



Englefield Green Committee

Tuesday, 9 April 2024 at 7.30 pm

Council Chamber - Civic Centre

Members of the Committee

Councillors: T Gates (Chair), A King (Deputy Chair), A Berardi, E Kettle, N Prescott, N Bromilow and R McGregor-Johnson

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee, but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

AGENDA

Notes:

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Democratic Services, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425622). (Email: democratic.services@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on www.runnymede.gov.uk.
- 4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.
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Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

List of matters for consideration

Page

Part I

Matters in respect of which reports have been made available for public inspection

- | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | Minutes | 4 |
| | To confirm and sign, as a correct record, the Minutes of the meeting of the Committee held on 20 th February 2024 (Appendix 'A'). | |
| 2. | Apologies for absence | |
| 3. | Declarations of interest | |
| | Members are invited to declare any disclosable pecuniary interests or other registrable and non-registrable interests in items on the agenda. | |
| 4. | Management and Maintenance of the Green | 5 - 8 |
| 5. | Englefield Green Maintenance Fund | 9 - 12 |
| 6. | Replacement Play Area | 13 - 23 |
| 7. | Event Applications | 24 - 72 |
| 8. | Exclusion of Press and Public | |

Part II

Matters involving Exempt or Confidential information in respect of which reports have not been made available for public inspection

- | | | |
|----|--------------------------------------------------------------------------|--|
| 9. | Exempt information | |
| | There is no exempt information or any confidential items in this agenda. | |

Public Document Pack Agenda Item 1

RBC EGC 20.02.24

Runnymede Borough Council

Englefield Green Committee

Tuesday, 20 February 2024 at 11.30 am

Members of the Committee present: Councillors T Gates (Chair), A King (Deputy Chair) and A Berardi.

Members of the Committee absent: Councillors E Kettle, N Prescott, N Bromilow and R McGregor-Johnson.

38 Minutes

The Minutes of the meeting held on 16th January 2024 were confirmed and signed as a correct record.

39 Apologies for absence

To record apologies for absence from Cllrs E Kettle and N Prescott. Residents' Representatives Mr N Bromilow and Mr R McGregor-Johnson.

40 Declarations of interest

There were no Declarations of Interest.

41 Exclusion of Press and Public

Resolved that –

the press and public be excluded from the meeting during discussion of the following report under Section 100A(6) of the Local Government Act 1972 on the grounds that the report in question would be likely to involve disclosure of exempt information of the description specified in paragraph 3 of Part 1 of Schedule 12A of the act.

42 Non- Chemical moss control and fertiliser treatments

Resolved that –

An additional supplementary estimate in the sum reported be approved. This would be funded from the Englefield Green reserves, in order for a natural moss control and fertiliser application to be applied to the Green.

(The meeting ended at 11.40 am.)

Chairman

Report title	Management and Maintenance of the Green
Report author	Shaun Barnes – DSO Manager
Department	Environmental Services
Exempt?	No
Exemption type	N/A
Reasons for exemption	N/A

Purpose of report

For information and approval

Synopsis of report:

To update the Committee on the Englefield Green Management Plan.

To update on the works completed by the Environmental Services teams since the last Committee meeting.

To provide the Committee with an update on other works agreed at the last meeting.

Provide the Committee with a Financial Statement.

1. Context and background of report

1.1 This report seeks to provide information to the committee regarding the progress of the Management Plan of the Green as well as an update of works undertaken, since the last committee meeting.

2. Update on the Management of the Green and Management Plan

2.1 Due to long-term sickness within the Green Spaces team, which sits within Environmental Services, there is no progress to report on in respect of the proposed management plan of the Green.

2.2 The work approved by the Committee at the last Committee Meeting (ground maintenance of the Green, being to scarify, remove arisings, seed and top dress) has now commenced. The application of iron was applied on the 6 March 2024 with the remaining works scheduled, to be undertaken (weather conditions permitting)– week commencing 18/03/2024.

2.3 The Corporate Head of Environmental Services contracted the Crown Estates Office

regarding replacement of the fallen wooden posts in March. On the 15th March 2024 the following reply was received from the Estates Office. Officers note that spend up to £350 was approved by Englefield Green Committee on the 16th January.

2.4 *We are happy for the failed bollards to be replaced. I am though, not particularly keen on composite options and would prefer that timber continues to be the material of choice. Should further fail, then they should be replaced on a like for like basis.*

2.4. Officers will arrange for the two fallen wooden posts to be replaced with new wooden posts. From this email it is understood that all future post replacements will be made from wood, this being the material of preference for the Crown Estate.

2.4 The Open Spaces team within Environmental Services has completed the first grass cut to the Green, as well as removing the leaves and strimming of the banks.

2.5 Officers can confirm that a memory bench was installed on Englefield Green on the site of the empty plinth on the 3rd January 2024. The cost was fully covered by the donor.



3. Policy framework implications

3.1 Climate Change – We aim to reduce our impact on Climate Change by employing sustainable management practices.

Empowering our Communities - We will present the best possible arguments to external stakeholders to preserve, protect and enhance local quality of life.

Health and Wellbeing - Access to Sport, leisure and recreation improves health and wellbeing.

4 Resource implications/Value for Money

4.1 Not Applicable

5. Legal implications

5.1 The legal status of the Englefield Green Estate will be included within the proposed management plan.

6. Equality implications

6.1 As part of the Management Plan an EQIA would be completed.

7. Environmental/Sustainability/Biodiversity implications

7.1 The management plan will reference Environmental / Sustainability and biodiversity.

8. Risk Implications

8.1 Any risk implications will be included in the final Management Plan

9. Other implications

9.1 Not Applicable

10. Timetable for Implementation

10.1 A further update on actions taken, and an update on the progression of the Englefield Green Management Plan will be provided at the next meeting of the Committee on 27 June 2024.

11. Conclusions

11.1 None

12. Background papers

12.1 None

13. Appendices

13.1 Financial Statement

Englefield Green Committee

	Amount agreed at Committee Oct 23	Amount agreed at Committee Jan 24	Amount agreed at Committee Feb 24	Actual spend to 12/03/24	Variance	Comment
<u>Lawn Treatment:</u>						
Weedcontrol and renovations		3,575.00	845.75	4,420.75	-	Purchase order undelivered on Total Finance
	-	3,575.00	845.75	4,420.75	-	
<u>Wildflower Planting</u>						
Overseeding Autumn 2023/Spring 2024	2,000.00	2,000.00		1,487.67	- 2,512.33	Agreed no greater than £2k. White Champion plug plants July 23
	2,000.00	2,000.00	-	1,487.67	- 2,512.33	
<u>Installations</u>						
2 bollard identified to replace			350.00		- 350.00	
Replace broken bench	1,250.00				- 1,250.00	
Coir matting matrix paving	580.00				- 580.00	
	1,830.00	-	350.00		- 2,180.00	
<u>Woodland Management</u>						
Tree work	4,000.00			700.00	- 3,300.00	Not to exceed £4k. £700 Ottershaw Treework as per April 23 report.
	7,830.00	5,575.00	1,195.75	6,608.42	- 7,992.33	
			14,600.75			

Report title	Englefield Green Maintenance Reserve
Report author	Susan Faure, Accountant
Department	Finance
Exempt?	No
Exemption type	Not Applicable
Reasons for exemption	Not Applicable

Purpose of report:

- **For information**

Synopsis of report:

To provide an update on the use of the Englefield Green Maintenance Reserve.

Recommendation(s):

For information

1. Context and background of report

- 1.1 Under Standing Order 27.4(d) Officers were asked to provide the Committee with a comprehensive list of all expenditures and interest paid since the disbursement of the Englefield Green Maintenance Reserve held on behalf of the Committee by Runnymede Borough Council.
- 1.2 The Englefield Green Maintenance Reserve (“the Reserve”) was set up in 2015/16 to offset ongoing maintenance works to the village green utilising the receipt generated by the surrender of part of a long lease.

2. Report

- 2.1 During Financial Year 2023/24 the following sums were approved at Committee Meetings to be funded from the Reserve:

Description	Oct 23 Committee £	Jan 24 Committee £	Feb 24 Committee £	Total Agreed £
Weed control		3,575	845	4,420
Overseeding Autumn 23 / Spring 24		2,000		2,000
Bollard Replacement			350	350
Replace Broken Bench	1,290			1,290
Coir Matting Matrix Paving	580			580
Tree Work	4,000			4,000
Total	5,870	5,572	1,195	12,640

2.2 Appendix A sets out the spend history of the Reserve along with an anticipated Probable outturn for the Financial Year 2023/24 and an estimate for Financial Year 2024/25 based on the committee's prior decisions.

2.3 The Income figures shown in Appendix A for 2023/24 include £2,000 that was received for filming in the park. The Appendix also includes estimated interest for Financial Years 2023 and 2024. The actual rates for the year will only be confirmed after the year end once all commitments have been included and the interest rate achieved on the Council's overall investments has been calculated.

2.4 As of 31 March 2024 it is estimated that the fund balance is anticipated to be £237,658.

3. Policy framework implications

3.1 Relevance of existing policy; conformity or departure. Also consider reference to the following other sources e.g.: Corporate Business Plan, Business Centre Plan, any relevant service specific strategy or policy document, and any relevant previous resolution setting policy.

4 Resource implications/Value for Money

4.1 Not applicable.

5. Legal implications

5.1 Not applicable.

6. Equality implications

6.1 None identified.

7. Environmental/Sustainability/Biodiversity implications

7.1 None identified.

8. Risk Implications

8.1 None identified.

9. Other implications

9.1 None identified.

10. Timetable for Implementation

10.1 Not applicable.

11. Conclusions

11.1 The report updates Members on the current status of the Englefield Green Maintenance Reserve.

12. Background papers

12.1 None.

13. Appendices

13.1 Appendix A - Englefield Green Maintenance Reserve

ENGLEFIELD GREEN MAINTENANCE RESERVE

Appendix A

- 1.1 The Englefield Green maintenance reserve was set up in 2015/16 to offset ongoing maintenance works to the village green utilising the receipt generated by the surrender of part of the long lease.
- 1.2 The £275,000 received was placed in an earmarked reserve and interest is added each year at a rate equivalent to the average interest rate earned on all the Council's investments, thereby benefitting from better rates than would be found from investing in a general business bank account.
- 1.3 The movement in the funding during Financial Years 2015-2023 and the estimate for 2024 based on committed funds to date:

	2024/2025 Estimate £	2023/2024 Probable £	2022/2023 £	2021/2022 £	2020/2021 £	2019/2020 £	2018/2019 £	2017/2018 £	2016/2017 £	2015/2016 £
Balance of Fund as at 1 April	237,658	227,845	229,402	237,109	263,904	267,782	269,727	271,808	270,446	0
Add: Creation of New Reserve										275,000
Filming receipt		2,000								
Interest on balances	7,300	10,000	4,879	820	865	2,427	2,552	2,341	1,967	
Receipts	7,300	12,000	4,879	820	865	2,427	2,552	2,341	1,967	275,000
Less: Spend during year										
Lawn Treatment/Weed Control	4,420		2,841	3,484	8,310	526	456	53	54	
Trees and Path Management	3,300	700	3,595	3,594	3,950		200	625	250	
Wildflower Planting	513	1,487		539						
Green Repairs				730						
Englefield Deep Clean				180				3,671		
Green Maintenance					1,271		3,556	73	155	4,554
Pothole Repair					464					
Leaf Collection					473					
Bollards	350				13,192	3,339				
Benches	1,870									
Englefield Green Cricket Club Works						2,440				
Post Repairs							285			
Hay Removal									145	
Total Expenditure	10,453	2,187	6,436	8,527	27,660	6,305	4,497	4,422	604	4,554
Balance of Fund as at 31 March	234,505	237,658	227,845	229,402	237,109	263,904	267,782	269,727	271,808	270,446

Note: Interest on balances has been estimated for 2023/24 and 2024/25
FY2024/25 are the estimated costs as agreed at Committee in FY23 for works yet to be carried out.

Report title	Englefield Green Play Area
Report author	Chris Swatridge
Department	Englefield Green
Exempt	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

To outline the options for members of whether to approve or reject the play area replacement project at Englefield Green and, if to approve to then determine which budget (Section 106 monies or the Englefield Green earmarked reserves) is to be used.

Synopsis of report:

Following work undertaken to look at the need for replacement play areas across the borough, this report sets out the outcome of the work undertaken for a proposed replacement play area for Englefield Green.

Recommendation(s):

Members (i) approve the procurement of the play area at Englefield Green; and (ii) determine whether to utilise (a)Section 106 monies; or (b) the Englefield Green earmarked reserve.

