



Events Policy

Adopted by Marden Parish Council on 11th July 2023
Reviewed/Amended on: 12th March 2024
Review Date: March 2025

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
www.mardenkent-pc.gov.uk
Email: clerk@mardenkent-pc.gov.uk
Parish Council Amenities – Events Policy



AMENITIES COMMITTEE

EVENTS POLICY

Introduction

Marden Parish Council (MPC) organises community events with the main purpose of bringing the community together to inform or to enjoy activities that engage residents of all ages and interests. MPC is aware that in doing so it is responsible for the overall safety of the event and that processes and procedures need to be in place that reflect any guidance provided by government, Maidstone Borough Council, Kent County Council and the Health and Safety Executive. MPC has Public Liability insurance cover to enable it to carry out such events.

Events Provided by MPC:

Organising the Event

Any event is to be managed and overseen by the Village Events Sub-Group who report to the Amenities Committee.

MPC currently plans one annual event – Marden at Christmas. However, the Parish Council may wish to hold other events in the future and this policy will apply to those as well. The events may be held on land for which the Parish Council is the owner or it may be on land/in premises owned by other organisations. Although they may be different in content and context the same rigour of planning applies. They are not designed to be fund raising events but charges may be made to contribute towards any set up and management costs (see also Stall Holder Policy).

The Village Events Sub-Group will meet well in advance of the proposed event to discuss as applicable:

- Appropriate date to avoid clash with other local events and the duration of the event;
- Ensure any money to be spent is within the budget for set up and running costs;
- Booking venue to ensure availability;
- To discuss any charging relevant;
- Delegate to Clerk/Deputy Clerk to liaise with stall holders, third party entertainment, refreshment providers, volunteers etc required for the event;
- To liaise with Clerk/Deputy Clerk to draw up the timetable;
- To discuss advertising strategy using a range of local media, website and social networks;
- To agree contingency plan for outside events if inclement weather is forecast for the day of event.

Nearer to the event

The Village Events Sub-Group will meet as and when required to:

- Check on progress;
- To receive a report from the Clerk if any issues have arisen through the risk assessment;
- To agree if a Temporary Events Notice is required (if outside the parameters of the licence for Southons Field).

After the event

The Village Events Sub-Group will meet to discuss any issues and lessons to be learned.

Managing Contributors

Contributors are required to complete an application form and agree to the terms and conditions of the Stall Holder policy, including contingency plans for inclement weather.

The Deputy Clerk will ensure that details are kept of all contributors taking part. This will include contact numbers/emails; details of relevant risk assessment, insurance and food hygiene certificates held.

The Deputy Clerk will ensure that payments for the stalls etc have been made prior to the event.

The Deputy Clerk will write to contributors prior to the event to give precise locations for set up and parking of any necessary vehicles and to provide a copy of MPC's risk assessment and contingency plans for inclement weather.

Events Provided by External Agencies:

MPC, as owner, may permit other event providers to hire Southons Field and/or Marden Playing Field either for a charge for a private or commercial use or free of charge in support of any Marden village community group/organisation. Any request will be at the discretion of the Amenities Committee.

The terms and conditions of hire (which includes details of whether there is a hire free charge or not), parking agreement and booking forms, are attached at Appendix 1.

Bad Weather Management

For MPC events

In the case of wet weather and/or high winds for MPC arranged outside events the Cllrs on the Village Events Sub-Group will be contacted by the Clerk or Deputy Clerk to have the final say on whether events will go ahead or if to be transferred to an alternative venue. These representatives have been given delegated powers by the Amenities Committee to cancel the event or change the venue if deemed necessary. Any decision to cancel or change venue will be made no later than 6.00pm the previous evening.

If the decision is to implement the contingency plan agreed at the planning stage stall holders will be advised as soon as the decision is made and changes will be advertised through social media, e-newsletter and posters.

For external events

In the case of wet weather and/or high winds for third party events on MPC owned land a minimum of two Cllrs on the Village Events Sub Committee and the Clerk/Deputy Clerk will have final say on whether the event will go ahead. These representatives have been given delegated powers by the Amenities Committee to cancel the event or change the venue if deemed necessary.

APPENDIX 1

Field Terms and Conditions & Booking Form



HIRING OF OPEN SPACE AT SOUTHONS FIELD, MAIDSTONE ROAD, MARDEN

I,, the hirer of Southons Field, agree to adhere to the following terms and conditions:

Southons Field will be available to hire for outdoor events (agreed on a case-by-case basis by Marden PC's Open Spaces Sub-Committee) by Parish based community organisations and Marden residents. Village charities, organisations, societies and community led groups where any profits would be distributed within the parish would not be charged for the hire of the field. Private or commercial hire would still be charged at the agreed rate.

