

## Hire of Bray Green and Holyport Green

Under the terms of the Open Spaces Act 1906, section 15; Inclosure Act 1857, section 12 and the Commons Act 1876, section 29, the Parish Council has the Power to maintain, to make bylaws for and to prosecute for interference with village greens.

Use of the Village Greens is only allowed if it will not harm the Green in any way (Section 34 Road Traffic Act 1988) or interrupt the public's enjoyment of the Green (Section 12 Inclosure Act 1857)

### Hiring the Greens

Permission to use either Bray Green or Holyport Green must be submitted in writing to the Clerk at least three months before the intended date of use. Applicants may be asked to attend a Council Meeting so Councillors may ask further questions. If the application is approved, permission to use the Green will be confirmed in writing by the Clerk.

### Permissions

- Although permission to use the village greens for parking will not be unreasonably withheld, it should not be assumed that permission will always be granted.
- Hire of the green to take place during daylight hours only.
- The Parish Council reserves the right to refuse or withdraw permission if there is the likelihood of damage being caused e.g. poor ground conditions.
- The Parish Council may also choose to request that part of the event be cancelled if wet weather means areas of the Green are unable to sustain the proposed event.
- The Parish Council reserves the right to request changes to the proposed dates and times of events.
- Music, both live and recorded and the use of microphones will only be allowed with the prior permission of the Parish Council and only within agreed times.

### Designated Parking Areas

The designated area for parking in Bray is the area of the Green behind the Causeway Car park and alongside Bray Road.

The designated area for parking on Holyport Green is between Pebbles Court and Plashets Mead.

### Designated Crossing Points

Holyport Green – Event organisers must mark clearly designated crossing points for pedestrians during the hire period. There must be clear definition of entrances and exits and adequate signage.

### Use of the Greens for Parking – Private

The Clerk may give permission to park on Bray Green without reference to the Parish Council for the following: Weddings, Funerals, Christenings or Charity events taking place at St Michaels Church in Bray.

Applicants are responsible for stewarding parking on the Greens.

The fee for parking for use by residents and for weddings is £75.00 plus VAT per day, there is no fee for Funerals, Christenings, or Charity events held at St Michaels Church.

### Use of the Green – Commercial and Events

Permission to use the Greens for commercial use will only be approved at Main Council meetings. Applications must be made on the form accompanying this policy.

Approved by MC 240115 131.002

The applicant must provide the Parish Council with the following as part of their application to use the Greens; map of planned attractions/use (to include parking), timetable of events, times the event will be open to the public if applicable and confirmation that any licences and road closure requests have been granted. Once approved plans cannot be changed without the permission of the Parish Council.

Exclusive use of the Greens will not be allowed, as interruption of the use or enjoyment of a green in an offence under Section 12 Inclosure Act 1857.

### **Applicant Responsibility**

The Applicant is responsible for ensuring they have the relevant licences, risk assessments, HSE policies and that any attractions have up to date maintenance records and safety certificates.

Public Liability Insurance of a minimum £10,000,000 must be held by Commercial Users.

The Applicant is responsible for ensuring there are emergency plans in place and that there are first aid facilities, along with an accident book for recording any incidents.

Any damage caused to the Greens must be repaired by the Applicant, this includes lamp posts, kerbs, posts, and fences. Adhesives of any type must not be used on Parish fixtures and fittings. The Parish Council reserves the right to submit a written list of any damage and to submit an invoice for the cost of repairs or damage that is not repaired or unsatisfactorily completed.

Security during hire is the responsibility of the Hirer.

If an alcohol licence is to be applied for as part of the event, this should be completed in sufficient time. NB: Bray Parish Council review alcohol licence applications and reserve the right to make comment.

Clearance of the event should take place the same day or within 24 hours. If longer is required, the Parish Council must be advised at the time of application.

The Applicant is responsible for waste management during the event and for ensuring that all rubbish is removed from the site as soon as possible after the event has finished. The Parish Council provided bins are not for event use and must be emptied if used during the event.

All event organisers including community groups must submit their full paperwork, including public liability, risk assessment and event map a minimum of 7 days prior to the date of the event. Failure to do so will result in the event being cancelled by the Clerk.

### **Advertising**

Both Holyport Green and Bray Green are conservation areas so any signage must comply with Section 3F of the Town and Country Planning (Control of Advertisements) Regulations 2007 "Classes of Advertisement for which deemed consent is granted" and must only be displayed within the time limits and conditions allowed under the Regulations. Notification of compliance must be sent to Royal Borough of Windsor and Maidenhead and the Clerk of Bray Parish Council copied on the correspondence. Signage outside of these Regulations will not be allowed by the Parish Council.

### **Fees**

Fees for the commercial use of the Green are available on application to The Clerk. The setting of fees chargeable is the responsibility of the Finance Committee and are set annually.

If the event is to support charitable causes, the Parish Council may consider waiving the fee for the hire of the Green.

Payment is required in advance of the hire and if not received the hire will be deemed cancelled by the Council.

## Application to Use Bray Parish Council Village Greens

	Bray Green / Holyport Green (Delete as necessary)
Applicant Name	
Applicant Address	
Contact Phone Number	
Contact Email Address	
Date(s) of event	
Public/Private	
Dates & times open to the public	
Date Green will be required from	
Date of hire completion	
Details of temporary buildings/equipment to be placed on the Green along with a map of the site.	
Confirmation that details of utilities have been obtained and that equipment will not be anchored in the vicinity of any underground services	
Confirmation of emergency plans for fire, accidents, Lost children or vulnerable adults and other risk assessments required (NB: Bray Parish Council does not require sight of these.)	
Please confirm the amount of your limit of indemnity for your Public Liability Insurance	
Please provide details of your first aid provision	
Do you intend to provide music or use a microphone? If so, please provide details of the times these will be used.	
Has an alcohol licence been applied for?	
Has a request been made for any road closures and has this been approved?	