1. Context and background of report

- 1.1 The Open Space and Community Development team is responsible for the strategy and associated development of the Council's Parks and Open Spaces as well as projects to develop and support the community.
- 1.2 The above work strand works closely with colleagues in Environmental Services who lead on the operational day to day management and maintenance of the Council's play areas.
- 1.3 In recent months the Council's Open Spaces and Community Development Manager has been working on realising the play area programme as approved by Community Services Committee and Corporate Management Committee in September and October 2023 respectively.

- 1.4 This work started with a series of Ward briefings for Members in Summer 2023 where feedback and comments were sought around the condition of play areas within the wards as well as a priority list for replacements.
- 1.5 The feedback from Members as well as the view of Officers around health and safety requirements resulted in the suggested list that was approved by members in Autumn 2023.
- 1.6 The programme was then progressed through a series of tenders, working with colleagues in Procurement and bids were received for the list of works identified.
- 1.7 Works have now begun on the majority of play areas with completions on target for Spring 2024.
- 1.8 The ward briefings for Englefield Green focused primarily on the play area on the Green itself, which is showing signs of deterioration and has several health and safety issues.
- 1.9 A project was put forward through the Englefield Green S106 Major Fund scheme and was approved by Officers and Members. The fund is from s106 payments connected to a planning application which was approved by the Council in 2018, relating to the development of the Runnymede Campus, at Coopers Hill Lane, Englefield Green (planning ref – RU.17/1649).
- 1.10 The criteria of the grant scheme focused on how projects will contribute to the health and wellbeing of Englefield Green residents following the priority strands of the corporate Health and Wellbeing strategy and Empowering Communities strategy. Officers felt that a new play area covered these aspects of the scheme.

2. Report and, where applicable, options considered and recommended

- 2.1 Within its Green Spaces and Housing areas, Runnymede Borough Council currently provides and maintains 42 play areas. The Council is committed to providing well-designed, exciting, and accessible play areas for the enjoyment of their users/residents.
- 2.2 A budget was proposed to completely replace the play equipment on Englefield Green, this was put forward at £80,000. The specifications were drawn up between Open Space Development, Green Spaces and Procurement. The project went out as one lot amongst ten others in a large programme of works.
- 2.3 One bid for the Englefield Green Lot (Lot 5) was received and totaled £35,898.42. The reason for the lower amount was due to economies of scale within the programme and also that originally it had been envisaged that other site infrastructure might need replacing, such as fencing and surfacing, but these were later deemed not necessary.
- 2.4 Due to the aesthetics of the Green itself, the specification for the play area material was stipulated to be timber (whether Robinia or engineered timber). Officers felt this would be a significant improvement to the current metal equipment on site.
- 2.5 The design for the new play area is available as Appendix A.

3. Policy framework implications

- 3.1 Play and recreation, as well as the use of the Council's parks and open spaces, aligns with the Corporate Business Plan, particularly relating to the Health and Wellbeing Strategy.
- 3.2 The Health and Wellbeing Strategy Objective 2 - Healthy Communities has the action "for all residents to be able to engage and participate in their community, access services, facilities, amenities, leisure, and recreational opportunities locally", contained within the Community Services, Services Area Plan.

4 Resource implications/Value for Money

- 4.1 Costs directly associated with the new play area were envisaged to be through the S106 funds available to the Council. This has been approved by a group of Members and Officers but there is a suggestion that alternative funds could be used.
- 4.2 The approach taken is considered to be the most appropriate way to ensure the best value given the amount of works needed across the Borough for play.

5. Legal implications

5.1 Statutory Constraints

5.1.1 The Egham Inclosure Act 1814:

- (a) The Englefield Green is subject to a private Act of Parliament, the Egham Inclosure Act 1814, which allocated the Englefield Green as common land. Pursuant to advice sought from Counsel in 2012 has since 2012 been considered to impose a statutory duty to keep the Green "open uninclosed "for the pleasure of the inhabitants". This statute is more problematic than the more widely applicable town and village green statutes, as it contains no exceptions.
- (b) The legal position in regard to the application of the 1814 Act is not clear cut. The statute can be interpreted to mean that the play area was unlawfully constructed. However, the Council has received legal advice to the effect that it is doubtful that any court would order its removal bearing in mind that it was erected in the bona fide belief that it was lawful and a long time has elapsed since its construction.
- (c) On the basis that the play equipment enables residents to better enjoy the Englefield Green it can be argued that the equipment promotes the recreational enjoyment of the Green and that the equipment itself does not breach the requirement in the 1814 Act to keep the Englefield Green 'open'. However, it is likely that the fencing in of the play equipment breaches the requirements of the 1814 Act. Whilst advice has been received that it is unlikely that the Council would be required to remove the play area, there remains a risk is that if this project proceeds and a challenge is made, the Council may be asked to remove the equipment that it has installed.

5.1.2 Nationally applicable statute:

- (a) Pursuant to section 29 of the Commons Act 1876, erections on a town or village green are generally unlawful unless made 'with a view to the better enjoyment of such town or village green' The provision of play or sports facilities provided to assist local people to indulge in lawful sports and pastimes, which would include the replacement of such play facilities, comes within the exception.
- (b) The playground can be argued to be in accordance with section 12 of the Inclosure Act 1857 as it does not interrupt, and arguably promotes 'the use thereof as a place for exercise and recreation'

5.2 TVG Registration: The whole of the Englefield Green was registered as a Town and Village Green, in the 1960s, which registration restricts the ability of any party to develop the land.

5.3 Lease: The Council and its predecessor authorities have leased the Englefield Green since the 1890s and occupy subject to both the legal constraints and the lease. The Council currently occupies the Englefield Green, pursuant to a 1955 lease from the Crown Estates. This lease states that the Council must not 'cut or allow to be cut any turf or otherwise to break up the surface of the said land without the previous consent in writing of the Lessor', and 'not to erect or set up ...any other erection whether temporary or otherwise on the said land without the previous licence in writing of the Lessor'. It would therefore be prudent for the approval and consent of the Crown Estate to be sought to the playground replacement works, if their implementation is approved by the Members of this Committee.

5.4 Scheme:

5.4.1 In June 1955, the Minister of Agriculture Fisheries and Food approved a scheme made by Egham UDC under the Commons Act 1899, which Act allowed for such schemes to be put in place. It was understood (it is now thought, in error) that the 1899 Act applied to the Englefield Green that the Scheme created validly allowed amongst other things, the building of the Pavilion and public conveniences, temporary fencing off of parts of the green and other building with the consent of the Crown Estate and the Minister.

5.4.2 In 2009, the Council applied to the Planning Inspectorate for consent under Part 3 of the Commons Act 2006 to extend the enclosed children's playground on the Green. In her Application Decision dated 9th April 2010, the inspector accepted that she had jurisdiction to grant the application on the basis that the Green was subject to a scheme under the CA 1899 but refused the application on the merits. However, the Council has since received conflicting legal advice as to whether the effect of the 1814 Egham Inclosure Act is to render the 1955 Scheme pursuant to the Commons Act 1899, invalid. The position of current Council Officers is that on balance the better advice is that which supports the invalidity of the Scheme, notwithstanding the inconvenience of this position to the Council's management of the Englefield Green.

5.4.3 If, as is the Council's current understanding, the Englefield Green is not subject to a valid Scheme under the Commons Act 1899, then Secretary of State consent (delegated to the Planning Inspectorate) is not required for restricted works that may

form part of the proposed play area works (e.g. resurfacing) pursuant to Part 3 of the Commons Act 2006.

5.5 Lawfulness :

5.5.1 The restricted funds can be used for the maintenance and upkeep of the Green. The relevant S106 Funds can be used for recreation in the Englefield Green Ward. Use of either funding option is appropriate to the proposed works.

5.5.2 It can be argued that the replacement and renewal of the play area equipment without any extension of the area or additional fencing, does not involve any additional breach of the statutes.

5.6 Planning permission: for small works done by a local authority, specific permission is not needed for the erection, construction or maintenance of 'equipment on land belonging to or maintained by them' intended for recreation (see paragraph A, Part 12 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 SI 1995/418)

6. Equality implications

6.1 The Council has a duty under the Equality Act 2010 (as amended). Section 149 of the Act provides that we must have due regard to the need to;

- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act
- b) advance equality of opportunity
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.

6.2 Within the design of new play areas, suitable equipment will need to be incorporated, to promote the accessibility of play to all children. In support of this, an Equalities Impact Assessment has been prepared and reviewed and it was found that the policy may have a positive impact on people with the protected characteristics of age and disability.

7. Environmental/Sustainability/Biodiversity implications

7.1 The decision to replace equipment items to maximise the life span of other equipment within a play area reduces the requirement for avoidable removal and disposal of equipment.

7.2 It was within the procurement process that potential suppliers were encouraged to submit designs that promote environmental sustainability as well as in relation to the disposal of existing materials. The winner of this lot uses recycled plastic in their equipment.

8. Risk Implications

8.1 The major risk is a legal challenge from local residents about the play area being replaced, there is a view from some that the play area shouldn't be on the Green at all. [The play area was constructed in 1988/9 and refurbished upgraded and enhanced in 1998. Previously, there has been local resistance to the play area,

notably when an extension of the play area was under consideration in 2009. Residents that have previously objected to the play area on the Englefield Green, or who took legal action in relation to the roping of the wicket, may be moved to object before, during or after refurbishment, thus there is a litigation risk that could re-emerge through this project.

9. Other implications

9.1 Not applicable

10. Timetable for Implementation

10.1 The procurement for the play area programme is already complete. If a decision is made to proceed with this replacement, then the equipment can be ordered and arrangements made on logistics

11. Conclusions

11.1 A potential new play area for Englefield Green has been designed and costed, with contracts agreed. If Members wish to proceed with this project then a decision is needed on the preferred funding source.

12. Background papers

12.1 None

13. Appendices

13.1 Appendix A – Englefield Green Play Area Design
Appendix B - Play area materials examples

Englefield Green Play Area

Runnymede Borough Council

Appendix A





Product Materials

Englefield Green

Runnymede

Current PCM product material choice

Pine Play

1. Main posts with hot dip galvanized steel footing. Pressure impregnated pine wood posts. Also available in steel or texmade.
2. Wooden panels of impregnated and brown painted pine wood with vertical steel profiles.

Photo of example product in material range



Proposed product in scheme

Play is nature

Current KSW product material choice

1. Cradle swing seats with antiwrap & posts of impregnated pine wood. Steel feet and A frame bar.

Pine Play



Play is nature



Report title	Events on the Green
Report author	Shaun Barnes, DSO Manager
Department	Direct Services Organisation, Environmental Services
Exempt?	No
Exemption type	Not applicable
Reasons for exemption	Not applicable

Purpose of report:

To resolve

Synopsis of report:

To ask the Committee to consider a number of events proposed to take place on the Green in 2024

Recommendation(s):

The Committee consider applications to hire Englefield Green for the events below to be scheduled for 2024 and instruct Officers accordingly:

- i) Beach’s Funfair – 17 – 19 May**
- ii) Circus Fantasia – 12 – 16 May**
- iii) Village Fair – 22 June**
- iv) Beach’s Funfair – 16 – 23 September**
- v) Horton’s Vintage Fairground – 21-22 September**
- vi) Englefield Green Village Residents Association (EGVRA) 12th April**

1. Context and background of report

1.1 To review applications for the hire of Englefield Green for the purpose of holding events.

2. Report and, where applicable, options considered and recommended

2.1 The Council has received six applications to hire Englefield Green for the purposes of holding events. The event application forms are included in the appendices.

- i) Beach’s Funfair – 17-19 May 2024**

- 2.2 The Council has received two applications from Beach's Funfair to hire Englefield Green in 2024. They propose to come onto the Green for their first funfair on 13 May, operate the funfair between 17 and 19 September, then depart on 20 September. Details of the second application can be found later in this document.
- 2.3 At the Committee meeting on 16 October 2023, Members requested to see references from authorities that Beach's funfair have previously hired land from. Five names were provided, and references have been requested. Four references have been received so far, from Horley Town Council, Reading Borough Council, Woodley Town Council and Elmbridge Borough Council, all very positive. These references are in Appendix F.
- 2.4 Members are asked to consider this application and instruct Officers accordingly.

ii) Circus Fantasia – 12-16 June 2024

- 2.5 The Council has received an application from Circus Fantasia to hire Englefield Green in June. They propose to come onto the Green on 8 June, operate the circus between 12 and 16 June then depart on 16 June. The event is described as a traditional, non-animal, family orientated circus. There will not be any fireworks, fairground rides or inflatables.
- 2.6 Members are asked to consider this application and instruct Officers accordingly.

iii) Village Fair – 22 June 2024

- 2.7 The Council has received an application from The Englefield Green Village Residents Association for the annual village fair on 22 June. They propose to start setting up on 21 June and depart on 22 June. This is a regular event with up to 3,000 visitors expected across the course of the day. There will be fairground rides and inflatables, but no fireworks.
- 2.8 Members are asked to consider this application and instruct Officers accordingly.

iv) Beach's Funfair – 20–22 September 2024

- 2.9 The Council has received a second application from Beach's Funfair to hire Englefield Green. They propose to come onto the Green on 16 September, operate the funfair between 20 and 22 September, then depart on 23 September. Please note that the Council has also received an application from Horton's Vintage Fairground for an event at the same time. (see paragraph 2.12 below)
- 2.10 As stated above, four references have been received so far, all very positive. These references are in Appendix F.
- 2.11 Members are asked to consider this application and instruct Officers accordingly.

v) Horton's Steam Fair, Vintage Fairground – 21-22 September 2024

- 2.12 The Council has received an application from Horton's Steam Fair to hire Englefield Green to hold a Vintage Fairground in September. They propose to come onto the

Green on 16 September, operate the vintage fairground on 21 and 22 September then depart on 24 September. Please note that the application from Beach's funfair (see paragraph 2.9 above) is for an event at the same time.

