

HOXNE PARISH COUNCIL

LOW STREET GREEN HIRE POLICY

Hoxne Parish Council owns the Village Green in Low Street on behalf of the Parish. The Parish Council welcomes events to be held on the Green and values the benefit these events bring to village life. However, the Parish Council as landowners have a duty of care to anybody on land for which they are responsible.

ANYONE WISHING TO USE THE GREEN FOR AN ADVERTISED PUBLIC EVENT SHOULD:

1. Provide the Parish Clerk with the details of the event (date, start time and finish time and how many people are anticipated to attend).
2. Provide the Parish Clerk with a copy of the relevant insurance cover for the event which will be kept on file.
3. The Users shall indemnify the Parish Council against death/injury/damage or loss which may occur as a result of using the Green but only in connection with, or as a result of, the event for which the Green is being used.
4. Provide the Parish Clerk with a copy of a full risk assessment for the event which will be kept on file.
5. Ensure that where necessary the appropriate Temporary Events Notice has been sought from the Licensing Authority, Mid Suffolk District Council. Further details can be found at www.midsuffolk.gov.uk/business/licensing or www.gov.uk/temporary-events-notice.
6. Ensure all equipment used complies with relevant legislation and appropriate health and safety checks are carried out.
7. Ensure that all equipment and litter are removed promptly from the Green and that the Green is left in a tidy condition.
8. Ensure any advertising materials for the event be removed from all locations.

Permission to use the Green does not confer any tenancy or other right of occupation.

Failure to comply with the above may result in the Parish Council refusing use of Low Street Green.

For further information, please contact the Parish Clerk at clerk@hoxneparishcouncil.gov.uk / 07519 870953.