

## **Conditions for the Use of Coneyberry Millennium Green by Organisations and Event Organisers**

1. Coneyberry Millennium Green Trust ordinarily makes the Green available to local community organisations free of charge. At its discretion the Trust may allow the Green to be used by other organisations or people running events subject to a charge and to acceptance of the following and other appropriate conditions.
2. Applications for use of the Green, giving full details of the proposed activities, should be made in writing to the Trust Secretary. The application should be made by the person who will be responsible for ensuring compliance with any terms and conditions of use (the named individual).
3. The outcome of the application will be confirmed in writing by the Trust and any charge detailed. The offer of use of the Green will be subject to acceptance of the conditions in this policy and any other conditions it deems appropriate.
4. The named individual will be required to sign indicating their full agreement to the conditions and their responsibility for complying with the conditions.
5. A deposit may be required, which will be returned within a few days of the event less the cost of any damage or costs incurred by the Trust.
6. The named individual will be required to sign stating that they understand that it is their responsibility to ensure that appropriate risk assessments have been carried out where necessary. The Trust strongly advise that this should include a health and safety assessment, implications for First Aid cover and the need for appropriate insurance cover.
7. The Trust will not be responsible for any damage caused to the Green by the event or to any equipment, property or individuals as a result of the activities.
8. The event must not in any way prevent members of the public from using the footpaths that cross the Green nor from accessing the children's play equipment.
9. The event must not in any way put members of the public using the Green at risk of harm.
10. No material alteration must be made to the Green such as dismantling fences or gates, removing or damaging trees, creating holes, cutting grass, or driving nails, screws or staples into trees or woodwork.
11. Vehicles are not normally allowed on the Green. The application for use of the Green will therefore need to give details of any vehicles needing access and provide plans for ensuring safe access and departure from the site.

12. The main gate must remain securely padlocked at all times other than when vehicles are required to enter and exit.
13. The named individual will be responsible for ensuring the removal and disposal of all rubbish and for ensuring that the emergency vehicular access to the Green is maintained at all times free from obstacles.
14. The named individual will be responsible for ensuring that any animal waste connected with the event is cleared, removed and disposed of appropriately in the dog bins or removed from site.
15. No open fires are permitted at any time because of the potential damage to the Green. Fireworks are not normally permitted on the Green. Care should be exercised in using barbeques, cooking stoves and fire pits containers.
16. There are no toilets on the Green. The named individual will be responsible for ensuring that adequate arrangements are made.
17. There is no electricity supply on the Green. The named individual will be responsible for providing any necessary power supply and will be responsible for any resulting damage caused to the Green including fuel spillage.
18. There is no water supply on the Green and whilst there is a supply in the churchyard the named individual will be responsible for arranging access to this if required by contacting the Church Warden.
19. All equipment, rubbish and litter must be removed from the Green and its approaches as soon as practical but no later than 48 hours after the event.
20. The named individual or nominated deputy should be present throughout the event and will be responsible for ensuring that the Green is left in good order.
21. The named individual or nominated deputy must arrange to meet a Trustee no later than 48 hours after the event to carry out a check of the Green.
22. The named individual will be responsible for paying the full costs of any damage or necessary clearing up.

This policy will be reviewed periodically and at least every three years.

## Application to Use the Coneyberry Millennium Green

I have read the attached 'Conditions for the Use of Coneyberry Millennium Green by Organisations and Event Organisers'

### 1. Applicant

<b>Organisation or person making application</b>			
<b>Address</b>			
<b>E Mail</b>			
<b>Telephone Contact Numbers</b>		<b>Home</b>	
		<b>Mobile</b>	
<b>Date of Event</b>			

I understand that it is my responsibility to ensure that appropriate risk assessments have been carried out where necessary. **Yes**    **No**

I understand that the Trust strongly advise that this should include a health and safety assessment, implications for First Aid cover and the need for appropriate insurance cover. **Yes**    **No**

I understand that the Trust will not be responsible for any damage caused to the Green by the event or to any equipment, property or individuals as a result of the proposed activities. **Yes**    **No**

I understand that the event must not in any way prevent members of the public from using the footpaths that cross the Green nor the children's play equipment. **Yes**    **No**

I understand that no material alteration is allowed to the Green (including dismantling fences or gates, removing or damaging trees, creating holes, cutting grass, or driving nails, screws or staples into trees or woodwork etc) **Yes**    **No**

Do you require vehicular access to the Green?  
(if vehicle access is required please ensure that full details are given in the next section including plans for ensuring safe access and departure from the site and maintain the security of the site) **Yes**    **No**

I understand that the main gate must remain securely padlocked at all times other than when vehicles are required to enter and exit. **Yes**    **No**

I understand that I will be responsible for ensuring the removal and disposal of all rubbish. **Yes**    **No**

I understand that I will be responsible for ensuring that the emergency vehicular access to the Green is maintained at all times free from obstacles. **Yes**    **No**

I understand that I will be responsible for ensuring that any animal waste connected with the event is cleared, removed and disposed of appropriately in the dog bins or removed from site.	<b>Yes</b>	<b>No</b>
I understand that no open fires are permitted at any time.	<b>Yes</b>	<b>No</b>
I understand that there are no toilets on the Green.	<b>Yes</b>	<b>No</b>
I understand that there is no electricity supply on the Green.	<b>Yes</b>	<b>No</b>
I understand that there is no water supply on the Green.	<b>Yes</b>	<b>No</b>
I understand that all equipment, rubbish and litter must be removed from the Green and its approaches as soon as practical but no later than 48 hours after the event.	<b>Yes</b>	<b>No</b>
I understand that I, or a responsible deputy, should be present throughout the event and will be responsible for ensuring that the Green is left in good order.	<b>Yes</b>	<b>No</b>
I understand that I or nominated deputy must arrange to meet a Trustee no later than 48 hours after the event to carry out a check of the Green.	<b>Yes</b>	<b>No</b>
I understand that I will be responsible for paying the full costs of any damage or necessary clearing up.	<b>Yes</b>	<b>No</b>

## **2. Event**

**Please give full details of the event and the activities including any vehicle access required (continue onto another sheet if necessary)**

In making this application to use the Green I have read, understand and accept the above terms.

I understand that the Trust will provide a response detailing the outcome of this application. I also understand that there may be a charge and that a deposit may be required.

Signed ..... Date.....

*Please return the completed form to:*

*Sue Wadham  
10 Lullington Road  
Clifton Campville  
Tamworth  
Staffs B79 0AU*