2.13 Members are asked to consider this application and instruct Officers accordingly.

v) EGVRA – 12 April 2024

2.14 The Council received an application from the Englefield Green Village Residents Association to hold an easter egg hunt on the green on the 12 April. There will be one pop up table erected on the Green at the starting point. Participants will be given a map to find eggs which will have names on them. The eggs are wooden and will be collected at the end of the event. This event was scheduled for the 3 April but an email has been received asking for the event to take place on the 12 April, after the Englefield Green Committee meeting. Application and email at Appendix G

2.15. Members are asked to consider this application and the accompanying email with a revised date of 12 April and instruct Officers accordingly.

3. Policy framework implications

3.1 Not applicable.

4 Resource implications/Value for Money

4.1 All event income is added to Englefield Green earmarked reserves.

5. Legal implications

5.1 If the events involve the erection or setting up of any 'booth, tent or any other erection whether temporary or otherwise' the lease of the Englefield Green requires that consent to do so in the form of a ' licence in writing' to do so must first be obtained by the officers managing the event from the landlord, the Crown Estate.

5.2 As in previous years, the Council's standard Terms and Conditions of Hire of Open Spaces will govern the temporary non-exclusive occupation of the Englefield Green by the various fairs for the purpose of these events. These must be signed by the event organisers before the event proceeds. No interest in land (i.e. underleases) will be created by them.

6. Equality implications

6.1 The Council has a duty under Section 149 of the Equality Act 2010 (as amended) which provides that we must have due regard to the need to;

- a) eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act;
- b) to advance equality of opportunity;
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share protected characteristics.

6.2 While there is little information regarding the proposed events to determine what impact it may have on anyone with a protected characteristic, it is considered that the

proposed events may have a positive impact generally on people in the local area who may wish to take part.

7. Environmental/Sustainability/Biodiversity implications

- 7.1 There are potential negative environmental effects to the overuse of the green for events although this should be balanced with the positive social benefits.

8. Risk Implications

- 8.1 There are potential negative environmental effects to the overuse of the Green for events.

- 8.2 If Members agree to approve any application to hold events, the organisers will be required to sign a letter of agreement in advance, in which they agree to be bound by the Council's terms and conditions for the hire of open spaces, which were updated in December 2023.

- 8.2.1 Section 15 of the terms and conditions require the Operator to reinstate any damage their event has caused to the Green.

- 8.2.2 Section 7 of the terms and conditions of hire open spaces require event organisers to provide the Council with documentary proof that they have adequate public liability insurance in place for the duration of the hire.

- 8.2.3. The terms and conditions of hire of open spaces can be found at Appendix H and are also published on the [Council's website](#)

9. Other implications

- 9.1 Not applicable.

10. Timetable for Implementation

- 10.1 The first event, is scheduled to take place on 12 April

11. Conclusions

- 11.1 The annual Village Fair and the other proposed events will offer social benefits to local people. The Green is desirable to funfairs although there are practical problems associated with hosting them because of potential damage to the Green caused by heavy traffic.

12. Background papers

- 12.1 None

13. Appendices

- 13.1 A. Beach's Funfair – 17-20 May – Application form with personal details redacted
B. Circus Fantasia 12 – 16 June – Application form with personal details redacted
C. Village Fair – 22 June – Application form with personal details redacted

- D. Beach's Funfair – 20-22 September – Application form with personal details redacted
- E. Horton's Village Fair – Application form with personal details redacted
- F. References received for Beach's funfair
- G. Application for EGVRA Easter Egg Hunt and Email requesting change of date - personal details redacted
- H. Terms and Conditions of Hire of Open Spaces

From: noreply@runnymede.gov.uk
Sent: 31 January 2024 18:59
To: [Events](#)
Subject: [EXTERNAL] Holding events in our parks application form - submitted

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Page: Introduction

- I have read the privacy policy: Yes

Page: About the event

- Name of organisation or person holding the event: Beach's funfair
- Name of the event: Beach's funfair
- Start date of the event: Fri 17th May 2024
- Finish date of the event: Sun 19th May 2024
- Location: Englefield Green
- Brief description of the event/activities planned: Come on site 13th operating 17th-19th leave 20th May Opening 1pm-9.30pm daily

Page: Your contact details

- First name: Kyle
- Last name: Beach
- What is your connection with the organisation hiring the venue?: Partner (owner)
- Correspondence address: [REDACTED]
- Contact number: [REDACTED]
- Email address: Beachsfunfair@hotmail.com
- Contact details for the day of the event

- First name: James
- Last name: Beach's
- Telephone number: [REDACTED]

- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?: Yes

[REDACTED]

- First name: Kyle
- Last name: Beach

- Telephone number: [REDACTED]

Page: Type of event

- What type of event is it?: Fun fair
- Date and time of the event
 - Do you need any preparation days/non-operational days before the start of the event?: Yes
 - What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?: Mon 13th May 2024
 - Number of preparation/non-operational days: 4
- Event day(s)/operational day(s)
 - First day of your event: Fri 17th May 2024
 - Start time of event: 1pm
 - Finish time on the first day: 930pm
 - Last date of the event: Sun 19th May 2024
 - Start time on last day: 1pm
 - Finish time on the last day: 8pm
 - Number of event days/operational days: 3
- Do you need any clearing up/break down days/non-operational days after the event?: Yes
- Last non-operational day you need for clearing up and breaking down the site: Mon 20th May 2024
- Number of break down/non-operational days: 1

Page: About the activities at your event - part 1

- Is the event free to attend?: Yes
- Approximate total number of people expected to attend over the course of the event: 1000
- Approximate number of people expected to be onsite at any one time: 300
- Do you intend to erect stalls to sell items or for displays, games or amusements?: No
- Do you intend to have funfair/fairground rides?: Yes
- Do you intend to have bouncy castles or other inflatable devices?: Yes
- Do you intend to have fireworks/pyrotechnics?: No
- Do you intend to have arena displays?: No
- Do you intend to have sporting activities or demonstrations?: No

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music?: No music

- Do you intend to use PA/amplifying equipment for anything other than music?: Yes
- Do you intend to hold other forms of entertainment?: No
- Do you intend to involve or use any animals?: No
- Do you intend to sell and/or give away food and/or non-alcoholic drink?: No
- Do you intend to sell and/or give away alcohol?: No
- Do you intend to hold a raffle?: No
- Do you intend to hold a monetary collection?: No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event?: Yes
- Provide further details: Posters /banners will be removed straight after the event
- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: No
- Do you intend to have heavy equipment?: Yes
- Provide further details (as heavy equipment may damage the ground): Only the trucks for the rides
- Do you or your contractors/suppliers/participants/vendors propose to use generators?: Yes
- Provide further details (including how many and what fuel will be used.): To power the rides
- Do you wish to make any ground markings?: No
- Do you require pavilions or changing facilities?: No
- Do you require any action to be taken by RBC?: No

Page: Vehicles & Parking

- Do you intend to use part of the site for car parking for the attendees/general public?: No

Page: Toilets arrangement

- Are you hiring toilets for the event?: No
- Explain what the toilet arrangements will be: We provide Our own toilets
- Explain what provision there will be for accessible toilets for people who are disabled.: We have disable toilets

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes

- First name: Kyle
 - Last name: Beach
 - On behalf of: Beach's funfair
-

Runnymede BC use only

Authorised?

Deposit required?

Amount?

Fee required?

Amount?

Other permission required?

Granted?

Inform local Councillors?

CC

Notes

Authorising manager to sign

Date

Lisa Harrington

From: noreply@runnymede.gov.uk
Sent: 21 January 2024 17:33
To: Events
Subject: [EXTERNAL] Holding events in our parks application form - submitted

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Page: Introduction

- I have read the privacy policy: Yes

Page: About the event

- Name of organisation or person holding the event: Fantasia Productions ltd
- Name of the event: Circus Fantasia
- Start date of the event: Wed 12th Jun 2024
- Finish date of the event: Sun 16th Jun 2024
- Location: Englefield Green
- Brief description of the event/activities planned: Traditional non animal family orientated circus

Page: Your contact details

- First name: Matthew
- Last name: Wingate
- What is your connection with the organisation hiring the venue?: Director
- Correspondence address: Unit B3 First Floor, Kingfisher House, Kingsway North, Team Valley, Gateshead, NE11 0JQ
- Contact number: [REDACTED]
- Email address: [REDACTED]
- Contact details for the day of the event
 - First name: matthew
 - Last name: Wingate
 - Telephone number: [REDACTED]
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?: Yes
- Contact name and number to be given to the public
 - First name: Ticketsource
 - Last name: Booking
 - Telephone number: 08446939991

Page: Type of event

- What type of event is it?: Other type of event
- Name of the event: Circus
- Date and time of the event
 - Do you need any preparation days/non-operational days before the start of the event?: Yes
 - What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?: Sat 8th Jun 2024
 - Number of preparation/non-operational days: 4
- Event day(s)/operational day(s)
 - First day of your event: Wed 12th Jun 2024
 - Start time of event: 5pm
 - Finish time on the first day: 9.30pm
 - Last date of the event: Sun 16th Jun 2024
 - Start time on last day: 12 noon
 - Finish time on the last day: 6pm
 - Number of event days/operational days: 5
- Do you need any clearing up/break down days/non-operational days after the event?: No

Page: About the activities at your event - part 1

- Is the event free to attend?: No
- Give further details on the cost to attend: from £9.50p
- Approximate total number of people expected to attend over the course of the event: 2000
- Approximate number of people expected to be onsite at any one time: 300
- Do you intend to erect stalls to sell items or for displays, games or amusements?: No
- Do you intend to have funfair/fairground rides?: No
- Do you intend to have bouncy castles or other inflatable devices?: No
- Do you intend to have fireworks/pyrotechnics?: No
- Do you intend to have arena displays?: No
- Do you intend to have sporting activities or demonstrations?: No

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music?: Yes - both live and pre-recorded music
- Provide further details: Background music incidental with the circus acts. Music only played within the big top, at sensible levels weekdays showtimes 5pm to 9.30pm weekends showtimes 12noon to 7pm
- Do you intend to use PA/amplifying equipment for anything other than music?: No
- Do you intend to hold other forms of entertainment?: Yes
- Provide further details: Circus acts Circus de regulated from the licencing act in 2013
- Do you intend to involve or use any animals?: No
- Do you intend to sell and/or give away food and/or non-alcoholic drink?: Yes
- Provide further details: We sell traditional circus food items chips, pre cooked hotdogs, popcorn, candy floss, hot and cold drink and ice cream.
- Do you intend to sell and/or give away alcohol?: No
- Do you intend to hold a raffle?: No
- Do you intend to hold a monetary collection?: No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event?: Yes
- Provide further details: Our advertising is done in accordance of section 3f town and country planning act, (control of advertisement regulations). But generally roadside advertising boards and posters in shops/ businesses.
- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: Yes
- Provide further details: 1 x circus tent 30 metre diameter 1 x foyer tent 8metre x 14 metre
- Do you intend to have heavy equipment?: No
- Do you or your contractors/suppliers/participants/vendors propose to use generators?: Yes
- Provide further details (including how many and what fuel will be used.): 1 x 100 kva super silent diesel generator- operating 8.30am to 11.30pm 1 x 40 kva super silent diesel generator (standby) Operating showtimes only
- Do you wish to make any ground markings?: Yes
- Provide further details: Simple white marks on floor, using specialist temporary ground line marking paint
- Do you require pavilions or changing facilities?: No
- Do you require any action to be taken by RBC?: No

Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight.: All supporting circus vehicles to remain onsite from start to finish. approx 14 lorries between 7.5ton to 44 ton 12 trailers 10 caravans
- Do you intend to use part of the site for car parking for the attendees/general public?: Yes

Page: Toilets arrangement

- Are you hiring toilets for the event?: No
- Explain what the toilet arrangements will be: We have our own public toilet trailer
- Explain what provision there will be for accessible toilets for people who are disabled.: We have a disabled toilet

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes
- First name: matthew
- Last name: wingate
- On behalf of: Fantasia Productions ltd

Runnymede BC use only

Authorised?



