



GILLINGHAM TOWN COUNCIL

The Town Hall, School Road, Gillingham, Dorset SP8 4QR

HIRE OF COUNCIL LAND POLICY

1. Aim and Scope of the Policy

This policy sets out the procedure for the hire of land belonging to or leased by Gillingham Town Council, with the aim of providing a fair and transparent process for hirers.

Gillingham Town Council own and manage over 70 acres of public open space in Gillingham. The public open spaces are carefully managed and this has resulted in the Council achieving the prestigious Green Flag Award designation for the town's main sites. The Town Council also own and manage 17 play areas across the town including Hardings Park.

Some areas are available for hire by members and organisations of the community, subject to the restrictions and exclusions contained within this policy.

This policy does not cover street trading. If you want to sell in the street (or on a highway verge) you must apply for a street trading licence – further information is available on the Dorset Council website [Street trading licence - Dorset Council](#)

2. Use

The following are not permitted:

- Political rallies, demonstrations or similar
- Ball games, other than in designated open areas
- Dogs in play areas, multi-use games areas or skate parks
- The release of sky lanterns or balloons
- Swimming in rivers or ponds
- Metal detecting or excavation of land, unless part of a programme of historical or archaeological research
- Pyrotechnics (including fireworks) and open fires, unless prior written permission has been given by the Town Council

This is not an exhaustive list.

3. Land Available for Hire

- Hardings Park
- Town Meadow
- Other public open spaces as agreed with the Town Council/Town Clerk, as appropriate

4. Charges

Event Type	Hire Period	Hire Charge
Free event - no charge made for stalls and no profit made		Free
Free event - chargeable stalls and all profits given to a Gillingham charity/non-profit organisation	Half day (up to 4 hours)	£25
	More than 4 hours	£50
Chargeable event (up to 499 attendees) - all profits given to a Gillingham charity/non-profit organisation	Half day (up to 4 hours)	£25
	More than 4 hours	£50
Chargeable event (500+ attendees) - all profits given to a Gillingham charity/non-profit organisation	Half day (up to 4 hours)	£50
	More than 4 hours	£100
Commercial event – free or chargeable to attend	Half day (up to 4 hours)	£100
	More than 4 hours	£200
Independent vendor/business (not as part of an event)	Per hour	£12.50
	Half day (up to 4 hours)	£50
	More than 4 hours	£100
Free fitness/wellbeing event		Free

- Additional litter bins will be charged at £5.44 per bin
- Events which include live or recorded music require a music licence [What is TheMusicLicence - PPL PRS](#) The event organiser shall reimburse the Town Council for the cost of obtaining a licence
- The organiser will be liable for any costs incurred by the Town Council if the event is cancelled

The hirer is responsible for applying for, and paying the cost of, a Temporary Events Notice if required [Temporary event notice - Dorset Council](#)

If your event is going to involve 500+ attendees, it is recommended you contact the Dorset Council Safety Advisory Group for advice - [Public events planning - Dorset Council](#)

If you are hoping to sell alcohol at the event, you must discuss with the Town Council prior to making an application.

5. Terms and Conditions of Hire

All bookings will be subject to availability.

The Town Council has the right to cancel a booking having given reasonable notice.

The Agreement with the Town Council for the hire of the public open space is subject to the following conditions:

- a) The hirer agrees to observe all relevant laws, regulations, statutes and licences relating to the land and its use for the event.
- b) The hirer shall ensure that no nuisance, annoyance or inconvenience shall be caused to the Council or residents of neighbouring properties and the event must end no later than 11.00 pm.
- c) Access to the land for the general public must not be restricted unless by prior written permission of the Town Council.
- d) The hirer shall make no charge to the general public wishing to gain access to the land unless by prior written permission of the Town Council.
- e) It is the hirer's responsibility to provide adequate toilet facilities for the event.
- f) The hirer shall pay any expenses incurred by the Town Council in carrying out any work necessary in preparing the land for use by the hirer.
- g) Under no circumstances shall equipment or vehicles be taken onto the land when the state of the ground is such that damage is likely to be caused or inconvenience is caused to the public.
- h) Equipment/vehicles shall not be taken on to the land earlier than the commencement of the period of use without prior written permission from the Town Council and must be removed from the land by the end of the expiry of the agreed period of use.
- i) No vehicles, other than those associated with the organisation of the event, are permitted to enter the land without prior written approval from the Town Council.
- j) The hirer will be held responsible for any damage to the land caused as a direct result of the event and will reimburse the Town Council for restoring the land to its original condition.
- k) The hirer will be responsible for litter picking and ensuring the site is clear of litter.
- l) The Town Council reserves the right to withdraw permission to use the land in the event of adverse weather conditions.
- m) Not less than 14 days prior to the event the hirer shall meet the Town Council's Work Manager or a representative of the Town Council to agree the layout of the event.

