

## Outdoor Classes Session Application Form 2019

Brief description of session	
Requested session Location (name of park - tennis or ball court or open fields)	
Session series start and end date	
Number of sessions per week	
Time of sessions	

### Organiser's Details

Name of organisation	
Organiser /managers name	
Contact address and postcode	
Invoice address and postcode (if different from above)	
Telephone number - landline	
Mobile number of staff member onsite leading sessions	
Email address	
Public enquiries number	
Approximate number of people expected to attend each session Session charge (see charges section to calculate)	
What first aid cover/qualification is in place for the duration of the session?	

If you would like to use the park notice boards, banner sites, leaflet holders, website and facebook page please contact [helen.west@reigate-banstead.gov.uk](mailto:helen.west@reigate-banstead.gov.uk)

## Insurance

- Organisers of activities on public open space are required to hold a current policy of insurance in respect of public liability or third party risks (including products liability where appropriate). The relevant limit of indemnity must be no less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover Note: All documentation must be produced at least 28 days before the activity is due to start. Failure to comply may result in the council refusing to grant permission for the use of the site.

## Charges

Hire charges for January 2019 – December 2020 for outdoor fitness sessions per year.

Frequency	Number of people per session	Annual charge per park	Please tick
Once a week	1-15	£170	
2-4 times a week	1-15	£370	
5-7 times a week	1-15	£520	
Once a week	16-35	£420	
2-4 times a week	16-35	£620	
5-7 times a week	16-35	£2020	
7+ times a week	16-35	£6020	

We will invoice you in January 2019 for the year.

You can pay in two instalments if you prefer.

Please delete as applicable six month invoice/yearly invoice.

## Terms and Conditions of Hire

### Letting of Parks and Countryside sites for Fitness Group Sessions

1. Applications for fitness sessions will only be considered if submitted within a reasonable time of the proposed session start date. This is recommended to be 1 month before the planned start date.
2. The Hirer must submit full details of the proposed activity for approval. Details to include the general activity to be staged, anticipated attendance figures and health & safety information as appropriate.
3. The Hirer must conduct their own risk assessment
4. The Hirer hires the area agreed by the Council. The Hirer does not hire the whole park or site for the Hirer's exclusive use, unless requested and agreed by the Council.
5. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation. If appropriate, the Borough Council will provide the Hirer with any information required by health & safety legislate.
6. The Hirer shall indemnify and keep indemnified the Borough Council from and against all actions claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of the Borough Council, its servants or agents).
7. The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by the Head of Parks and Countryside Services.
8. The Hirer will be required to produce written evidence of the existence of public liability insurance at such a level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
9. The Hirer is responsible for adequate fire precautions and for the maintenance of clear exists for emergency vehicles and for seeing that none of the footpaths are blocked.
10. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter produced by the activity and the removal of all advertising. The clearance must be undertaken immediately at the end of each period of activity. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
11. Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for 20% of the total hire charge. Cancellations must be in writing (email, fax or letter) or the full hire charge will be payable.
12. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left on the venue before, during or after hire period.
13. The Hirer must ensure that first aid equipment is provided if appropriate
14. In the event of a major or long term injury or a death at the event, the hirer must comply with RIDDOR (the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995). For more information see the following website link: <http://www.hse.gov.uk/pubns/misc769.pdf> or call the Health and Safety Executives Incident Contact Centre (ICC) on 0845 300 9923.
15. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
16. The Hirer is responsible at all times for the organisation and smooth running of the event.
17. The Hirer must ensure that the bylaws applicable to the park or open space in which the event is to be held are complied with at all times.
18. Hire may be subject to payment of a fee or bond, the amount of which to be determined by Parks & Countryside Services. The bond must be received at least one month before the event is due to take place. The fee will be invoiced after the event.
19. No noise is to be made, whether by loud speakers or musical instruments etc, after the hour of 10:30pm unless prior agreement has been obtained from Parks & Countryside Services.
20. Vehicular access and parking is only permitted with the prior approval of Parks & Countryside Services.
21. The Hirer must comply with the direction of Parks & Countryside Services at all times.

**The Council reserves the right to cancel the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.**

If permission is granted for the activity described in this application, I hereby agree to comply with the terms and conditions of hire set out in this form and all reasonable instructions given by all authorised Officers of the Council. In addition, I agree to inform the Council of any changes to the application form which was originally submitted.

<b>Signed</b>	
<b>Print name</b>	
<b>On behalf of (organisation)</b>	
<b>Date</b>	

I have enclosed, where necessary, the following (please mark the appropriate box):

<b>Documentation</b>	<b>Yes</b>	<b>No</b>
Evidence of insurance		
Name of your insurer		

Please send this completed form, together with any supporting documentation, to the following email address (preferred) or postal address: Once your application is approved you will be asked to sign an agreement with the council.

[helen.west@reigate-banstead.gov.uk](mailto:helen.west@reigate-banstead.gov.uk)

Helen West  
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