Application to Hold An Event in a Runnymede Borough Council Park

The Council take your privacy seriously. We hold and process all personal information in line with data protection legislation. You can find out how we manage and process your data in our [privacy policy](#) on our website.

Please be aware that we need to ask you a lot of questions about your event in order to decide if we can permit the hire of the Council's land. The larger your event and the more activities you are proposing, the longer this form will take to complete.

If you would like to check if the intended park is available on the day(s) of your event before completing the form, please email events@runnymede.gov.uk

The application form **does not give you permission** to run an event. It helps us determine whether the Council can give permission to hire the land, the minimum level of indemnity of Public Liability Insurance you will need and the conditions of use we may attach.

About the Event

EGVRA

Name of organisation or person holding the event:

Name of the event:

Start date of the event: Final date of the event:

Please note that you will be asked later in this form if you require additional days either side of the event day(s) to set up or break down.

Location: Please tick one	<input type="checkbox"/>	Abbeyfields	<input type="checkbox"/>	Ottershaw Park
	<input type="checkbox"/>	Chertsey Recreation Ground	<input type="checkbox"/>	Runnymede Meadows
	<input checked="" type="checkbox"/>	Englefield Green	<input type="checkbox"/>	Runnymede Pleasure Ground
	<input type="checkbox"/>	Heathervale Park	<input type="checkbox"/>	Victory Park
	<input type="checkbox"/>	Homewood Park		
	<input type="checkbox"/>	Other location please state	<input type="text"/>	
	<input type="checkbox"/>			

Please give a very brief description of the event/activities planned. You will be asked for more detailed information later in this form.

A daytime family friendly event. There will be an arena with display events and a mixture of charity, commercial and food stalls around the arena.

Your Contact Details

Please give contact details for the person who is organising/requesting this booking

First name: Surname:

What is your connection with the organisation hiring the venue?
Eg Treasurer, Secretary, Committee Member

Correspondence address for the purpose of this application:

What phone number can we contact

you on?
What email address can we use to contact you?

[Redacted]

Please give the name and telephone number for a person who the Council can contact on the day(s) of the event, if necessary.

Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you/your organisation regarding the event?

	No	<input checked="" type="checkbox"/> Yes please state	
		[Redacted]	

What type of event is it?

Please refer to the definitions on page 9. Please tick only one box:

Community Event

Charity Event - Charity name: _____
Charity number: _____

Other fund-raising event
Please give details _____

Fun fair

Commercial event

Private or corporate event

Other type of event
Please give details _____

Date & Time of the Event

Do you need any preparation days/non-operational days before the start of the event?

No
please go to the next question

Yes
What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?

Number of preparation/non-operational days:

Event day(s)/operational day(s)

What is the first day of your event?	<input type="text" value="21 106 124"/>	What is the last day of your event?	<input type="text" value="22 106 124"/>
Start time:	<input type="text" value="11.00am"/>	Start time:	<input type="text" value="7.00am"/>
Finish time:	<input type="text" value="9.00pm"/>	Finish time:	<input type="text" value="7.00pm"/>

Number of event/operational days:

Do you need any clearing up/break down days/non-operational days after the event?

No
please go to the next question

Yes
What is the last day you need for clearing up and breaking down the site? This is the date the hire will end and you will leave the site.

Number of break down/non-operational days:

About the activities at your event

Q1 Is the event free to attend? Yes - go to Q2 No

If no, give details about the cost to attend, e.g. ticket prices

Q2	Approximate total number of people expected to attend over the course of the event?	3000
Q3	Approximate number of people expected to be onsite at any one time?	499

Q4 Do you intend to erect stalls to sell items or for displays, games or amusements? Yes No - go to Q5

If yes, give details, including approximately how many stalls and the type of stall (eg what they will be exhibiting/selling)

Q5 Do you intend to have funfair/fairground rides? Yes No - go to Q6

If yes, give details.

Q6 Do you intend to have bouncy castles or other inflatable devices? Yes No - go to Q7

If yes, give details of each inflatable.

Q7 Do you intend to have fireworks/pyrotechnics? Yes No - go to Q8

If yes, give details

Q8 Do you intend to have arena displays? Yes No - go to Q9

If yes, give details

Q9 Do you intend to have sporting activities or demonstrations? Yes No - go to Q10

If yes, give details

About the activities at your event (continued)

- Q10 Do you intend to have live or pre-recorded music? *Please select one.*
- No music - go to Q11
 Yes - pre-recorded music only
 Yes - live music only
 Yes - both live and pre-recorded music

Give details of the music, including how the it is to be transmitted and the times that music will be played

*Egham brass band will give 2 performances
Recorded music to accompany the Maypole
and children's dance group. PA system music.*

- Q11 Do you intend to use PA/amplifying equipment for anything other than music?
- Yes
 No - go to Q12

If yes, give details

There will be a professional person announcing events

- Q12 Do you intend to hold other forms of entertainment, e.g.: dancing, gymnastics, plays etc?
- Yes
 No - go to Q13

If yes, give details

*There will be children's dance displays
and a children's Maypole demonstration.*

- Q13 Do you intend to involve or use any animals?
- Yes
 No - go to Q14

If yes, give details, including approximate number of each type of creature, what purpose they will be there for (e.g. display, rides), how they will be contained and any special requirements.

*Professional Birds of Prey display
Professional Dogs and Geese display.
- all animals will be professionally contained.
A dog show - owners responsible for owned dogs
Donkey Rides away from main arena.*

- Q14 Do you intend to sell and/or give away food and/or non-alcoholic drink?
- Yes
 No - go to Q15

If yes, give details, including whether the food will be hot, cold or both

*Hot and cold food provided by food professionals.
Local scouts will provide tea/cakes/burgers.*

- Q15 Do you intend to sell and/or give away alcohol?
- Yes
 No - go to Q16

If yes, give details:

The Cricket Club will run a bar from outside the club, sell Pimms & Prosecco on the Green

- Q16 Do you intend to hold a raffle?
- Yes
 No - go to Q17
- If yes, will you be selling raffle tickets in advance of the event, on the day, or both?
- On the day of the event only
 In advance of the event only
 Both in advance and on the day

- Q17 Do you intend to hold a monetary collection?
- Yes
 No - go to Q18

If yes, give details

- Q18 Do you intend to erect advertising banners or posters on the event site in advance of the event?
- Yes
 No - go to Q19

If yes, give details:

Posters will be put on local notice boards.

About the activities at your event (continued)

Q19 Do you intend to film this event, whether by drone or otherwise? Yes No - go to Q20

If yes, give details:

Q20 Do you intend to erect marquees, tents or gazebos? Yes No - go to Q21

If yes, give details

EGVRA will erect small gazebos for silent auction and their own literature. Scouts will erect marquees to sell food/drink.

Q21 Do you intend to have heavy equipment, eg staging or gantries? Yes No - go to Q22

If yes, give details as heavy equipment may damage the ground.

Q22 Do you or your contractors/suppliers participants/vendors intend to use generators? Yes No - go to Q23

If yes, give details, including how many and what fuel will be used.

2 generators to be used on The Green Children's ride, provider also brings a generator

Q23 Do you intend to make any ground markings? Yes No - go to Q24

If yes, give details.

The stall pitches will be marked out with spray paint.

Q24 Do you require use of Council pavilions, changing facilities etc? Yes No - go to Q25

If yes, give details of what is required. Please note charges may apply.

The Cricket Club will be used to run the bar. It will not be open to the public.

Q25 Do you require any action to be taken by RBC, e.g.: grass cut or other grounds maintenance work? Yes No - go to Q26

If yes, give details of what is required

Grass cutting, bins need emptying - the week prior to the fair

Q26 Give details of any activities not already mentioned:

Fair Rep
EGVRA runs a silent auction on the day. Vouchers donated by local businesses go to highest bidder

Vehicles & Parking

Please provide details of the approximate number, weight & size of delivery vehicles and/or participating

Children's rides come on large vehicles for setup. There will be a classic

vehicles and whether they intend to remain on site overnight.

car display - Stallholders have cars for set up.

Do you intend to use part of the site for car parking for the attendees/general public?

Yes

No

Stallholders park cars behind their stall - No movement -

Toilets allowed on the green for the duration of the fair except for classic cars who come into the area at the end of the fair. You will be required to ensure that there are adequate toilet/welfare facilities for the duration of your event, including set-up and de-rig.

Are you hiring toilets for the event?

Yes - How many and of which type?

6 portaloos and 1 disabled portaloos

No - If you are not hiring toilets, please explain what the toilet arrangements will be

What provision will there be for accessible toilets for people with disabilities?

Disabled portaloos on the green.

Organiser's Declaration

I/we would like to apply for permission to hold the above event on Runnymede Borough Council land.

Please tick this box to confirm that you have read and understood the event hire terms and conditions.

Name:

Wendy Locker

Signature:

[Redacted Signature]

On behalf of:

EGVRA - Englefield Green Village Residents Association

If applying on behalf of an organisation, give the name of the organisation

Date:

18 / 1 / 24

Privacy statement

More information on how we collect and use your personal data and the control you have over it is available on the [Parks, Allotments, Pitch Bookings, Events and Cemeteries privacy notice](#) - Runnymede Borough Council on the Council's website.

If your event needs to be discussed by the Runnymede Safety Advisory Group (SAG), your personal data might be shared with other government bodies including:

- The Emergency Services (Surrey Police, Surrey Fire and Rescue Service and South East Coast Ambulance Service), regarding your plans in the event of an emergency
- Surrey County Council, regarding issues with the Highway

Lisa Harrington

From: noreply@runnymede.gov.uk
Sent: 31 January 2024 19:25
To: Events
Subject: [EXTERNAL] Holding events in our parks application form - submitted

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Page: Introduction

- I have read the privacy policy: Yes

Page: About the event

- Name of organisation or person holding the event: Beach's funfair
- Name of the event: Beach's funfair
- Start date of the event: Fri 20th Sep 2024
- Finish date of the event: Sun 22nd Sep 2024
- Location: Englefield Green
- Brief description of the event/activities planned: Come on site 16th operate 20th-22nd leave site 23rd September

Page: Your contact details

- First name: Kyle
- Last name: Beach
- What is your connection with the organisation hiring the venue?: Partner(owner)
- Correspondence address: 2a Fairfields, Free Prae Road, Chertsey, KT16 8EA
- Contact number: 0790827925
- Email address: Beachsfunfair@hotmail.com
- Contact details for the day of the event
 - First name: James
 - Last name: Beach's
 - Telephone number: 07901894992
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?: Yes
- Contact name and number to be given to the public
 - First name: Kyle
 - Last name: Beach
 - Telephone number: 0790827925

Page: Type of event

- What type of event is it?: Fun fair
- Date and time of the event
 - Do you need any preparation days/non-operational days before the start of the event?: Yes
 - What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?: Mon 16th Sep 2024
 - Number of preparation/non-operational days: 4
- Event day(s)/operational day(s)
 - First day of your event: Fri 20th Sep 2024
 - Start time of event: 1pm
 - Finish time on the first day: 9.30pm
 - Last date of the event: Sun 22nd Sep 2024
 - Start time on last day: 1pm
 - Finish time on the last day: 8pm
 - Number of event days/operational days: 3
- Do you need any clearing up/break down days/non-operational days after the event?: Yes
- Last non-operational day you need for clearing up and breaking down the site: Mon 23rd Sep 2024
- Number of break down/non-operational days: 1

Page: About the activities at your event - part 1

- Is the event free to attend?: Yes
- Approximate total number of people expected to attend over the course of the event: 1000
- Approximate number of people expected to be onsite at any one time: 300
- Do you intend to erect stalls to sell items or for displays, games or amusements?: No
- Do you intend to have funfair/fairground rides?: Yes
- Do you intend to have bouncy castles or other inflatable devices?: Yes
- Do you intend to have fireworks/pyrotechnics?: No
- Do you intend to have arena displays?: No
- Do you intend to have sporting activities or demonstrations?: No

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music?: No music
- Do you intend to use PA/amplifying equipment for anything other than music?: No
- Do you intend to hold other forms of entertainment?: No
- Do you intend to involve or use any animals?: No
- Do you intend to sell and/or give away food and/or non-alcoholic drink?: No
- Do you intend to sell and/or give away alcohol?: No
- Do you intend to hold a raffle?: No
- Do you intend to hold a monetary collection?: No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event?: Yes
- Provide further details: Posters and banners Will be removed after the event

- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: No
- Do you intend to have heavy equipment?: No
- Do you or your contractors/suppliers/participants/vendors propose to use generators?: Yes
- Provide further details (including how many and what fuel will be used.): Power the rides
- Do you wish to make any ground markings?: No
- Do you require pavilions or changing facilities?: No
- Do you require any action to be taken by RBC?: No

Page: Vehicles & Parking

- Do you intend to use part of the site for car parking for the attendees/general public?: No

Page: Toilets arrangement

- Are you hiring toilets for the event?: No
- Explain what the toilet arrangements will be: We supply our own toilets
- Explain what provision there will be for accessible toilets for people who are disabled.: We supply our own disabled toilets

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes
- First name: Kyle
- Last name: Beach
- On behalf of: Beach's funfair

Runnymede BC use only

Authorised?

