

PRESTEIGNE AND NORTON TOWN COUNCIL

COMMUNITY TABLES

Use Agreement for Community Groups

Name of Group (The User)

Address

.....Post code

TelephoneMobile.....

Name of the Applicant (must be over 18).....

Address

.....Post code

TelephoneMobile.....

Email

Emergency contact name (if different).....

Telephone.....Mobile.....

Group description and activities planned

.....

.....

(If an activity is designed for children or young people, to ensure good practice, we recommend that their parents, guardians, or carers are actively encouraged to stay with their children during the activity)

Number attendingAge range of group

Day/s on which tables are required

Times that tables are required:

fromto

PRESTEIGNE AND NORTON TOWN COUNCIL

Use Agreement for Community Groups (contd)

The Town Council does not charge for use of the tables and welcomes it's use by community groups.

. Unfortunately in order to comply with Health and Safety Rules and Insurance it is necessary for the Council to ask you to read the regulations below and sign your acceptance of these.

Users may make a donation towards the running costs and future replacement of the tables and this would be welcomed.

Please treat the tables with care. Do not store or place them with the surfaces downwards as this can cause scuffs and scratches.

Please wipe the tables clean after use and return promptly.

The User must hold their own public liability insurance cover for their activities.

Usage Regulations

1. Users should note that if using the Meadow a separate form is required.
2. The tables shall be returned immediately after the event.
3. The User shall be totally responsible for any damages incurred
4. The User shall be responsible for the return of the tables in good order and for the rectifying of any damage. If this is not done the Council reserves the right to charge for making good.
5. A representative of the User must be present at all times throughout the usage period
6. The representative of the User who is present must be over 18 years of age
7. The User must carry out their own risk assessment on the activity.
8. The User will ensure that full and appropriate public liability insurance is in place to cover the usage activity.
9. The User will indemnify Presteigne and Norton Town Council against all actions, proceedings, claims and demands brought against or made against Presteigne and Norton Town Council in respect of any loss damage or injury sustained by any person during the period of use and arising out of the use, except insofar as it is proved that Presteigne and Norton Town Council was negligent.
10. Presteigne and Norton Town Council have the right to refuse an application to use the tables if the use by a particular association, in the opinion of the Council, presents a risk of public disorder.
11. The User will comply with Health and Safety, Child Protection and Fire Regulations and seek the advice of the relevant authority if necessary.
13. The User is responsible for obtaining any licences or permissions that may apply to the activity and ensuring that noise levels are acceptable.
14. If an activity is designed for children or young people, to ensure good practice, we recommend that their parents, guardians, or carers are actively encouraged to stay with their children during the activity
- 15. Failure to comply with any of these conditions may result in the refusal of any further applications.**

I (The applicant) confirm, that the information I have provided is a true and accurate record, that I have read and fully understood the Rules listed above, and that the User will comply fully with those regulations. I confirm that the User has public liability insurance for the activities that will take place during use.

Name (please print).....

Signature:..... Date:

Position in organisation(if applicable).....

Please send, or scan and email, the signed form to Tracey Price, Town Clerk, Garn Farm, Chapel Lawn,
Bucknell, Shropshire, SY7 0BT. pntc@hotmail.com