

# DRONFIELD TOWN COUNCIL

## Commercial Use of Parks Policy (February 2023)

Document Owner	Assistant Clerk	
Document History		
Review Date	March 2024	
	<b>Amendments/Updates</b>	<b>Minute Reference</b>
Version 1.0	First version	March 2022 - 311/21-22
Version 1.1	Increase of all fees by 5% from <b>1<sup>st</sup> April 2023</b> Cancellations Term	February 2023 - 280/22-23 & 281/22-23

Dronfield Town Council, own and maintain eleven parks across Dronfield including Cliffe Park and Sindelfingen Park. Our parks are the perfect venue for a range of public and private events. For many events, venue hire is free of charge. Events could include:-

- Community or Charity Fun days
- Birthday parties & large picnics
- Charity Music Festivals

Events can take a lot of planning and we strongly recommend that you allow yourself plenty of time from your initial enquiry to the event date.

For large events and sporting activities, you will need to provide more information to the Council before the event, the essential requirements for a fitness or coaching activity are (but not limited to):

- Public Liability Insurance to the minimum value of £5m cover (£10m if the activity involves children)
- Employee Liability Insurance (if necessary)
- Disclosure Barring Service check/overview (DBS)
- Risk assessment (including Covid-19 secure measures)
- Relevant qualifications/certificates
- First aid certificate
- Price list

An indication of the costs involved can be seen below;

**Charges for the hire of the park - depending on the size of event and its impact on other park users**

**Fees From 1<sup>st</sup> April 2023**

<b>(1-2 sessions per week)</b>	<b>Charity/Non-Profit</b>	<b>Commercial</b>	<b>Refundable Deposit</b>
<b>1 – 10 people</b>	FOC	£42 per month	£250 (commercial only)
<b>11 – 20 people</b>	FOC	£74 per month	£250
<b>21+ people</b>	On application	On application	£250 +

There may also be additional costs incurred if the park is not left as it was found, or utilities have been used without permission;

**Electricity for the event = based on meter readings**

**Water for the event = based on meter readings**

**Fencing for the event = based on size of event**

**Staff assistance for the event = £42 per hour**

**Litter Pick following the event = £21 per hour**

**Cancellations**

**1 weeks' notice or more:** On cancellation of a booking with more than one weeks' notice, the hirer shall be have the option to move their booking to another date.

**Less than 1 weeks' notice:** On cancellation of a booking with less than one weeks' notice, the hirer shall be liable to the council for the whole of the hire charge, no refunds will be made.

**Cancellation:** Please note, no refunds will be made for the cancellation of events due to poor weather or items beyond the council's control.

Please always keep in mind that the parks in Dronfield are for the public's use and enjoyment and may not be used exclusively by any one person or group.

The right to use the park may be withdrawn at any time if the conditions of use of not being adhered to.

To make an enquiry please email your request and plans to the Town Clerk at [townclerk@dronfield.gov.uk](mailto:townclerk@dronfield.gov.uk) or call the office on 01246 418573.