

Fleet Town Council Terms and Conditions for Community Event Hire

Fleet Town Council (FTC)

The Harlington, 236 Fleet Road, Fleet, GU51 4BY
info@fleet-tc.gov.uk | 01252 625246

1. Applications and Event Approval

- All event hire applications should be made via Hallmaster (or App), which can be found on the FTC website under the Services / parks-facilities.
- FTC will review all applications and reserves the right to approve or decline event requests at its discretion.
- Priority may be given to established civic and charitable community events.
- First Time applications must be made at least **12 weeks** prior to the proposed event date or a minimum of 14 days because the next meeting of the Recreation, Leisure and Amenities Committee (RLA) (Meeting dates available on the FTC Website)
- For first time events, approval will need to be given by the RLA.
- Additional information may be requested before approval will be given.

2. Event Types and Eligibility

- Events must be **community-focused** and open to the public.
- FTC does **not permit** the use of parks or open spaces for:
 - Private parties (e.g., birthdays, weddings)
 - Events involving bouncy castles, fireworks, lanterns, balloon releases, or similar items
- All events must adhere to FTC's policy of supporting events that:
 - Enhance local traditions
 - Support charitable causes
 - Foster community spirit
 - Promote Fleet as a visitor destination

3. Locations and Capacity

- FTC parks and open spaces are available for hire, subject to suitability and scale:
 - **Calthorpe Park:** Suitable for large-scale, high-footfall events
 - **The Views, Oakley Park, Ancells Farm Park, Basingbourne Park:** Suitable for small to mid-sized local community events
- Event organisers are responsible for assessing venue suitability and ensuring crowd management and public safety.

4. Booking and Charges

- **Application review does not guarantee approval.** Bookings are only confirmed once written approval and all required documents are received.

- Hire charges and deposits (bonds) will vary depending on the type, size, and duration of the event.
- A bond (held against damage or breach of conditions) is required and will be confirmed upon booking:
 - Amount is at FTC's discretion based on event type/scale
- Payment must be made in full before the event date.

5. Event Setup and Site Access

- Event organisers may only access the site during approved times, including for setup and takedown.
- Timings for:
 - Site entry
 - Event duration
 - Music or amplified sound (start/finish)
 - Lighting
 must be strictly observed.
- For Calthorpe Park:
 - No events past **9:30 PM**
 - Under FTC Policy, No more than **five events per year** permitted, for all event applications.
- Vehicular access is subject to ground conditions and FTC approval. No access during wet weather unless agreed.

6. Insurance and Licensing

- Event organisers must provide:
 - **Public Liability Insurance** (minimum £5 million)
 - Any relevant licenses (e.g. TENs, music, food, alcohol, street trading)
- FTC will not act as licensee or obtain third-party approvals on behalf of the organiser.

7. Safety and Risk Management

- Organisers are responsible for:
 - Conducting full risk assessments
 - Ensuring first aid provision
 - Providing adequate stewards and signage
 - Implementing evacuation and emergency plans
- FTC reserves the right to halt or cancel any activity deemed unsafe.

8. Noise and Nuisance

- Amplified music, PA systems, or other noise sources must be pre-approved.
- FTC may impose noise limits, typically measured at the park boundary.
- Events must not cause nuisance to local residents or damage public property.

9. Facilities and Equipment

- Access to toilets, pavilions, or power must be requested and confirmed in advance.
- Organisers are responsible for:
 - Supplying and removing their own infrastructure (e.g., marquees, gazebos, signage)
 - Clearing all waste and litter after the event
 - Avoiding damage to grassed areas, trees, paths, or equipment
- Any damage will be charged and may be deducted from the bond.

10. Supervision and Conduct

- The organiser named on the application form is the designated point of contact and is responsible for all attendees, contractors, and suppliers.
- No abusive, inappropriate, or unlawful behaviour will be tolerated.
- Events must comply with safeguarding best practices if children or vulnerable adults are present.

11. Cancellations and Refunds

- Cancellations by the organiser must be submitted in writing with a minimum of **14 days' notice** for a partial refund (less admin fee).
- No refunds will be given for cancellations with less than 14 days' notice.
- FTC reserves the right to cancel events at any time (e.g. adverse weather, safety concerns). In such cases, refunds will be issued at FTC's discretion.

12. Park Keys and Access

- If access to facilities is granted, keys may be issued for event use:
 - A refundable deposit applies
 - Lost keys: £15; lost padlocks: £95
 - Keys must be returned immediately after the event

13. Post-Event Requirements

- Sites must be left in a clean, undamaged state
- All waste must be removed on the same day unless alternative arrangements are approved
- FTC may withhold bonds or charge additional fees for:
 - Littering
 - Late clearance
 - Damage to land, infrastructure, or facilities

14. Breach of Terms

- Breach of these conditions may result in:
 - Immediate termination of hire
 - Refusal of future applications
 - Deduction of bond
 - Additional charges for damage or council intervention

15. Administrative Requirements

- Organisers must keep FTC informed of any changes to contact details or event plans
- All documentation (insurance, licenses, site plans, risk assessments) must be submitted by the deadline stated in the event approval confirmation

NOTES in relation to online booking forms:

(a) Please supply as much information as possible on all the items above

(b) Following submission of this application, no additional items may be included without the express consent of the appropriate department.

⁽¹⁾A Temporary Event Notice (TEN) may be required if the Event involves, music, dancing, singing or similar.

⁽²⁾Generators are not permitted on the highway and must be diesel only.

⁽³⁾A Temporary Event Notice (TEN) will be required for the sale of alcohol



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