

APPENDIX 2

Conditions issued to all organisers of events

Conditions for use of The Square, Feckenham

Dear Organiser,

We are delighted that you have decided to organise an event on The Square. The land is held in Trust for the people of Feckenham and it is intended to be used by the people as their own freely accessible open space. There is no charge for the use of The Square but donations are always welcome.

We have to ask you to take note of and comply with the following:

- 1. Insurance:** The Trust holds Public Liability Insurance for normal day to day activity only. We're covered for such things as people tripping over a tree root while walking the dog but **WE ARE NOT INSURED FOR LARGE SCALE PUBLIC EVENTS OR ANY ACTIVITY INVOLVING GATHERINGS OF PEOPLE** (this includes weddings and private parties). You organise your event at your own risk.
You MUST obtain your own Public Liability Insurance at a level appropriate to the event you are planning. The Trust will not be held liable for accidents or injury however caused.
- 2. Licenses:** The Square is not licensed. **You MUST obtain licences and permissions appropriate to the event.** If you plan to have music, dancing or any form of performance or if you intend to serve alcohol you'll almost certainly need to apply for a Temporary Events Notice from Redditch Borough Council. Contact Hilary Ward on (01527) 534196 for further information. Applications have to be made at least 10 days before the event and the Notice costs about £21.
- 3. Care of The Square:** The Trust maintains the Square on behalf of the village. We ask you to take great care to avoid damaging the trees, plants, turf and other fittings. If any accidental damage occurs you **MUST** report it and you will be expected to meet the cost of repair and replacement. When your event is over you **MUST** leave the site exactly as it was before you arrived.
- 4. Marquees and other structures:** You must tell the Square Management Committee if you intend to erect any large tent or structure on The Square. You must ensure that such structures do not damage the trees or turf and that tent spikes, etc are not driven into underground pipes and cables. Marquees must not be erected more than two days before your event and must be taken down the day after your event.
- 5. Residents:** Residents of The Square are extremely tolerant of events taking place outside their front doors. We ask you to respect their rights and privacy. Please ensure that any disturbance is kept to an absolute minimum and that all rights of way are kept clear. **We have to insist that music (both live and recorded) MUST cease by midnight at the latest.**

Many thanks – and have a good time!