Deposit required? Amount?

Fee required? Amount?

Other permission required? Granted?

Inform local Councillors?

CC

Notes

Authorising manager to sign

Date

Lisa Harrington

From: noreply@runnymede.gov.uk
Sent: 14 February 2024 14:39
To: Events
Subject: [EXTERNAL] Holding events in our parks application form - submitted

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Page: Introduction

- I have read the privacy policy: Yes

Page: About the event

- Name of organisation or person holding the event: Horton's Steam Fair Ltd
- Name of the event: Vintage Fairground
- Start date of the event: Sat 21st Sep 2024
- Finish date of the event: Sun 22nd Sep 2024
- Location: Englefield Green
- Brief description of the event/activities planned: Top quality vintage Fairground

Page: Your contact details

- First name: James
- Last name: Horton
- What is your connection with the organisation hiring the venue?: Director
- Correspondence address: [REDACTED]
- Contact number: [REDACTED]
- Email address: James@hortonssteamfair.co.uk
- Contact details for the day of the event
 - First name: James
 - Last name: Horton
 - Telephone number: [REDACTED]
- Is there a name and contact phone number and/or email address that we can give to members of the public if they wish to get in touch with you regarding the event?: Yes
- Contact name and number to be given to the public
 - First name: James
 - Last name: Horton
 - Telephone number: [REDACTED]

Page: Type of event

- What type of event is it?: Fun fair
- Date and time of the event
 - Do you need any preparation days/non-operational days before the start of the event?: Yes
 - What is the first day you and/or your contractors/suppliers need to enter the site to start preparing?: Mon 16th Sep 2024
 - Number of preparation/non-operational days: 5
- Event day(s)/operational day(s)
 - First day of your event: Sat 21st Sep 2024
 - Start time of event: 12.00
 - Finish time on the first day: 22.00
 - Last date of the event: Sun 22nd Sep 2024
 - Start time on last day: 12.00
 - Finish time on the last day: 21.00
 - Number of event days/operational days: 2
- Do you need any clearing up/break down days/non-operational days after the event?: Yes
- Last non-operational day you need for clearing up and breaking down the site: Tue 24th Sep 2024
- Number of break down/non-operational days: 2

Page: About the activities at your event - part 1

- Is the event free to attend?: Yes
- Approximate total number of people expected to attend over the course of the event: 3000
- Approximate number of people expected to be onsite at any one time: 500
- Do you intend to erect stalls to sell items or for displays, games or amusements?: Yes
- Provide further details: Vintage fairground rides and games stalls
- Do you intend to have funfair/fairground rides?: Yes
- Provide further details: As Above
- Do you intend to have bouncy castles or other inflatable devices?: No
- Do you intend to have fireworks/pyrotechnics?: Yes
- Provide further details: Free to enter firework display Saturday evening provided by specialist professional.
- Do you intend to have arena displays?: No
- Do you intend to have sporting activities or demonstrations?: No

Page: About the activities at your event - part 2

- Do you intend to have live or pre-recorded music?: Yes - pre-recorded music only
- Provide further details: Mechanical organ music plus amplified music on some rides.
- Do you intend to use PA/amplifying equipment for anything other than music?: No
- Do you intend to hold other forms of entertainment?: No
- Do you intend to involve or use any animals?: No
- Do you intend to sell and/or give away food and/or non-alcoholic drink?: Yes
- Provide further details: Traditional fairground food, hot dogs, Burgers, Candy Floss.
- Do you intend to sell and/or give away alcohol?: No
- Do you intend to hold a raffle?: No
- Do you intend to hold a monetary collection?: No

Page: About the activities at your event - part 3

- Do you wish to erect advertising banners/posters on the event site in advance of the event?: Yes
- Provide further details: Advertising boards all to be agreed with yourselves.
- Are you planning to film this event, whether by drone or otherwise?: No
- Do you intend to erect marquees, tents or gazebos?: No
- Do you intend to have heavy equipment?: Yes
- Provide further details (as heavy equipment may damage the ground): Lorries transporting the rides.
- Do you or your contractors/suppliers/participants/vendors propose to use generators?: Yes
- Provide further details (including how many and what fuel will be used.): Three Diesel generators to power rides and lights
- Do you wish to make any ground markings?: No
- Do you require pavilions or changing facilities?: No
- Do you require any action to be taken by RBC?: No

Page: Vehicles & Parking

- Please provide details of the approximate number, weight & size of delivery vehicles and/or participating vehicles and whether they intend to remain on site overnight.: 10 lorries, maximum axle weight 9 tonnes. Ground protection mats will be used if necessary. Vehicles will remain on site for the duration of the event.
- Do you intend to use part of the site for car parking for the attendees/general public?: No

Page: Toilets arrangement

- Are you hiring toilets for the event?: Yes
- Number of toilets: 5
- Type of toilets: Standard event toilets
- Explain what provision there will be for accessible toilets for people who are disabled.: Special unit

Page: Organiser's declaration

- I have read and understood the event hire terms and conditions dated 7 December 2023: Yes
- First name: James
- Last name: Horton
- On behalf of: Horton's Steam Fair Ltd

Runnymede BC use only

Authorised?

Deposit required? Amount?

Fee required? Amount?

From: [Helen Maan](#)
Sent: 27 February 2024 11:14
To: [Events](#)
Subject: [EXTERNAL] RE: references for Beach's funfair

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Good Morning

1. Are you able to confirm that Beach's funfair has held an event on your land in the last two years (if you are able to give the month and year of the event, that would be very helpful)

Yes on several occasions

2. Can you confirm that you have not encountered difficulties when Beach's funfair has used your land?

No particular issues

3. Have Beach's funfair caused any damage to your land that was **not** rectified by the time they left site?

No, they are very careful with vehicle movements to reduce ground damage

4. If the answer to question 3 is yes, did Beach's funfair either repair the damage or reimburse the Council's costs in having the land repaired?

Please let me know if you have any further queries

Regards
Helen Maan

Helen Maan, Leisure & Facilities Officer, Horley Town Council
Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ



www.horleysurrey-tc.gov.uk; <http://twitter.com/horleyTC>

For regular updates and information, please sign up to the Newsletter from the Home Page on the HTC website shown on the link [here](#).

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Please think of the environment before printing this e-mail.



From: [Cubbage, Dan](#)
Sent: 27 February 2024 11:00
To: [Events](#)
Subject: [EXTERNAL] RE: references for Beach's funfair

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Hi Lisa,

Many thanks for getting in touch.

We'd be happy to provide a reference for Beaches Fun Fair.

1. Are you able to confirm that Beach's funfair has held an event on your land in the last two years (if you are able to give the month and year of the event, that would be very helpful) We've hosted Beaches fair in the borough for much over a decade and book them annually to return to Palmer Park during the May half term dates. Additional to these dates, following a successful trial at the end of October 2023, we'll now also be hosting them annually during the October Half term for fun fair and fireworks too.
2. Can you confirm that you have not encountered difficulties when Beach's funfair has used your land? I've managed the contract with Beaches Fair since 2017 and have not had any difficulties with them, nor do I know of any difficulties encountered before this date. Jimmy and Kyle are both easily contactable while they're on site and are always keen to resolve any minor issues that may arise immediately (noise from attractions etc).
3. Have Beach's funfair caused any damage to your land that was **not** rectified by the time they left site? We complete post site inspections with Kyle following the egress of the fair and any remedial works are completed by them. We'll inspect the work completed and if it is not to satisfactory standard, RBC will complete any outstanding ground repair and invoice Beaches. This is stipulated within the contract we issue to them and they're normally considerate of the grounds and ensure any damages are repaired.
4. If the answer to question 3 is yes, did Beach's funfair either repair the damage or reimburse the Council's costs in having the land repaired? **Answered above**

Overall, Beaches Fair are a pleasant company to deal with and always present us with ADIPS and relevant documentation when requested. They're generally respectful of the grounds and are considerate of local residents when it comes to any noise issues (they even completed a letter drop to residents during the trial in October which was well received)

Please let me know if you require any further information from us.

Kind regards,

Dan Cubbage
Events & Filming Manager
Communications | Directorate of Resources

Reading Borough Council
Civic Offices, Bridge Street, Reading, RG1 2LU

[Website](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

From: Events <events@runnymede.gov.uk>
Sent: Monday, February 26, 2024 3:51 PM
To: Cubbage, Dan [REDACTED]
Subject: references for Beach's funfair

Warning!
For the attention of

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From: [Nikki Syers](#)
Sent: 11 March 2024 13:04
To: [Events](#)
Subject: [EXTERNAL] RE: FAO Nikki Sayers re references for Beach's funfair

Follow Up Flag: Follow up
Flag Status: Completed

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Hello Lisa

Please accept my apologies for the delay in getting back to you about this, please see below answers to your questions, do not hesitate to contact me if you have any further queries.

1. Are you able to confirm that Beach's funfair has held an event on your land in the last two years (if you are able to give the month and year of the event, that would be very helpful) **Beach's funfair have been coming to us for a few years now, there previous visits have been in Oct 21, July 22, March 23, July 23,**
2. Can you confirm that you have not encountered difficulties when Beach's funfair has used your land? **None, they are always respectful, clean and tidy when they are here.**
3. Have Beach's funfair caused any damage to your land that was **not** rectified by the time they left site? **None**
4. If the answer to question 3 is yes, did Beach's funfair either repair the damage or reimburse the Council's costs in having the land repaired? **N/A**

Hope this helps, we have never encountered any problems with Beach's funfair, they have been a lovely company to deal with.

Kind Regards
Nikki Syers
Venues & Bookings Manager
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Visit our new website <http://www.theoakwoodcentre.com/default.aspx>

You can also find us on Facebook & Twitter

From: [Leisure](#)
Sent: 01 March 2024 10:26
To: [Events](#)
Subject: [EXTERNAL] RE: FAO Samantha Watson re references for Beach's funfair

CAUTION: This email originated from an external sender. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good Morning Lisa,

Thank you for your email, in response to your queries:

1. Are you able to confirm that Beach's funfair has held an event on your land in the last two years (if you are able to give the month and year of the event, that would be very helpful) - Beach's Funfair are regular hirers within Elmbridge and have so far booked several events with us during 2024. They have been regular hirers in Elmbridge for several years Their last booking with us was in Feb 2024.
2. Can you confirm that you have not encountered difficulties when Beach's funfair has used your land? The beaches are very understanding and work well with guidance given to them, we find being open and transparent and laying out expectations is very useful with them, we also find requesting supporting documentation early helps as they are very busy, other than this no difficulties to report.
3. Have Beach's funfair caused any damage to your land that was **not** rectified by the time they left site? No damage has been caused whilst Beach's have held their funfairs with us, They always leave the area as they found it and go above and beyond to ensure there is no litter/damage remaining.
4. If the answer to question 3 is yes, did Beach's funfair either repair the damage or reimburse the Council's costs in having the land repaired?

