

Woburn Sands Recreation Ground

Terms and conditions of booking for organised events

Woburn Sands Recreation Ground (hereafter called The Rec) is owned and maintained by The Gravel Pit Close Charity (GPCC) whose trustee is Woburn Sands Town Council. The Rec is for the use and enjoyment of all, therefore no entry fee, or ticket only events, are to be held. The Rec cannot be used by some at the exclusion of others.

The booking is not secured until the booking form has been completed and returned to Woburn Sands Town Council. The agreement will be returned, signed by the Bookings Co-ordinator to confirm the booking. The following conditions are automatically accepted by any event organiser with a confirmed booking for The Rec for a function or activity.

Event organisers responsibilities

- The event organiser agrees to indemnify the Council from and against all or any actions, proceedings, costs, claims, losses, demands or expenses by reason of accident or injury to any person (including death) or damage to or loss of property in or upon The Rec, except where the Gravel Pit Close Charity has been negligent.
- **Public Liability Insurance:** The event organiser shall effect and maintain for the event period at least, a public liability insurance policy, the value of which will depend on the type of activity. Insurance should provide indemnity to any principal. Any excess shall not exceed £250. A copy of the policy will be required by Woburn Sands Town Council at the time of booking.
- **Use of The Ground:** The event organiser shall ensure that The Rec is not used in any unlawful way or purpose. Neither will they do anything or bring anything onto The Rec which may endanger anyone or anything which renders invalid any relevant insurance policies. No BBQs or open fires allowed. They are responsible for all regulatory aspects of the activities they oversee, including all Health and Safety requirements.
- **Fire and emergency exits:** these shall be kept unlocked and clear from obstruction at all times, allowing for instant public access. The use of footpaths must be maintained across The Rec.
- **Risk Assessment:** The event organiser should undertake a risk assessment to cover equipment on site and their activities and take appropriate action to minimise any risk to participants: a copy of which must be given to Woburn Sands Town Council at least a month before the event.
- **Breakages and Damages:** The Rec must be left as found. Any breakages, damage or problems must be notified immediately to Woburn Sands Town Council. Bookers are responsible for making good any damage to any installation or facility on The Rec.
- **Refuse:** All litter and rubbish must be collected and placed in bins provided by the event organiser. All rubbish generated by the event should be disposed of off-site in as an environmentally friendly way as possible, at the cost of the event organiser and not at a cost to the Gravel Pit Close Charity.
- **Licences:** It is possible that the event may require a licence. This will depend upon the type of event being staged. A copy of all licences should be provided to Woburn Sands Town Council.
- **End of Booking period:** The area is to be left in a clean and tidy condition or else a charge may be levied. Any property brought onto The Rec must be removed at the end of the booking period. Any permitted advertising posters should be removed immediately after the event.

Cancellation

If the event organiser wishes to cancel the booking, please contact Woburn Sands Town Council as soon as possible. The Trustees may cancel if it believes unlawful or unsuitable activities will take place on The Rec, but will not be responsible for any direct or indirect losses or damages incurred by the event organiser due to this action. Event organisers should ensure they have event insurance for any such occurrence.