

Policy Name	Frequency of Review	Date adopted & Minute Ref
Village Green Hire 2017	Annually	5.4.2017 Minute 16/193
" " 2018		4.4.2018 Minute 17/201
" " 2019		3.10.2018 Minute 18/099
" " 2020		02.12.2020 Minute 20/159
" " 2021	Interim Review to respond to changes in legislation	02.06.2021 Minute 21/026
" " 2022	Two yearly or following changes in legislation or bye-laws	02.12.2022 Minute 22/240(3)

BOURTON ON THE WATER PARISH COUNCIL

VILLAGE GREEN HIRE POLICY

1. Application for use of the Village Green must be made to the Council in writing on forms provided by the Parish Clerk and all bookings will attract a fee of £50 which is to be included with the application. All unsuccessful applications will be refunded.
2. The Remembrance Day Service held in November is subject to separate rules which only apply to this event.
3. Bookings will be accepted after 1st September for the following year, and will be considered on a first come first served basis with the exception of August Bank Holiday Monday (see 9 below). The Council will make an initial consideration of applications in February each year and thereafter, as applications are received. On the day set-up 9am to 1am; event 10am-4pm, clear up by 5pm.
4.
 - a) Lettings will only be considered from properly constituted organisations.
 - b) Lettings may be granted with preference to local organisations based in the Parish of Bourton on the Water subject to majority council approval.
 - c) Lettings to organisations outside of Bourton on the Water will only be considered in exceptional circumstances and must have strong parish connections and subject to majority council approval. The applicant must state the Parish connection on the application form, if based outside the village.
 - d) No commercial use will be permitted on the green or in the river. Sub-letting is not permitted.
 - e) The council reserves the right to refuse the use of the green at any time and for any event which might impact on the recreational use by residents and visitors.
 - f) Lettings will normally only be considered on the basis of one event per organisation, per calendar year.
 - g) The total number of lettings will be restricted to twelve per calendar year and these will be arranged on alternate weeks, wherever possible, in order to preserve the condition of the Green.
5. Sunday lettings will only be considered under exceptional circumstances and will be subject to majority council approval.
6. Busking is not permitted on the Green, neither will megaphones or other amplification equipment will be permitted (Bye-Law No 32).
7. The organisation requesting use of the Green will specify in detail its intended use and supply a relevant risk assessment upon request.
8. The use of the River for fundraising requires a separate application to the Parish Clerk whether with or without the use of the village green.
9. Permission for Football in the River will only be granted to an application for the traditional event organised by Bourton Rovers FC on August Bank Holiday Monday. No other applications for football in the River will be considered.
10. No permission will be granted for fun fair equipment or associated stalls such as Merry-go-Rounds, Castles, Funfair rides, Fires or Barbeques, and applicants should exercise care with stalls using glass (Bye-Law No 10).
11. No alcohol is to be sold or dispensed OPEN from an event or a tombola.
12. On application, a maximum of 3 gazebos (maximum size 3m x 3m) will be permitted on the Green. Other covered structures will not normally be permitted, and any such request will need to be specified on the application form.
13. No vehicles shall be allowed to drive or park on any part of the Green other than on official authorised business (Bye-Law No 16).
14. Organisations shall collect and dispose of all their rubbish and litter on the day of their event.

15. All organisations must possess appropriate public liability cover. The Parish Council will not be responsible for any accident on the Green or in the River as a result of the booking – all applicants are required to have completed their own event Risk Assessment.
16. There are inherent risks involved in activities which make use of the River and all hirers do so entirely at their own risk. The Council accepts no liability for any loss, injury or illness associated with such activities, howsoever caused.
17. Requests for filming permission for crews of over 5 people require full prior Council consideration and approval and will be subject to a separate charge at an agreed hourly rate payable in advance. All such requests must be made to the Council at least 5 weeks prior to the planned filming date with the exception being in case of a request by students undertaking formal studies. Any agreed filming will need the written agreement from the applicant that any filming material produced will not be used for advertising the village or any commercial products.