Kind Regards,

Danielle Watts
Customer Operations Adviser

Customer Operations and Transformation team

contactus@elmbridge.gov.uk | 01372474474 | www.elmbridge.gov.uk
Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey, KT10 9SD

APPLICATION FOR THE USE OF COUNCIL OWNED LAND

1. Name of organisation
EGVRA
2. Contact name/name of organiser
Genevieve Neilson
3. Name of event
The Easter Egg Hunt
4. Correspondence address for the purpose of this application
EGVRA c/o the Village Centre , 68,Victoria Street Englefield Green TW20 0QX
5. E-mail address
contact@englefieldgreen.org
6. Telephone number of the person responsible for the application
[REDACTED]
7. Telephone number for a contact for the duration of the event
[REDACTED]
8. Contact name and number for members of the public
Genevieve Neilson [REDACTED]
9. Date of event
03/04/2024

Date/time of setup
03/04/2024 12noon

Date/time of takedown
03/04/2024 16.30 hrs
10. Time of event
13.00 to 16.00hrs
11. Proposed venue
Village Green, Englefield Green

12. Nature of the event. Please supply as much information as possible.

- a. Stalls? Provide details of each stall such as type and size, and send a copy any ADIPS certificate.
none
- b. Activities? Give details of all of the activities with details of the equipment you intend to use for each activity.
Wooden Easter egg hunt. There will be one popup table as the starting post. Decorations will be positioned around the green. Entrants will be given a simple map to find the eggs which will have names on that need to be written down. The eggs will remain in position until the end of the event.
- c. Rides? List each ride and send a copy of the ADIPS certificate for each ride.
none
- d. Music? Please provide details of the type of music (live/recorded), and how the music is to be transmitted, and the times that music will be played.
none
- e. Animals? Give the number of each animal, how they will be contained, and any special requirements.
none
- f. Vehicles? List details of the size of each vehicle which will need access to the land.
none
- g. Generators? State how many generators and the type of generator.
none
- h. Toilets? How many, and what type of toilets will you be having?
none
- i. Inflatables? Please provide details of each inflatable. You will need to check their PIPA registration.
none

13. How many people are you expecting to attend at any given time?

10-20

14. Please send us a copy of your public liability insurance.

Attached?

15. Do you require any action to be taken by us (e.g. hay cut, grass cut etc)?

no

For internal use only:

Authorised?

Deposit required?

Amount of deposit

Fee required?

Amount of fee

Other permission required?

Other permission granted?

Inform local councillors?

CC

Notes

From: [REDACTED]
Sent: 22 March 2024 16:08
To: Helen.clark@runnymede.gov <Helen.clark@runnymede.gov>
Cc:
Subject: Easter Egg Hunt on Englefield Green April 12th

Dear Helen Clark

The Englefield Green Shop CIC would like to host a fun event during the Easter holidays on our village green in Englefield Green.

We are a group of volunteers and artisans running a community interest shop with any profits to be put back into the village with EGVRA as mentor.

We are hoping our shop becomes a hub for local residents to purchase pre loved clothes, books, games and display local artists work for sale and run regular workshops for children and adults.

We want residents to feel included and proud to have a shop working for the good of the village and this event is to promote who we are and what we can offer our community. Entrants can buy a map from The Englefield Green Shop or on the day on the Green. We will have 1 small table and couple of chairs

We plan to hide wooden decorated egg shapes around the green on Friday April 12th (initially we had chosen Wednesday 3rd but understand a committee needs to be consulted)

There will be a small charge of £2 to enter and a simple map to guide hunters who will jot down the names written on the eggs. We hope to run the event from 12 noon until 4pm. At the end of the event we will be putting all entries into a box and drawing 4 winners who will receive a prize each (possibly a chocolate egg or gift voucher for pottery painting). Every entrant will receive a small treat on the day.

If this event is successful we would love it to become a yearly event that families will look forward to during the Easter holidays.

Kind Regards
Genevieve Neilson

Runnymede Borough Council

Terms and Conditions of Hire of Open Spaces

Date 7 December 2023

Contents

1 – Definitions and Interpretation	3
2 - Payment and Deposit.....	3
3 - Refusal of Booking and Cancellation.....	4
4 - Use of the Venue	5
5 - Prohibitions - Things you are <i>not</i> permitted to do	7
6 - Health & Safety	7
7 - Indemnity and Insurance.....	8
8 - Fun Fairs, Fairground Rides and Amusement Devices	10
9 - Inflatables and Bouncy Castles	10
10 - Fireworks	11
11 - Advertisements	11
12 - Permits and Licences.....	12
13 - Toilets, Sanitation and Welfare Facilities.....	12
14 - Litter, Refuse and Waste.....	13
15 - Reinstatement.....	13
16 - Music and Noise	14
17 - Catering	14
18 - Electricity, Power and Generators.....	14
19 - Transport, Traffic Management and Parking	15
20 - Safeguarding	15
21 - Emergency Services	15
22 - Filming, Broadcasting and Television.....	16
23 - Property Not Removed After the Hiring Period	16
24 - Variations to Agreement.....	16

1 – Definitions and Interpretation

- 1.1 “Conditions” means these Booking conditions which shall form part of the contract between the Council and the Hirer.
- 1.2 “Council” and “The Council” means the Runnymede Borough Council and includes its successors in title.
- 1.3 “Due Date” means 28 days prior to the date of the Event.
- 1.4 “Event” means the purpose for which the Venue has been booked and includes any set-up and set-down time required.
- 1.5 “Hirer” means the company or the representative of the organisation booking the Event who pays any fees due under clause 2 below. This Booking is personal to the Hirer and may not be transferred or sublet to any other person.
- 1.6 “Corporate Head of Environmental Services ” means the Council’s Corporate Head of Environmental Services or equivalent role in title for the time being of the Council, or their duly authorised officer (s).
- 1.7 “Venue” means the location booked for the Event including the immediate surrounding area open to the public.
- 1.8 The “Booking” grants the Hirer the right to use the Venue on a specified date(s) and time(s) for the sole purpose of the ‘Event’, as agreed by the Council.
- 1.9 “Written Notice” is not to include email communication.
- 1.10 “Fun fair” and “fairground” means any fairground ride or similar plant designed to be in motion for entertainment purposes with members of the public on or inside it or any plant which is designed to be used by members of the public for entertainment purposes either as a slide or for bouncing upon, and includes swings, dodgems and other plant which is designed to be in motion wholly or partly under the control of, or to be put in motion by a member of the public
- 1.11 “Amusement Device” includes fairground rides, transportable structures entered by the public (e.g., haunted houses, arcades, tents and booths) and shooting galleries where hazardous projectiles are fired. Examples include, but are not limited to arcade, boats/pedalos, mobile climbing wall, coin-operated amusement device, funhouse with moving floors and slides, hoopla and similar stalls, hot dog stall, candy floss stall, self-drive vehicles e.g., dodgems or karts, shooting gallery (with either hazardous or non-hazardous projectiles), simulator, slide (e.g., helter skelter or astroslide), walk through (eg haunted house, horror maze, mirror maze), Wall of Death, water walkers.

2 - Payment and Deposit

Payment

- 2.01. When the Council agrees a hire, an invoice will be raised for the fee. Payment of the fee must be made in full within 14 days of the date of the invoice.
- 2.02. Payment of any additional fees must be made in full at least 28 days prior to the date of the Event.
- 2.03. If payment is not received in full by the stated date, the Council shall have the right to cancel the Booking immediately.
- 2.04. The Hirer will be liable for the full cost of the provision of any services (where available) by the Council, e.g., electricity, water, marking of pitches etc. over and above the hire charge for the Event.

Deposit

- 2.05. When the Council agrees a hire, an invoice will be raised for a deposit. Payment of the deposit must be made in full within 14 days of the date of the invoice.
- 2.06. Payment of any additional deposits must be made in full at least 28 days prior to the date of the Event.
- 2.07. If payment is not received in full by the stated date, the Council shall have the right to cancel the Booking immediately.
- 2.08. In the event of any damage or loss to the Venue, [including loss of keys in respect of removable bollards etc.] all or part of the deposit will be forfeited to make good any such damage or loss.
- 2.09. The Hirer will be liable for the full costs of any damage, so should this exceed the deposit the Council will issue an invoice.

3 - Refusal of Booking and Cancellation

Refusal of Booking and cancellation by the Council

- 2.10. The Council reserves the right to refuse any application for the hiring of a Venue without being required to give any reason for such refusal.
- 3.01. If payment of the fee and/or deposit is not received in full by the stated date, the Council shall have the right to cancel the Booking immediately.
- 3.02. If the Hirer fails to prove to the Council's satisfaction that the Event will be run safely, this may lead to the hire agreement being cancelled.
- 3.03. The Council reserves the right to withdraw permission to use the Venue. However, the Council will repay any deposits paid within 28 days of the cancellation but shall be under no liability for expense incurred or loss sustained by the Hirer as a result of the cancellation.
- 3.04. The Council shall have the right to, at short notice, cancel any Booking forthwith in the event of an emergency or in any other circumstances where it is deemed necessary. This may include but is not limited to extreme weather, raised terror threat levels or unforeseen damage to or closure of all or part of the Venue. At its discretion the Council will consider refunding part or all of any fees and charges already paid by the Hirer in respect of the Booking.

Cancellation by the Hirer

- 3.05. Notice of cancellation of the Booking by the Hirer must be given to the Council on at least four weeks' Written Notice sent by signed-for/tracked delivery and addressed to the Council's Corporate Head of Environmental Services. The effective date of the notice will be four weeks from the date of service. The date of service is deemed to be three working days from the date the notice is sent by the Hirer.
- 3.06. If cancellation of the Booking by the Hirer is made in accordance with clause 3.4 above, the Council will repay any deposits paid within 28 days but shall be under no liability for expense incurred or loss sustained by the Hirer as a result of the cancellation.
- 3.07. If cancellation of the Booking by the Hirer is not made in accordance with clause 3.4 above, the Hirer shall be liable to the Council for the whole of the hire charge together with any additional expenses incurred by the Council subject to the discretionary power of the Corporate Head of Environmental Services to vary this provision in appropriate cases.

- 3.08. Substitution and amendments to the Booking must be notified on four weeks' Written Notice sent by recorded delivery and addressed to the Council's Corporate Head of Environmental Services. The effective date of the notice will be four weeks from the date of service. The date of service is deemed to be three working days from the date the notice is sent by the Hirer. Upon receipt of such notice, the Corporate Head of Environmental Services reserves the right either to cancel the Booking or amend the hire fee as he/she considers appropriate. In the event of such cancellation, the Hirer shall be liable as stated in clause 3.5 above.
- 3.09. The Council does not accept responsibility for the non-arrival by the Due Date of application forms remittances or cancellations.

4 - Use of the Venue

Access

- 4.01. The Hirer is only permitted access to the Venue for the purposes of the Event at the times agreed with the Council.
- 4.02. Vehicular access and egress for the emergency services to the Venue **must** be maintained at all times during the Event.
- 4.03. Where possible the Venue shall remain accessible for public use during the Event. Closure of any areas must be agreed with the Council beforehand. In addition, the Hirer shall ensure that the Event takes place in a manner that is considerate and respectful of other users of the Venue.
- 4.04. The Hirer shall ensure that no vehicles are parked or driven across any public footpath located within the Venue.
- 4.05. The Hirer shall ensure that pedestrians are allowed unrestricted access along any public footpath or public right of way located within the Venue.
- 4.06. Authorised Council officers or Members shall be permitted entry to the Venue at all times during the period of hire for inspection purposes or checking adherence to these and other Conditions.

People

- 4.07. The Hirer is responsible for the supervision and control of Event participants, officials, visitors and spectators.
- 4.08. The Hirer is responsible for the administration, organisation and running of the Event and for having sufficient stewards and officials to fulfil these Conditions.
- 4.09. It is the responsibility of the Hirer to liaise with the Council's Corporate Head of Environmental Services and the Police regarding the impact the Event may have on traffic arrangements in the vicinity of the Venue. The Hirer agrees to comply with any requirements of the Corporate Head of Environmental Services, Surrey County Council and the Police regarding traffic management.
- 4.10. The Council reserves the right to refuse admission to or evict any person from the Venue.
- 4.11. The Council reserves the right to set a maximum limit for the number of persons attending the Event.

The Venue

- 4.12. The Hirer must at all times take good care of the Venue and will be responsible for any damage to the Venue or any part of it or any equipment or other property of the Council whether forming part of the hire or not.
- 4.13. The Hirer shall keep the Venue clean and tidy and shall ensure that the Venue is regularly litter picked during the Event.
- 4.14. The Hirer shall ensure that cricket squares and any other area so specified by the Council, are appropriately protected for the duration of the Event.
- 4.15. Adequate ground protection (boarding and/or stillages) must be placed under all items of heavy plant or other similar items of machinery to protect the ground surface(s) from damage.
- 4.16. Drip trays and/or bunds must be placed beneath all items of heavy plant or any device which could allow liquids to seep/drain onto the Council's land.
- 4.17. The Hirer shall not excavate or drill pinning holes into the Venue except with the prior written consent of the Council.
- 4.18. The Hirer shall not interfere with or attach anything to any item of park furniture e.g., trees, fences, benches or play equipment without consent from the Council.
- 4.19. The Hirer shall not bring, place or erect any sign furniture, fitting or structure nor place or fix any additional or decorative lighting in or on any parts of the Venue without the prior written consent of the Council.
- 4.20. The Hirer must not remove or obscure Council notices, signage or placards displayed on the Venue without the prior written consent of the Council.
- 4.21. The Hirer shall not interfere with or make any alteration to the layout or arrangement of the Venue without the prior written consent of the Council.
- 4.22. If the Hirer fails to perform any of its obligations set out in Clauses 4.12 to 4.21 inclusive, the Council reserves the right to perform any such obligations and any costs incurred by the Council in the performance of such obligations shall be borne by the Hirer.

