

DRONFIELD TOWN COUNCIL

Commercial Use of Parks Policy (June 2024)

Document Owner: Assistant Clerk		
Review Date: June 2026		
Version	Amendments/Updates	Minute Reference
1.0	First version – new policy.	March 2022 - 311/21-22
1.1	Increase of all fees by 5% from 1st April 2023 Cancellations Terms.	February 2023 - 280/22-23 & 281/22-23
2.0	Objectives, application form, reasons for refusal and licensing requirements included.	July 2024 - 093/24-25

Dronfield Town Council, own and maintain eleven parks across Dronfield including Cliffe Park and Sindelfingen Park. Our parks are the perfect venue for a range of public and private events and are also used by the Town Council itself for a variety of community events throughout the year.

The key objectives of this policy are to;

- Ensure all events are run effectively and comply with relevant legislation.
- Ensure that hirers consider the health & safety for event attendees, the wider public and for those working at the event and that appropriate insurance is in place.
- Ensure that every effort is made to avoid damage to the park or open space and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the event provider.
- Minimise and mitigate disruption to local residents and regular park users.

For many events, venue hire is free of charge. Events could include:-

- Community or Charity Fun days
- Birthday parties & large picnics
- Charity Music Festivals

Events can take a lot of planning and we strongly recommend that you allow yourself plenty of time from your initial enquiry to the event date.

For large events and sporting activities, you will need to provide more information to the Council before the event, the essential requirements for a fitness or coaching activity are (but not limited to):

- Public Liability Insurance to the minimum value of £5m cover (£10m if the activity involves children)
- Employee Liability Insurance (if necessary)

- Disclosure Barring Service check/overview (DBS)
- Risk assessment (including Covid-19 secure measures)
- Relevant qualifications/certificates
- First aid certificate
- Price list

An indication of the costs involved can be seen below;

Charges for the hire of the park *(depend on the size of event & its impact on other users)*

Fees From 1st April 2023

(1-2 sessions per week)	Charity/Non-Profit	Commercial	Refundable Deposit
1 – 10 people	FOC	£42 per month	£250 (commercial only)
11 – 20 people	FOC	£74 per month	£250
21+ people	On application	On application	£250 +

There may also be additional costs incurred if the park is not left as it was found, or utilities have been used without permission;

Electricity for the event = based on meter readings

Water for the event = based on meter readings

Fencing for the event = based on size of event

Staff assistance for the event = £42 per hour

Litter Pick following the event = £21 per hour

Reasons for refusal

Events which would not be granted permission are those which are deemed to be inappropriate or are considered to have a detrimental/adverse impact on the normal day to day recreational use of the park or open space.

Licensing Requirements

It is the responsibility of the event organisers to ensure that all the appropriate licenses are in place for the event before it is held, and they are advised to contact North East Derbyshire District Council Licencing Team for advice.

Cancellations

1 weeks' notice or more: On cancellation of a booking with more than one weeks' notice, the hirer shall have the option to move their booking to another date.

Less than 1 weeks' notice: On cancellation of a booking with less than one weeks' notice, the hirer shall be liable to the council for the whole of the hire charge, no refunds will be made.

Cancellation: Please note, no refunds will be made for the cancellation of events due to poor weather or items beyond the council's control.

Please always keep in mind that the parks in Dronfield are for the public's use and enjoyment and may not be used exclusively by any one person or group.

The right to use the park may be withdrawn at any time if the conditions of use of not being adhered to.

To make an enquiry please email your request and plans to the Town Clerk at townclerk@dronfield.gov.uk or call the office on 01246 418573.

APPENDIX 1 – APPLICATION FORM

Please note: the application must be submitted a minimum of eight weeks before the event date to allow time for consideration by the Parks & Recreation Committee, if applicable and full Council.

Name	
Address	
Postcode	
Contact Number	
Email Address	
Name of Park to be used	
Requested days/date for use of the park	
Approximate number of attendees	
Is this a recurring booking?	
Is the event free to attend, if not please provide details of prices charged.	
<i>Please note your application will be assessed against the Commercial Use of Parks Policy and costs may apply if permission is granted.</i>	
Name:	
Signature:	
Date:	