

**BRAUNSTONE TOWN COUNCIL**

**OFFICER DECISION TAKEN UNDER DELEGATED POWERS**

**Use of Shakespeare Park for Fun Day**  
**12th July 2017**

**Background to the Decision**

Mark Jefferson, Chairman of Braunstone Juniors Football Club, submitted an application dated 1st June 2017 to use Shakespeare Park to hold a fundraising fun day on Sunday 20th August 2017 between 10am (event runs from 11am to 2pm) and 3pm. A copy of the application, which details both the Object / Aims of the Organisation and the Purpose for which the open space is required, is attached as Appendix 1.

Clarification was sought concerning anticipated numbers attending the event and provision for parking. Mark Jefferson clarified in correspondence dated 10th July 2017, that they were anticipating about 100-150 people, mostly club members. All members had been advised to attend without a vehicle, and a committee member is liaising with Mr Pender concerning the use of the old Shakespeare pub car park.

**Authority for Decision**

Policy & Resources Committee on 27th October 2016 approved a scheme and application process for community groups and third party organisations who wish to run community events on the Town Council's Parks and Open Spaces (minute 44 2016/2017).

Under the Town Council's Scheme of Delegation, specific delegation 9 enables the Executive Officer & Town Clerk "to authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council".

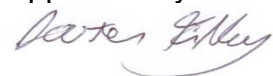
**Alternative Options Considered and Rejected**

No alternative options were considered.

**Decision**

That the application from Mark Jefferson, Chairman of Braunstone Juniors Football Club for a fundraising fun day on Sunday 20th August 2017, as attached at Appendix 1, be approved.

Approved By:



Darren Tilley

Date: 12th July 2017

## **Reason for Decision**

The event would provide for a family day out, engagement in sporting and physical activity and aid promotion and participation in junior football. The Club was taking steps to minimise car usage by club members and make provision for additional parking.

## **List of Background Documents**

- Email clarification on numbers and parking arrangements.

### **NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

### **EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.



**BRAUNSTONE TOWN COUNCIL**

**APPLICATION FORM TO HIRE PUBLIC OPEN SPACE**

Name of applicant MARK JEFFERSON

Address of applicant [REDACTED]

Postcode [REDACTED] Telephone No(s) [REDACTED]

Email [REDACTED]

**If applying on behalf of an organisation please state:-**

Name of organisation BRAUNSTON JUNIORS FC

Position of hirer CLUB CHAIRMAN

Object / Aims of organisation To promote wellbeing to young children through football, whilst having fun and enjoy time with friends.

Purpose for which the open space is required To hold a fundraising funday on park to . A. Raise funds, B. Bring All members of club together, C. Publisize the club in local community

Date/s for which premises are required SUNDAY 20th August 2017

**What type of event is this?**

- |                 |                                     |                    |                          |
|-----------------|-------------------------------------|--------------------|--------------------------|
| Civic Event     | <input type="checkbox"/>            | Registered Charity | <input type="checkbox"/> |
| Commercial      | <input type="checkbox"/>            | Religious Event    | <input type="checkbox"/> |
| Community Event | <input checked="" type="checkbox"/> | School             | <input type="checkbox"/> |
| Fund Raising    | <input checked="" type="checkbox"/> | Local Authority    | <input type="checkbox"/> |

If other, please describe .....

**Times of event**

Set up Time 10 am Time Premises will be vacated 3 pm  
 Start and finish time of actual event From 11 am to 2 pm

Is the event free to attend? Yes  No

If charging for attending the event, the hirer must acknowledge that the public have free right of access to the park/open spaces but this does not preclude the hirer from charging entry to part of the park/open space where the event is taking place.