High-flying objects

- 4.23. The Hirer must obtain prior consent from the Council and notify the Civil Aviation Authority if the Event will involve release of high flying objects or laser displays. The release of balloons and sky lanterns is strictly prohibited.
- 4.24. Use of drones, model aircraft and 'small unmanned aircraft' [defined by the Civil Aviation Authority as anything under 20kg in weight], is only permitted with prior consent from the Council. These and all other activities of this nature [including use of 'larger unmanned aircraft' defined by the Civil Aviation Authority as being above 20kg in weight] shall be in accordance with the Air Navigation Order (2016) or other legislation replacing/superseding this at the time of the Event. Any additional permissions required from the Civil Aviation Authority for such activities must be in place, and will be the responsibility of the Hirer to check and obtain.
- 4.25. If drones are to be used for filming purposes, the Hirer must also apply for a filming licence. Please see [Filming in Runnymede – Runnymede Borough Council](#) for more information.

Other

- 4.26. The Hirer will not allow at the Event any exhibition, performance or entertainment in which animals are or might be involved, unless previously agreed with the Council.

- 4.27. If your Event is to be held at Englefield Green, consent is required from Crown Estates and the Englefield Green Committee need to approve the application.
- 4.28. The property of the Hirer and the Hirer's agents must be removed at the end of the period of hire or by a time and date to be agreed with the Corporate Head of Environmental Services. The Council accepts no responsibility for any property left on the Venue before, during or after the hire period.

5 - Prohibitions - Things you are *not* permitted to do

- 5.01. The Hirer shall not stage or engage in any activities, e.g. catering, stalls, raffles and any other fund raising/income earning activities, that have not been stated on the original application form, without the prior written consent of the Council.
- 5.02. No commercial traders are permitted to trade at the Event without the prior written consent of the Council.
- 5.03. Due to the risk of fire, barbecues and all forms of cooking with naked flames are strictly prohibited, except under special arrangement.
- 5.04. The release of sky lanterns is strictly prohibited under all circumstances due to the risk of fire and the adverse effect on the environment.
- 5.05. Balloon releases are strictly prohibited under all circumstances due to the adverse effect on the environment.
- 5.06. Under the Animal Welfare Act 2006, it is an offence to give an animal as a prize to anyone under the age of 16, unless accompanied by an adult. No animal, fish, bird or other creature is to be given away as a prize at this Event to any person, regardless of their age.

6 - Health & Safety

- 6.01. The Hirer is legally responsible for ensuring all health and safety legislation relevant to Event staff, participants and the general public, is complied with during the Event. This includes the Construction (Design and Management) Regulations 2015.

Risk Assessment

- 6.02. The Hirer agrees to undertake a risk assessment of their activities to determine the control measures to avoid risk or reduce risk to acceptable levels and produce an appropriate safety plan as required for the Event, by the Council. These documents must be provided to the Council at least 12 weeks prior to the first day of the hire period..
- 6.03. The Hirer should ensure that the risk assessment is completed by a competent person, which could be someone from your organisation and does not necessarily an external health and safety consultant.
- 6.04. [Guidance](#) and a [sample template](#) you can use to record your risk assessment can be obtained from the Council's website. You are not obliged to refer to this guidance nor are you obliged to use this template.
- 6.05. The Hirer is responsible for ensuring that all participant organisations and contractors provide their own risk assessments and/or method statements where necessary. If requested, these must be provided to the Council.

Fire Risk Assessment

- 6.06. The Hirer must undertake a fire risk assessment for the Event and provide a copy of this to the Council at least 12 weeks prior to the first day of the hire period.
- 6.07. The Hirer shall ensure that all fire risks at the Event are identified and managed appropriately.
- 6.08. [Guidance](#) and a [sample template](#) you can use to record your fire risk assessment can be obtained from the Council's website, however you are not obliged to use this template

First Aid Provision

- 6.09. The Hirer must arrange adequate First Aid provision for the entirety of the Event, having regards to the nature of the Event, the activities taking place, the location and the duration of the Event.
- 6.10. The Hirer must provide a documented first aid plan to the Council least 12 weeks prior to the first day of the hire period.

Safety Advisory Group (SAG)

- 6.11. The SAG seeks to assure that Event organisers have planned for emergencies that might occur and that this is reflected in your documents.
- 6.12. The organiser(s) may be requested to attend one or more meetings of the SAG.
- 6.13. The purpose of SAG meetings is to discuss the Event in advance to help Event organisers consider all aspects of safety planning to ensure that the Event runs safely.

7 - Indemnity and Insurance

- 7.01. The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the Venue.
- 7.02. The Hirer is responsible for all safety aspects of the Venue prior to, during or subsequent to the Event and must accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person(s) in the Venue.
- 7.03. The Hirer agrees to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

Public Liability Insurance

- 7.04. The Hirer agrees to take out a policy of Public Liability Insurance [including products liability where appropriate] with a limit of indemnity at such level as required by the Council [currently a minimum of £5 million (five million pounds)] and produce satisfactory documentary evidence of such insurance to the Council. no less than 14 (fourteen) working days before the Event.
- 7.05. The Hirer will be required to produce satisfactory documentary evidence of the existence of Public Liability Insurance with a limit of indemnity at such level as required by the Council [currently a minimum of £5 million (five million pounds)] in respect of any contractors, performers, exhibitors, caterers and any other organisation operating in some capacity as part of the Event exhibitor, ground entertainer, sub-contractor, caterer or other participant which the Hirer has instructed or authorised to appear at the Event no less than 14 (fourteen) working days before the Event.

- 7.06. Failure to provide proof of insurance cover as required under clauses 8.4 and 8.5 no less than 14 (fourteen) working days before the Event **may lead to cancellation of the Event.**
- 7.07. If the Council does not receive a copy of the policy/policies no less than 14 (fourteen) working days before the Event, **the Council reserves the right to cancel the Event.**
- 7.08. Please note approval of the insurance policy by the Council does not operate as any form of guarantee of the adequacy or enforceability of the policy.

Satisfactory documentary evidence of the existence of Public Liability Insurance

- 7.09. Runnymede Borough Council will NOT accept an insurance Schedule alone; only an Insurance Policy Certificate or a 'Dear Sirs/To Whom It May Concern' Confirmation letter (a Confirmation Letter is an official letter or document of an agreement that has been arranged between the two parties for the type of cover required) is acceptable.
- 7.10. An Insurance Policy Certificate or a 'Dear Sirs/To Whom It May Concern' Confirmation letter must include:
- the details of the insurer and the insured policy reference
 - The name of the Insured, which must be your name or the name of your organisation
 - A clear reference to the policy being PUBLIC liability Insurance (not Employers' Liability or otherwise)
 - A limit of indemnity of at least £5 million.
 - a policy start date *on or before* the Event date
 - a policy expiry date *on or after* the Event date
 - details of the cover type and breakdown with significant information, such as exemptions and clauses.
 - A confirmation letter must be signed and dated on letterheaded paper.
- 7.11. The Council will not accept any of the following as proof of insurance:
- Policy schedule
 - Policy wording and summary
 - Statement of Fact
 - Terms and Conditions
 - Invoice and / or Receipt
 - Insurance Application and/or Quote
 - Renewal proposal
- 7.12. The Hirer and all participants should inform their insurance companies that the Event is taking place.
- 7.13. You should check insurance policies to ensure all your planned activities are covered. For example, use of inflatables (e.g., bouncy castles) is often excluded from standard policies.
- 7.14. Depending upon the nature of your organisation and the proposed Event, other insurances may also be required.
- 7.15. If a performer or participant does not have their own Public Liability insurance, do not assume that they will be covered by your (the Organiser's/Hirer's) insurance policy – contact your insurers to clarify the situation.
- 7.16. You are advised to make absolutely certain that your Organisation's insurance policy will cover you against any liability under this indemnity. It might be the case that the organisers of the Event and/or the Managing Committee of your Organisation may be held to be personally liable for any incident arising out of the Event.

Employers' Liability Insurance

7.17. With certain exceptions, any business or organisation with employees is required by law to have Employers' Liability insurance. As an Event organiser it is recommended that you check that contractors, stallholders etc. have this in place.

8 - Fun Fairs, Fairground Rides and Amusement Devices

- 8.01. Some activities will require specialist consideration and permission to be granted, examples are given below. It is advisable to seek guidance from the Council if you are unsure whether a particular activity is permitted. Remember to record details of these in the risk assessment and/or Event Management Plan.
- 8.02. The Council must be notified **at least 3 months in advance** if funfair rides are proposed as part of the Event. As a minimum you will need to obtain copies of the following documentation from the operator and provide them to the Council:
- Public liability insurance with a minimum limit of indemnity of £10 million for each ride stall and device.
 - Risk assessments for **each** ride, stall and device.
 - **Amusement Devices Inspection Procedures Scheme (ADIPS)** or other relevant safety certification where necessary for all rides, stalls and devices.
 - Inspection logbook for all rides, stalls and devices. It is also advisable to check the HSE website for any prohibition/improvement notices served against specific rides or operators or alternatively request a copy of their accident record.
- 8.03. You may also consider collecting further information from funfair operators, for example weights (to ensure that the weight of the rides/vehicles does not damage underground pipes etc.), dimensions (to ensure they will be able to access the site and there is adequate space for the rides to operate safely), the number of people allowed on a ride and details of the vehicles being brought on site. We have provided a template you may wish to use to record and keep track of these for each ride, stall or device.
- 8.04. Consider access to the Venue for large vehicles, and the siting of individual attractions to ensure they are a safe distance apart. Attractions should be inspected before opening and then daily if the Event lasts more than one day. Ride operators/attendants will need to be suitably trained and you should request to see evidence of this.
- 8.05. Best practice on fairground operation is detailed in Fairgrounds and amusement parks: Guidance on safe practice, published free of charge on the [HSE website](#).
- 8.06. Drip trays must be placed beneath all items of heavy plant, fairground equipment or any device which could allow liquids to seep/drain onto the Council's land.
- 8.07. Adequate ground protection (boarding and/or stillages) must be placed under all items of heavy plant, fairground equipment or other similar items of machinery to protect the surface(s) from damage.

9 - Inflatables and Bouncy Castles

- 9.01. Hirers/Event organisers wishing to operate inflatable bouncing devices (e.g., bouncy castles, slide etc.) must obtain a copy of the best practice guidance relating to the duties of the controller and operation and follow its instructions. The guidance can be found on the [Professional Inflatable Play Association \(PIPA \) website](#)
- 9.02. The organiser must obtain proof that all inflatable equipment has tested and approved under the PIPA scheme or other relevant safety certification in place and conforms to BS EN 14960. Further information is available on the [PIPA](#) and [HSE websites](#). You

- will be required to supply copies of these along with insurance and risk assessments for the devices to the Council. Please see the [timescales for providing this information](#).
- 9.03. The equipment should be inspected for safety before use and supervised by a responsible, trained person. Failing this, operating instructions obtained from the supplier and followed by a suitably responsible person is adequate.
 - 9.04. Remember that weather conditions, in particular high winds, may make it unsafe to use inflatables so this should be monitored using appropriate equipment, such as an anemometer at all times. The HSE has published guidance for operating inflatable devices on its [website](#).
 - 9.05. Inflatable bouncing devices must not be used in the rain.
 - 9.06. You should check insurance policies to ensure the use of inflatables is covered by the policy, as inflatables are often not included in standard policies.
 - 9.07. The Council reserves the right to ban the use of inflatable bouncing devices, although it is stressed that the responsibility for allowing the use of such equipment rests with the Event organisers.

10 - Fireworks

- 10.01. If the Event includes fireworks, the Fireworks Act 2003 and the Fireworks Regulations 2004, must be complied with. In addition, the Council imposes stricter conditions than those set out in the Act and the Regulations.
- 10.02. Fireworks displays must be completed by 10pm in the months between May and September and by 9pm in the months between October and April.
- 10.03. Only low-noise displays are permitted.
- 10.04. Consideration must be given to local residents, pets and wildlife.
- 10.05. Fall out zones and spectator viewing areas should be defined, taking into account the nature of the Venue and surrounding area. Specialist contractors should be hired to perform displays and consideration given to curtailment of a display in the event of extreme weather.
- 10.06. The area must be cleared of all dead fireworks and other debris immediately after the Event. If this is not possible due to light levels on the evening of the display, then a return visit the morning after in daylight should be planned, so all debris is cleared, at the latest, by noon on that day.
- 10.07. The HSE have information on their website. Guidance on firework displays has been produced by the Confederation of British Industry Explosives Interest Group (CBI EIG) has produced two publications, the Blue Firework Guide "[Working Together on Fireworks Displays](#)" aimed at professional firework display organisers and operators and the Red Firework Guide "[Giving Your Own Firework Display](#)" for non-professionals.