Southons Field may be used for occasional parking for events subject to a case-by-case agreement by the Open Spaces Sub-Committee. *Please note that if this is required a separate form for parking should be submitted to Marden Parish Council*

Sporting activities on Southons Field will be at the discretion of the Open Spaces Sub-Committee.

No dogs, other than Guide Dogs, will be allowed on Southons Field.

No cars, other than by previous arrangement, to be allowed on Southons Field. If permitted then these need to be kept to the periphery of the field.

No barbeques will be lit on Southons Field other than by previous arrangement with the Open Spaces Sub-Committee.

No drones or model aircraft to take off, or land, at Southons Field.

No drones or model aircraft to fly over Southons Field without prior agreement of the Open Spaces Sub-Committee.

The use of loud music and/or alcohol will be at the discretion of the Open Spaces Sub-Committee and, if allowed, the hirer to adhere to the conditions in the Premises Licence. Hours covered by the licence are 2pm to 10pm Fridays, Saturdays and Sundays. Agreement of any selling of alcohol or playing of amplified music outside these times need to be made to the Open Spaces Sub-Committee prior to booking the event. Any additional costs will be paid to Marden Parish Council if relevant.

Southons Field should be kept clear of litter and litter bins should be used. All event hirers to clear the site prior to leaving and take away any litter/rubbish from the site after the event.

Full details of the event to be given to the Open Spaces Sub-Committee prior to booking including (a) reason of event; (b) start and end times; (c) any amplified music or speaking; (d) parking; (e) erection of tents / gazebos / marquee; (f) access prior and after the event; (g) any vehicles requiring access to field; (h) sale of alcohol during times of Premises licence; (i) if a Temporary Events Notice (TENS) application is to be made

Any vehicle movements on the field, either parking or delivering etc, will need to be marshalled accordingly and access forbidden for overtaking, passing or stopping on driveways of houses along entrance road.

Any posters/publicity advertising the event, if public, will be provided to the Open Spaces Sub-Committee prior to publicising.

A copy of the public liability insurance and risk assessments, including those from external companies (ie barbeques, bouncy castles, outside bars) will be given to the Open Spaces Sub-Committee no later than one week prior to the event.

Southons Field is open from dawn to dusk and the gates will be locked outside of these times (see below). The Parish Council cannot accept liability for any person/equipment left on the field after the advertised times. If your event is outside of these times arrangements will need to be made regarding access etc with the Parish Council

Notification to be given to the Open Spaces Sub-Committee if requiring the closure of Southons Field to members of the public during a private event.

The Open Spaces Sub-Committee will arbitrate in the event of any damage incurred or litter left on the field. Marden Parish Council will seek to recoup reasonable costs if necessary.

The Clerk/Deputy Clerk and two Councillors will have final say on the condition of the field if wet and will be at the discretion of these representatives of the Council to cancel the event if deemed necessary.

There is no electricity, water or toilets at Southons Field.

Marden Parish Council Responsibility:

The Parish Council insures any building and third party liability of all users of the field.

Undertakes regular safety inspections of the play equipment.

Maintains the pavilion, fencing, hedging, notice board and other assets on the field.

Undertakes risk assessments of the field and entrance prior to any event

Holds a Premises Licence for the sale of alcohol and playing of music between 2pm and 10pm on Fridays, Saturdays and Sundays. A copy will be provided to any hirer if required.

Field Information

Fees – 1st April 2024 to 31st March 2024

Event hire for exclusive use of the field:

Hourly rate: £18.50

½ day (up to 4 hours): £70.00

Over 4 hours: £140.00

Field Opening and Closing

February and March: 8am to 6pm (or dusk if earlier)

April to August: 7am to 8pm

September and October: 7am to 7pm

November to January: 8am to 4pm

Hire Agreement for Southons Field

Hirer:	
Organisation (if relevant):	
Address:	
Telephone Number:	
Email:	
Reason for Hire:	
Exclusive use of field required:	
Date of Hire:	
Start and End Time of Event:	
Is field required outside of these times?	Yes / No
If Yes what times?	
Will alcohol be sold / music played?	Alcohol: Yes / No Music: Yes / No
Fee paid (if relevant)	
Vehicle Access Parking Erection of tents, gazebos, marquees etc Access prior and after the event	Yes / No Yes / No Yes / No Yes / No

I agree to the hire conditions set out in this document

Signed:	
Date:	

Please sign and return to the Parish Office (with fee if required). A confirmation letter will be sent to you following receipt of the form (and fee).