- n) Not less than 14 days prior to the event the hirer shall provide to the Town Council the following documents, in addition to any other documents requested by the Town Council:
- A site plan showing the positioning of all structures and associated equipment to be used in connection with the running of event, including areas for queues.
 - Public liability insurance of not less than £5 million in respect of one claim.
 - Risk assessment.
 - Food Hygiene certificate where appropriate.
 - Travelling fairs and circuses must also provide certificates of fitness relating to rides. Further information is available on the HSE website [HERE](#)
- o) A representative of the Town Council shall be allowed access at any time to carry out inspections.
- p) All hirers shall pay the hire charge within 14 days of the invoice.
- q) The Hirer undertakes to be present, or to arrange for sufficient adult representation to be present, throughout the period of hire to ensure compliance with the Hire Conditions.
- r) The Hirer shall solely be responsible for ensuring that:
- Emergency access routes are kept clear at all times.
 - The only use of the land is that stated in the Booking Form.
 - Any injury or accident involving injury to any member of the public or attendee at the event is reported to the Town Clerk and the relevant sections in the Town Council's Accident Book are completed.

6. Indemnity

The Hirer shall indemnify and keep indemnified:

- The Town Council for any damage (including accidental or malicious damage) done during the hire period to the land. The cost of such damage shall be certified by the Town Clerk, whose decision shall be final.
- All claims, losses, damages and costs made against or incurred by the Town Council, its employees, agents or invitees in respect of damage or loss of property or injury to persons arising out of the Hirers use of the land or of any equipment provided by the Town Council for the Hirers use.

The use of any equipment provided by the Town Council is at the risk of the Hirer and the Town Council will accept no liability or responsibility for it unless any damage to it is caused solely by the negligence of the Town Council or its employees.

7. Legislation

The Hirer shall comply and observe with the terms, conditions and requirements of any Act of Parliament, Statutory, Instrument or Regulation under which the land may be used and shall not do or permit to be done, or permitted in or about the land anything which would be a breach of any such Act of Parliament, Statutory Instrument or Regulation.

8. No Rights

This Agreement constitutes permission only to use the land and confers no tenancy or other right of occupation to the Hirer.

9. Application Procedure

An application must be submitted on the Town Council's Land Booking form.

- Applications for events expected to attract less than 500 people will be considered by the Town Clerk. These applications must be submitted at least 21 days before the event.
- Applications for events expected to attract 500 people or more will be referred to the Town Council for consideration. These applications must be submitted at least 14 days before a Full Council meeting – these meetings take place on the 4th Monday of each month, excluding December when the meeting is held on the second Monday.

10. Policy Review

This document was approved and adopted at Full Council on 26 February 2024, minute no. 1266a.

Policy reviews will be carried out annually or when there are changes to current legislation, whichever is the sooner.

Signed by:

The Mayor of Gillingham: _____ Date: _____

Land Booking Form

All hire of land is subject to availability. Please contact a member of staff at the Town Hall to check availability before completing this form.

Contact Name					
Name of Business/Organisation					
Charity Number (if applicable)					
Address					
Contact number					
Email address					
Date(s) of Hire					
Times of Hire		Arrival		Departure	
Which area do you require:					
What will the land be used for? <small>Please provide as much detail as possible</small>					
Will the event include live or recorded music?		Yes/No If Yes, a music licence will be required			
Will the event be open to the public?		Yes/No			
How many people will be attending?		Up to 499/500+			
Is it a free or chargeable event?		Free/Chargeable			
Will all profits be given to a Gillingham charity/not for profit organisation?		Yes/No If Yes, please give details if not provided above:			
Will you require additional litter bins at a cost of £5.44 per bin?		Yes/No If Yes, how many?			
Will you be hiring temporary toilets?		Yes/No			
DECLARATION The individual and/or organisation detailed above accept and agree to the terms and conditions in the Hire of Town Council Land Policy. I confirm I am age 18 or over.					
SIGNED:		DATE:			
Please send completed booking forms to: GTC@gillinghamdorset-tc.gov.uk Or Gillingham Town Council, School Road, Gillingham, Dorset SP8 4QR		GTC use:		Date	
		<ul style="list-style-type: none"> • Application checked • Application acknowledged • Date of Full Council meeting • Application decision • Applicant notified of decision • Charge 			