11 - Advertisements

- 11.01. No advertising material may be issued, nor tickets sold until such time as a binding agreement to hire has been made on payment of the hire charge [and issue of a hiring permit.]
- 11.02. Advertising material of any form may only be displayed within the Venue before the Event with prior agreement from the Council. Any such material must be removed upon vacating the Venue at the end of the Event
- 11.03. No advertising material is to be displayed anywhere on the Venue or elsewhere in the town unless it conforms to the permitted displays authorised by the Town and Country Planning (Control of Advertisement) Regulations 1992.

- 11.04. Any contravention of the Town and Country Planning (Control of Advertisements) Regulations 1992 or any amendments or variation thereto may be deemed a reason for the cancellation of a hiring or series of hiring. If there shall be any contravention of these requirements, howsoever, wheresoever and by whomsoever caused, permitted or made then the Hirer shall reimburse or refund to the Council the cost of removing any such unauthorised or illicit advertisements or advertising material.
- 11.05. Please contact the Council's Planning department for advice on planning regulations regarding advertising your Event at planning@runnymede.gov.uk
- 11.06. Any literature, publicity, or promotional materials, which are produced for the Event, should acknowledge the assistance provided by Runnymede Borough Council.
- 11.07. The Council reserves the right to display publicity material at the Event without charge.

12 - Permits and Licences

- 12.01. The Hirer shall ensure that any licence, permit or other consent which may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the Booking forthwith.
- 12.02. A Temporary Events Notice (TEN) may be required for licensable activities (including the sale of alcohol, hot food and drink served after 11pm live music, recorded music) to take place at an Event with fewer than 500 attendees, lasting no more than seven days. See our [website](#) for more information.
- 12.03. The sale or consumption of alcoholic drinks is strictly prohibited without the appropriate licences.
- 12.04. The Hirer will be responsible for exhibiting all necessary permits during the Event.
- 12.05. Nothing shall be done by the Hirer that shall or may contravene the terms and Conditions of any licence, permit and/or licences or consent issued in respect of the Venue.

Collections and Lotteries

- 12.06. No collections, games of chance, sweep stakes, lotteries or betting of any kind may be conducted at the Venue without the prior written consent of the Council.
- 12.07. Permission from the Council is also required for charitable collections to take place and a street collection permit will be issued for this.
- 12.08. Where raffle tickets are being sold in advance, this may need to be registered with the Council as a small society lottery. a lotteries licence may be required. A fee may be charged for a licence, and you will need to apply well in advance of the Event.

13 - Toilets, Sanitation and Welfare Facilities

- 13.01. Sanitary arrangements are the responsibility of the Organisers but must also be agreed with the Green Space team in advance.
- 13.02. The Hirer must ensure that there are adequate toilets and handwashing facilities for the expected number of workers, volunteers and attendees, including accessible facilities for people who are disabled. The Purple Guide states "There is no direct legal requirement under the Health and Safety at Work etc Act 1974 (HSWA) to provide toilets and wash facilities for non-employees. Similarly, health and safety law does not prescribe numbers and types of toilets and wash facilities for use by an audience. However, supply of adequate toilet and washing facilities is important in

the prevention of health risks. Lack of sufficient provision may also result in crowd disorder.”

- 13.03. The Hirer must ensure that all users of the Venue have unrestricted access to any permanent public toilet facilities located within the Venue during the Event, unless consent to close such facilities is otherwise agreed by the Council.
- 13.04. The Council reserve the right to require the Hirer to provide, at their own expense, temporary welfare facilities, including accessible facilities for people who are disabled, at such a level as deemed reasonable by the Corporate Head of Environmental Services.

14 - Litter, Refuse and Waste

- 14.01. Arrangements will need to be made for waste disposal and rubbish clearance both during and after the Event. Additional bins may need to be provided and individuals designated specific responsibilities for emptying rubbish bins and litter picking.
- 14.02. The Hirer is responsible for the clearance of all litter and refuse generated by the Event shall be removed from the Venue by the Hirer.
- 14.03. The Council can arrange for bin bags to be supplied and for waste and recycling bins to be delivered, emptied and removed. Charges will be payable for this service.
- 14.04. Litter clearance must be completed as soon as practicable after the Event and in any case within five days and must be to the satisfaction of the Council’s Green Space team, who can be contacted on 01932 425686 or at openspace@runnymede.gov.uk
- 14.05. Depending on the amount of waste generated, a specialist contractor may need to be hired to remove it from site at the end of the Event.
- 14.06. Any litter and refuse generated by the Event that has not been removed from the Venue by the Hirer will be removed by the Council and the costs incurred will be recharged to the Hirer.
- 14.07. The Hirer shall ensure that the Council’s obligations under the [Waste Duty of Care Code of Practice](#) are discharged.
- 14.08. The Hirer shall ensure that any unwanted liquids are removed from the Venue and not disposed of into the sewage system or on the Venue.

15 - Reinstatement

- 15.01. The Organisers are responsible for the re-instatement of any damage to the site arising from the Event.
- 15.02. Re-instatement must be completed as soon as practicable after the Event and in any case within five days and must be to the satisfaction of the Council’s Green Space team, who can be contacted on 01932 425686 or at openspace@runnymede.gov.uk.
- 15.03. The Hirer shall repay to the Council on demand the cost, as certified by the Corporate Head of Environmental Services of reinstating, repairing or replacing or cleansing any part of or property in the Venue if damaged, destroyed, stolen or removed prior to, during or subsequent to the period of hire if related to or by reason of the hiring. The Council’s valuation of any damage/loss is final.

16 - Music and Noise

- 16.01. The Hirer shall ensure that no unreasonable noise nuisance shall be caused to occupiers of properties surrounding the Venue or users of the immediate surrounding area of the Venue.
- 16.02. The use of any public address system at the Event must be first agreed in writing by the Council. It must be operated so as not to cause a noise nuisance and is not permitted to be played later than 9pm, unless otherwise agreed eg as part of an application for fireworks. Any necessary licences must be obtained by the Hirer.
- 16.03. Sound levels should be tested beforehand and monitored at regular intervals throughout the Event to ensure they do not become excessive.
- 16.04. The Hirer will inform local residents of the Event beforehand if there will be loud noise, and particularly if it will cause disruption over several days.
- 16.05. When using fireworks, only **low-noise displays** are permitted.
- 16.06. When using generators, the layout of the site must be agreed in advance with the Council to reduce noise nuisance.

17 - Catering

- 17.01. The sale or consumption of alcoholic drinks is strictly prohibited without the appropriate licences.
- 17.02. A Temporary Events Notice (TEN) may be required for licensable activities (including the sale of alcohol, hot food and drink served after 11pm, live music, recorded music) to take place at an Event with fewer than 500 attendees, lasting no more than seven days. See our [website](#) for more information.
- 17.03. The Hirer/hiring organisation is responsible for ensuring that the sale of refreshments and foodstuffs is discharged in accordance with the appropriate legislation, including, but not limited to the Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto. It would be advisable for you to contact our Environmental Health team (telephone 01932 838383 or environmentalhealth@runnymede.gov.uk) concerning this element of your Event. See the [Council's website](#) for further information.
- 17.04. No Hirer may undertake their own catering in the Venue except with the prior written consent of the Council.
- 17.05. All caterers at the Event must be registered as a food business with their Local Authority, and must have a food hygiene rating score of at least 3.
- 17.06. The Hirer/hiring organisation and all caterers at the Event must comply fully with any requirements and/or instructions of Runnymede Borough Council's Environmental Health team.
- 17.07. Caterers using equipment to provide hot food must have a fire blanket or an appropriate fire extinguisher on their stall AND the caterer's staff must have been trained how to use this firefighting equipment.
- 17.08. Catering providers using heat must undertake a fire risk assessment. CFA, the Chief Fire Officers' Association has produced a [template for a fire risk assessment](#) for food concessions.

18 - Electricity, Power and Generators

- 18.01. The Hirer shall obtain approval from the Council for the use of generators at the Event. If such approval shall be granted the Hirer must ensure that any generators permitted are operated in a safe manner and are segregated from the public or are

protected by suitable covers or barrier, so as to prevent access by members of the public.

- 18.02. All electricity supply cables must be covered with adequate ramping and protection.
- 18.03. Cables must not be buried in the ground unless specific agreement, in writing, is made with the Green Space team.
- 18.04. The layout of the site must be agreed in advance to reduce noise nuisance from generators.
- 18.05. The Council is committed to a zero harm approach to health and safety issues and support the use of diesel generators over petrol models. Petrol generators can overheat and if required to be refilled with fuel during the day create a clear and present fire hazard and potential harm to the individual or Event.
- 18.06. The Council would prefer only diesel generators used on our property. Where petrol models are to be used we expect to see a risk assessment, emergency plan and “no refuelling policy” in place.
- 18.07. There must not be any hot re-fuelling of generators.

19 - Transport, Traffic Management and Parking

- 19.01. The Organisers must liaise with Surrey County Council's Highways Section (email address events@surreycc.gov.uk or telephone number 03456 009 009), concerning traffic management, signage, and parking arrangements.
- 19.02. If you require any road closures, you must apply to Surrey County Council at least 12 weeks in advance. More information is on the [Surrey County Council website](#).
- 19.03. Please note that we have been advised by Surrey County Council Highways that they need to see and agree to a full traffic management plan by an approved traffic management company which will be employed to carry out the preparation of the plan and the installation of traffic management for this Event.
- 19.04. Should any Public Footpath be obstructed as a result of the Event, Diversion Orders must be obtained from Surrey County Council. (their telephone number is 03456 009 009) Please note that it is a statutory requirement that at least six weeks' notice of a Diversion Order request is needed.
- 19.05. Where it has been necessary to make a road closure order the Hirer shall ensure that any road closure equipment provided by the Highway Authority is not moved and shall maintain the integrity of the closure.
- 19.06. If you wish to land a helicopter on the land, you must apply separately for a licence to do so.

20 - Safeguarding

- 20.01. The Hirer must consider what safeguarding issues may arise at the Event e.g., will children or other vulnerable groups be involved and put in place appropriate measures to mitigate these.
- 20.02. A formal process for dealing with lost or found children or other vulnerable persons must be established, documented and communicated to stewards and Event staff.

21 - Emergency Services

- 21.01. Your Organisation is responsible for ensuring that the Police are informed of the Event and consulted on signing and parking arrangements. You are expected to comply with any instructions the Police may provide.

21.02. You must ensure that access to the Venue is kept clear for emergency services.

22 - Filming, Broadcasting and Television

- 22.01. The Hirer may not carry out or allow or permit to be carried out any photography, filming, video recording, taping, television or radio broadcasts or any other recording of any kind of the Event during the period of hire without the prior written consent of the Council. Please see our [website](#) for more information.
- 22.02. If such consent is given, the Council reserves the right to be a party to any negotiations and the terms and Conditions of any agreements reached and to share any income and publicity derived therefrom.
- 22.03. If drones are to be used for filming purposes, the Hirer must apply for a filming licence. Please see our [website](#) for more information.

23 - Property Not Removed After the Hiring Period

- 23.01. The Council may remove and store any property that is left by the Hirer in or upon the Venue after the period of hire. The Hirer shall repay the Council on demand the costs of such removal and storage.
- 23.02. The Council shall not be held responsible for any damage to or theft of property by or during its removal or storage.
- 23.03. The Council is entitled to remove and sell in such a manner as they think fit any property left at the Venue as a result of the hiring not claimed within 28 days. The proceeds of sale shall be retained by the Council.

24 - Variations to Agreement

- 24.01. The Council reserves the right to vary the Conditions of the agreement between the Council and the Hirer at any time on 7 days' notice if, in the opinion of Environmental Services, the ground conditions warrant such action.
- 24.02. Any variations so made shall be deemed to be incorporated in these Conditions. The Hirer may, within 7 days of receipt of such notice, terminate this agreement.

Assignment

- 24.03. The Booking shall be personal to the Hirer and the right to use the Venue shall not be sublet, assigned or otherwise transferred; the Hirer shall not assign the benefit or burden of any part of the Agreement, or sublet or subcontract any part of the facility without the prior written consent of the Council.

For all information contained within this document contact:

Runnymede Borough Council
The Civic Centre
Station Road
Addlestone
Surrey KT15 2AH

Tel 01932 838383

email: events@runnymede.gov.uk

www.runnymede.gov.uk

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