Deputy Parish Clerk: **Mrs Rachel Gillis-Coates**

Parish Office, Marden Memorial Hall, Goudhurst Road, Marden Kent TN12 9JX

Tel: 01622 832305 / Mobile: 07940 241333

Email: deputyclerk@mardenkent-pc.gov.uk / Website: www.mardenkent-pc.gov.uk

Parking Terms and Conditions & Booking Form



HIRING OF OPEN SPACE FOR PARKING AT SOUTHONS FIELD, MAIDSTONE ROAD, MARDEN

I,, the hirer of Southons Field, agree to adhere to the following terms and conditions:

Southons Field will be available to hire for outdoor events (agreed on a case-by-case basis by Marden PC's Open Spaces Sub-Committee) by Parish based community organisations and Marden residents. Village charities, organisations, societies and community led groups where any profits would be distributed within the parish would not be charged for the hire of the field. Private or commercial hire would still be charged at the agreed rate. *Please note that if the field is to be hired for anything other than parking a separate form for hiring should be completed.*

Southons Field may be used for occasional parking for events subject to a case-by-case agreement by the Open Spaces Sub-Committee.

No dogs, other than Guide Dogs, will be allowed on Southons Field.

No cars, other than by previous arrangement, to be allowed on Southons Field. If permitted then these need to be kept to right of the entrance (by the pavilion) or as instructed by the Parish Council

Southons Field should be kept clear of litter and litter bins should be used. All event hirers to clear the site prior to leaving and take away any litter/rubbish from the site after the event.

Vehicle movements on the field, (ie parking or delivering), must be marshalled at all times and access forbidden for overtaking, passing or stopping on driveways of houses along entrance road.

Areas of parking must be cordoned off from the remainder of the field for the safety of members of the public using the facilities by the hirer

Notices must be erected at Maidstone Road entrance to inform other users of the field that there are vehicles on access road and field and to warn drivers of pedestrians (ie Caution: pedestrians 5mph / Caution – vehicles using driveway).

Southons Field is open from dawn to dusk and the gates will be locked outside of these times (see below). The Parish Council cannot accept liability for any person/equipment left on the field after the advertised times. If your event is outside of these times, arrangements will need to be made regarding access etc with the Parish Council.

The Open Spaces Sub-Committee will arbitrate in the event of any damage incurred or litter left on the field. Marden Parish Council will seek to recoup reasonable costs if necessary.

The hirer must undertake a risk assessment and submit this to the Parish Council prior to the event.

The Clerk/Deputy Clerk and two Councillors will have final say on condition of field if wet and will be at the discretion of these representatives of the Council to cancel the event if deemed necessary.

Marden Parish Council Responsibility:

The Parish Council insures any building and third party liability of all users of the field.

Undertakes regular safety inspections of the play equipment.

Maintains the pavilion, fencing, hedging, notice board and other assets on the field.

Undertakes risk assessments of the field and entrance prior to any event

Holds a Premises Licence for the sale of alcohol and playing of music between 2pm and 10pm on Fridays, Saturdays and Sundays. A copy will be provided to any hirer if required.

Field Information

Fees – 1st April 2024 to 31st March 2025

Car Parking on the field – one off fee of £37.50 per day

Field Opening and Closing

February and March: 8am to 6pm (or dusk if earlier)

April to August: 7am to 8pm

September and October: 7am to 7pm

November to January: 8am to 4pm

Hire Agreement for Parking on Southons Field

Hirer:	
Organisation (if relevant):	
Address:	
Telephone Number:	
Contact during the event (if different from above)	
Email:	
Reason for Hire:	
Approx number of cars	
Date of Hire:	
Start and End Time of Event:	
Is field required outside of these times?	Yes / No
If Yes what times?	
Fee paid (if relevant)	

I agreed to the hire conditions set out in this document

Signed:	
Date:	

Please sign and return to the Parish Office (with fee if required). A confirmation letter will be sent to you following receipt of the form (and fee).

Deputy Parish Clerk:

Mrs Rachel Gillis-Coates

Parish Office, Marden Memorial Hall, Goudhurst Road, Marden Kent TN12 9JX

Tel: 01622 832305 / Mobile: 07940 241333

Email: deputyclerk@mardenkent-pc.gov.uk / Website: www.mardenkent-pc.gov.uk

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