

**TEMPORARY USE OF BRIDGNORTH TOWN COUNCIL OPEN SPACES**  
**(Severn Park / Castle Grounds / Quayside / Bandon Lane / Under the**  
**Town Hall)**

**USER AGREEMENT**

Name of user: .....

Name of organisation or group: .....

.....

Commercial or Charity: .....

Evidence of Charitable status will be required

Address: .....

.....

PO Box addresses are not acceptable

Telephone number: Landline .....

Mobile .....

E mail: .....

Website: .....

Location required:

Severn Park / Castle Grounds / Quayside / Other area .....

.....

Date arrive on site: ..... Time:.....

Date event opens: ..... Time:.....

Date event closes: ..... Time: .....

Date leave site: ..... Time: .....

**USE OF TOWN COUNCIL LAND**

**Severn Park:**

Commercial

£230.00 per day

10% discount for 3 days + booking

Bridgnorth based Community Groups and not for profit

£100.00 per day

**Castle Grounds/ Quayside/ Bandon Lane:**

Commercial	£300.00 per day
Bridgnorth based Community Groups and not for profit	£120.00 per day

**Under the Town Hall:**

Commercial	£205.50 per day + VAT
Bridgnorth based Community Groups and not for profit	£ 77.00 per day +VAT

**Conditions of use:**

- That the Town Council will not allow any land to be used by an organisation or group unless the User Agreement is signed, a deposit paid and the terms and conditions agreed to
- Sub leasing is not permitted without prior permission from the Town Council
- That each organisation be asked to pay for the electricity for the event – a meter reading will be taken before and after each event
- That the organisation/community group/not for profit organisation/charity liaise direct with the Town Council electrician about any additional electrical works required and all paperwork and billing to come through the Town Council. This is to ensure that all Town Council electrical infrastructure remains at the same standard as before any event.
- That electrical and PAT testing certificates be produced where necessary – for all installations, fair ground and other commercial activities
- That no fish or animals are to be given away as prizes at events
- That qualified first aiders are present at all times throughout the event
- Marshals or security to be present at all times for the event
- Emergency Services are to be contacted informing them of the details of the event
- The event organisers must ensure that all relevant licences are obtained
- Details of insurance cover for the event is provided
- Shropshire Council Highways department must be informed that the event is taking place
- That the Town Council inspect the area before and after the event for any damage caused and that the user is liable for any repairs
- All areas must be litter picked before leaving the site
- There should be no fly tipping in the hedges or open areas

- The Town Council will not provide toilets at any of the sites for use as part of any event
- That the user arrange to notify town residents and neighbouring residents to the site

### **Severn Park**

- That the footpath adjacent to the river must be left open and clear of obstructions at all times
- River bank safety must be taken into consideration as part of the event planning
- The only entrance to be used into the park is the main entrance and all vehicles are to follow the road through the site
- The opening and closing of the park to be negotiated with the Town Council
- The Town Council will take all parking fees in Severn Park for each event (exceptional circumstances may be negotiated)
- No barbecues or naked flames may be included as part of any event
- that it does not operate for more than 3 continuous days and total on site time not to exceed 7 days.
- hours of operation not earlier than 11am and not later than 9pm
- in addition to the standard fees, a £1000 deposit be paid which will not be refundable if any of the above or standard terms and conditions are not adhered to.
- Significant gaps between events.

### **Castle Grounds:**

- If any catering vans are in situ that they can only be site on hard standing near the toilet block/arbours area by agreement
- Neighbouring residents and the town residents must be informed of the closure of the park for an event
- No vehicles may drive across any lawn area
- No Music to be played past 10 p.m.

### **Quayside:**

- Riverside safety must be a high priority
- Marshals or security must be on site from when an event is setting up until the last person leaves the site

- No music to be played past 10 p.m.

**Under the Town Hall:**

- No Music to be played past 10 p.m.
- No barbecues or naked flames may be included as part of any event

The Town Council reserves the right to use discretion at each event.

The Town Council requires the following documentation to be provided no later than 10 working days before the date of use:

- Details of insurance to cover the event
- Details of the insurance for any fair ground rides or other attractions at the event
- Details of hygiene certificates and electrical certificates for all catering outlets
- PAT testing and electrical testing certificates (where relevant)
- Equipment Servicing certificates (where relevant)
- Risk Assessments for the event
- Method Statements for the event (where relevant)
- Details of qualified first aiders present
- Emergency and Evacuation plans
- Details of marshals present at the event

(in exceptional circumstances the Council may be able to consider a late notice booking which will likely incur an additional administrative fee)

I confirm that I / we are willing to accept the terms and conditions as listed above.  
I enclose a cheque / cash for £ .....

**Name:**.....**Signed** .....

**Position in organisation:** ..... **Date:** .....