**Specific Event Details**



Please indicate yes or no which of the following items/events you are including in your event. Please note that some of the items below may not be permitted or will require a licence to operate so please ensure you include everything you are planning to arrange. Additional items may not be added after the application is approved without further written consent. The following items marked with \* will need a fully completed risk assessment submitting to the Town Council before approval will be given for the event to go ahead

Marquees	* <u>NO</u>	Fireworks/pyrotechnics	* <u>NO</u>
Mobile Stage	* <u>NO</u>	Laser/lighting effects	* <u>NO</u>
Constructed Stage	* <u>NO</u>	Bonfire	* <u>NO</u>
Portable Generator	* <u>YES</u>	Regulated Entertainment	* <u>NO</u>
P.A. System	* <u>NO</u>	Street Theatre	* <u>NO</u>
Re-enactment Groups	* <u>NO</u>	Barrier/Fencing	* <u>NO</u>
Carnival/Procession	* <u>NO</u>	Lighting	* <u>NO</u>
Animals	* <u>NO</u>	Toilets	<u>YES</u>
Stewarding	* <u>YES</u>	Security (professional)	<u>NO</u>
Lost persons point	<u>YES</u>	Market Stalls	* <u>NO</u>
Food/drink	<u>YES</u>	BBQ	* <u>YES</u>
Inflatables (bouncy castles)	* <u>YES</u>	Alcohol for sale	<u>NO</u>
Fairground rides	* <u>NO</u>	Alcohol Free of charge	<u>NO</u>
Raffle/draws	<u>YES</u>	Sports	* <u>YES</u>
First Aid	<u>YES</u>		

If there are any other items/events not listed above that you are arranging please list here

I wish to apply to use public Open Space/Park for the purpose shown above including the items/events notified above

I agree to the enclosed Indemnity and Conditions of Hire and have forwarded a signed copy with this application

Signed.....  
  


Date 1/6/17



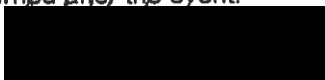
**THE APPLICANT SHALL AGREE TO THE FOLLOWING INDEMNITY AND  
CONDITIONS FOR THE HIRE OF THE OPEN SPACES/PARK**

- 1 All applications for hire of the Open Spaces/Parks shall be made through the Executive Officer & Town Clerk
- 2 During the period of the hiring the hirer shall be responsible for all damages, claims, losses and costs arising out of the use of Open Spaces/Parks, including damage to the surface, plants and shrubs, boundary fences, walls, gates and hedges, seats and tables. The hirer shall also agree in writing to indemnify the Town Council for any claims arising from accidents whether fatal or otherwise to anyone caused as a result of the hiring, except where due to the negligence of the Town Council, and to declare that he/she has insurance cover adequate for that purpose.
- 3 The hirer shall undertake to indemnify the Town Council against the consequences of any unauthorised performance of a copyright work during the period of use of the Open Spaces/Park and to complete the returns required by the Performing Rights Society. The hirer must observe Blaby District Council's licensing requirements for entertainment and sale or giving of alcohol.
- 4 The hirer shall ensure that the activities undertaken in the course of the hiring shall comply with the requirements of relevant legislation and particularly so in respect of the noise levels generated and the possible intrusive nature of such activities.
- 5 The Town Council may cancel any hiring if in its opinion the organisation for which the premises are hired has racist or other policies which in its view are not acceptable, or if the premises are to be used for a purpose which it deems to be unacceptable. In this event, the Town Council shall incur no liability to the hirer.
- 6 The premises shall be vacated at the time stated in the confirmation of booking form. Failure to vacate at the time stated may result in no future events being permitted on the Open Spaces/Park by the organisation,
- 7 The hirer will acknowledge that the public have free right of access to the Open Spaces/Park. That does not preclude the right of the hirer to charge entry to part of the Open Spaces/Park.
- 8 No vehicles shall be permitted on the Open Spaces/Park other than those delivering items essential for the event being planned. In wet weather conditions, in the first instance, vehicles shall only be permitted on the tarmac path. If any damage occurs to the playing surface due to vehicles accessing the Open Spaces/Park during wet weather the Town Council will seek compensation from the organisation hiring the Open Spaces/Park.
- 9 Potential hirers are required to return a signed and dated Conditions of Hire before permission is granted for the use of the Open Spaces/Park.
- 10 The hirer will ensure that the park/open space is cleared of all litter/rubbish after the event and will be responsible for disposing of the rubbish themselves
- 11 A £100 deposit will be payable on receiving authorisation for the event to proceed, which will cover damage/excessive cleaning to the changing rooms and toilets, if used, and any damage caused to the park surface or equipment from the event taking place. If no damage is recorded, the £100 deposit will be returned after the event.

SIGNED .....

ORGANISATION .....

DATE .....



BRUNSTONE JUNIORS FC

1/18/17