOT fenced so dogs must be on a lead or under close control. Every effort is made to maintain the field but it should be noted and accepted that the field may be muddy and the ground is likely to be uneven in places. The field is inspected weekly but occasionally litter may be left by users of the field between inspections so please inspect it before the session begins.

Please follow these following important steps when you arrive at the field, ensuring the safety of you, your dog and others also using the field.

PLAYING FIELD DO'S & DON'TS

All dog waste must be collected. Any user failing to pick up dog waste may lead to the refusal of future use. Please supply your own poo bags and dispose of them in the dog waste bin provided in the car park.

Children are welcome on the field but must be supervised by an adult at all times.

Before using the field for sport or allowing children to play on the field please check for dog waste and litter.

Please be aware that the area of rough ground behind the car park is very uneven.

There is an insulated, armoured electrical cable attached to the car park railings which trails across the ground behind the car park across to the cabins. Do not cut this cable.

Please be aware that the grass may be quite long at times as we only cut it 8-10 times per year. Ensure that you wear appropriate footwear.

Children under 8 years of age must be supervised by an adult or sibling of at least 14 years of age when using the playing field.

Do not drop litter or leave toys or uneaten treats in the field. Dogs may swallow them and become ill so please take everything home with you.

Please do not allow dogs to dig. Any holes dug must be refilled before you leave and reported for safety and security reasons.

There must always be a ratio of no more than 3 dogs to 1 adult.

No glass must be used on the playing field or play area. Please confine the use of glass and china to the Cabins and the decking outside.

Do not bring your dog to the playing field if they or any other pets in your household are or have been unwell in the last 48 hours. Doing so could be harmful to other dogs.

Harsh handling of dogs, either verbal or physical is not allowed.

Never leave dogs unattended on the playing field and if dogs are left in vehicles while clients use the field please ensure they do not overheat.

NOISE

In consideration of local residents and their animals groups of people or dogs who exhibit excessive, persistent patterns of noise, eg. loud music, shouting or (in the case of dogs) excessive and persistent barking may be restricted from using the field.

The cabins and playing field should not be used for events after 10pm or before 8am. This is to avoid noise affecting local residents.

See plan of the field on p9. The “class activities” refers to dog training classes. Any area of the field may be used by hirers for other activities.

PRIVACY

Staploe Parish Council is committed to ensuring that your privacy is protected. We hold your personal information in order to provide you with a service and for internal record keeping. Your name is needed to track payments and your email address is needed to send you the access code for the Community Cabins. If you opt in to receive news updates from us you have the option to opt out at any time. We will only pass your information to a third party if required to do so by law. By processing your booking and indicating that you would like to receive further information from us, you consent to us using your personal information in the above ways.

Land Registry
Official copy of
title plan

Title number **BD290083**
Ordnance Survey map reference **TL1560NE**
Scale **1:2500**
Administrative area **Bedford**



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This official copy issued on 2 December 2013 shows the state of this title plan on 2 December 2013 at 16:31:16. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries.