



Teddington & Alstone Parish Council

Parish Clerk: D Roscoe

Web site: www.teddington-and-alstone-parish-council.org.uk

Email: teddingtonpc@gmail.com

NON-STANDARD USE OF TEDDINGTON ORCHARD PARK PLAYING FIELD

CONDITIONS OF USE

This document covers the area known as the Orchard Park Playing Field which is the property of Teddington and Alstone Parish Council.

The facilities are intended to provide safe, well maintained, green spaces for recreational use by local teams or residents. The play equipment is provided and maintained for age specific children.

Requests for special or non-standard use including commercial use.

Any requests for a non-standard use of a field or green space must be made in writing at least 10 working days before the event (this period may be shortened in exceptional circumstances), and the use can only take place if permission is granted by the Parish Council. On receipt of any request the following will be considered before permission is granted:

- Duration and type of activity planned
- Risk to children and adults using the space for normal activities
- Planned or expected activities on the space for the requested date.
- Risk and potential damage to the ground, or sports pitches or subsoil drainage pipes or other services.
- Condition of the ground and expected weather (For example too muddy for planned use)
- Signage & notifications required before the event or during the event
- Demarcation of a part of the space (for example roping off an area)
- Stewarding and management arrangements
- Level of noise emanating from the event
- Evidence of the organiser's insurance cover.
 - The Parish Council will not be responsible for injury to participants or damage/loss to the organiser's property.
 - The organisers will be responsible for any damage to OPPF equipment if it is proved it was damaged directly in the performance of the organisers activities.
- Vehicular Access Authorised vehicular access is only granted to grounds maintenance staff and others with a valid reason to drive a vehicle onto the field or green space. Any unauthorised vehicular access will be treated as trespass, or illegal parking and action may be taken. Permission for vehicular access will only be given in exceptional circumstances. In addition no parking is permitted in Walnut Bank unless by blue badge holders.
- Any evidence and antisocial behaviour will result in immediate eviction from the site and future refusal to permit usage,



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Cost of using field for special request if applicable

The Parish Council reserves the right to make a charge for special use if it deems it necessary and/or may request a deposit, to be returned after the event, provided the space is left 'as it was' before the event. The user will be required to pay for any signage, demarcation equipment or stewarding. The users deposit, or part of it, will be used for any 'making good' of the space after the event, considered by the Parish Council to be caused by the event.

To apply for special use

Contact the Parish Clerk by email at teddingtonpc@gmail.com

Request for non-standard use must include:

1. Name, address, telephone number and email of person making the request and responsible for the event
2. Description of the activity that the space will be used for including approximate numbers of people
3. Date and times of activity.

The Parish Council will inform the applicant of their decision, cost and deposit required plus the conditions that apply within 2 working days.

The Parish Council complies with current Data Protection laws.

Prior written permission must be sought from the parents or guardians of any children who are to be filmed or photographed at the Orchard Park Playing Field.

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