

OAKHAM TOWN COUNCIL
Parks and Open Spaces
Events Policy
Charges and Fees
2026-2027

Date Adopted: 11 February 2026
Next Review Date: January 2027

1. Introduction & Purpose

Oakham Town Council (the Council) recognises that a vibrant, culturally diverse events programme enhances the quality of life for residents and boosts the local economy. This policy provides a transparent framework for building a sustainable events calendar while protecting the town's green infrastructure and community interests.

1.1 Policy Objectives

Safety: Ensure all events comply with Health & Safety legislation.

Sustainability: Protect the natural environment, biodiversity, and council infrastructure.

Diversity: Support a wide range of events appealing to all demographics.

Clarity: Provide organisers with clear obligations, timelines, and limitations.

2. Event Classifications

Community Events: Offered with no entrance fees; no significant commercial benefit to profit-making entities.

Charity Events: For the sole benefit of a Registered Charity. Requires a UK charity number and endorsement letter.

Commercial Events: Events run for profit. Subject to commercial fee structures and impact assessments.

3. Application Process & Notice Periods

To allow for thorough review and consultation, the following mandatory lead times apply. Failure to meet these may result in immediate refusal.

Event Scale	Attendance / Nature	Minimum Notice
Small	Under 100 attendees, minimal infrastructure	2 Months
Medium	100–500 attendees, stalls, small stage	3 Months
Major	500+ attendees, significant infrastructure	6 Months

4. Application Process & Fee Structure

4.1 Final Documentation

All signed applications and final safety paperwork must be returned no later than two months prior to site occupation. This notice period is a mandatory requirement to allow the Full Council to review the submission and ensure that formal approval is granted. Failure to provide all required documentation by this deadline may result in the immediate refusal or cancellation of the event.

4.2 Community Group Fee Exemptions

Oakham Town Council is committed to supporting local initiatives and agrees not to charge a Hire Fee for events hosted by recognised Community Groups or charitable organisations. However, the Council reserves the right to charge for the actual use of utilities, such as water and electricity, consumed during the event.

4.3 Commercial Utility Charges

Commercial organisations will be charged for the use of water and electricity. The total amount due will be calculated and invoiced post-event; this sum will be deducted from the Damage Bond refund before the remaining balance is returned to the organiser.

4.4 Daily Hire & Pitch Fees

The following daily charges apply to all event bookings:

Stall Pitches (Commercial): £15 per stall, per day.

Charity Stalls: Free of charge (UK Charity Number required).

Food & Drink Stalls (including Bars): £25 per unit, per day.

Fun Fairs & Circuses: £115 per day, plus actual utility costs (Water/Electric).

4.5. General Principles of Use

Exclusivity: Hire of a specific area does not grant exclusive use of the entire park unless agreed in writing.

Frequency: Generally, only one event is permitted per park per day.

Prohibitions: Permission will be refused for events that:

Discriminate based on race, religion, gender, sexual orientation, or disability.

Risk unacceptable damage to site biodiversity or infrastructure.

Contravene local bylaws or noise regulations.

Advertising: Fly-posting is an offence. All signage requires prior Council approval.

5. Health, Safety & Safeguarding

5.1 Risk Assessment & Inspection

A site-specific written Risk Assessment must be submitted at least four weeks before the event.

A walk-through must be completed before public entry to ensure exits are clear.

5.2 First Aid Requirements

No event shall proceed if minimum requirements are not met.

Event Scale	Minimum Requirement
Small (50)	One designated person with a fully stocked First Aid Kit.
Medium (50–200)	One certified First Aider (Level 3 or equivalent) on-site.
Large (200+)	Multiple certified First Aiders and a dedicated First Aid station.

5.3 Safeguarding (Lost Child & Vulnerable Adults)

The Lost Child Point: A clearly signed, central, yet private area.

The "Two-Adult Rule": The point must be staffed at all times by a minimum of two DBS-vetted adults. A child must never be left alone with a single adult.

Documentation: A Safeguarding Log must record times, descriptions, and ID verification of the person collecting the child.

6. Legal & Technical Compliance

Insurance: Hirers must maintain Public Liability Insurance of at least £5,000,000.

Technical Standards: Temporary electrical systems must comply with BS7909 and be certified by a qualified electrician.

Inflatables: Use of bouncy castles must strictly adhere to HSE safety guidance.

Alcohol Licensing: Vendors must obtain a relevant license and submit a copy to the Council 7 days prior to the event. The original must be available on-site for inspection.

7. Vehicle Access and Movement

Parking: Strictly prohibited within the parks.

Mandatory Escorts: All vehicles in motion within the park must be escorted by stewards at all times (entry and exit).

Restrictions: Delivery vehicles must be removed before the event starts. No new vehicles may enter during the event (except emergency services).

8. Environmental Protection & Reinstatement

Waste Management: Hirer is responsible for total litter clearance and recycling separation.

Site Recovery: Litter must be cleared within 24 hours; ground repairs must be completed within 48 hours. Failure to do so will result in the Council performing the work at the Hirer's expense.

Noise Control: No amplified sound permitted after 10:30 PM.

9. Fees, Bond, and Cancellations

9.1 Refundable Damage Bond

The Council requires a bond payable one month before the event.

Event Scale	Attendance	Recommended Bond
Small	Under 100	£50 – £150
Medium	100 – 500	£250 – £500
Major	500+	£1,000+

High Risk	Any	Negotiated
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9.2 Cancellations

The Council reserves the right to cancel any event and return all monies.

If an organiser cancels, the Council will refund the Bond and unused utility fees only.

Hire fees are non-refundable.

9.3 Financial Management

All revenue generated from hire charges and stall fees is allocated to the Council's Earmarked Reserves, ring-fenced for future events and open space maintenance.

10. Administration & Distribution

10.1 Application Summary

Organisers must provide Contact Details, Crowd Management Plans, Emergency/Evacuation Plans, Weather Contingencies, and a detailed Site Plan.

10.2 Distribution

This policy must be distributed to all Applicants and Council-booked performers/talent to ensure contractual compliance.

Return applications to: enquiries@oakhamtowncouncil.gov.uk |

Phone: 01572 72362

BOOKING FORMS AND AGREEMENTS

11. OAKHAM TOWN COUNCIL Parks & Open Spaces Event Booking Form & Agreement 2026-2027

IMPORTANT: PLEASE READ BEFORE COMPLETING

Ensure you have read the **Parks and Open Spaces Events Policy (2026-2027)**.

Your hire is subject to these terms.

Failure to provide additional documentation within the required time may result in immediate refusal.

Notice of Applications: All booking requests must be submitted no later than **two months** before the proposed event date. This lead time is mandatory for Full Council review.

SECTION 1: HIRER & ORGANISATION

DETAILS

Organisation Name: _____

Registered Address: _____

Charity/Company Number: _____ (If Charity, attach endorsement letter)

Event Lead Name: _____ Phone: _____

Event Manager Name: _____ Phone: _____

On-Site Mobile (Day of): _____

SECTION 2: EVENT CLASSIFICATION & LOGISTICS

Event Name: _____

Location Requested: _____

Organisation Type (Tick):

Community Charity Commercial (Profit-making)

Scale of Event Attendance (Tick): **Small:** (Up to 100 people) **Medium:** (100 to 500 people) **Major:** (500+ people)

Event Date(s): _____

Operating Times: _____

Total Hire Period (Including Arrival, Prep, and Clean-up): _____

From (Date/Time): _____

To (Date/Time): _____

SECTION 3: FIRST AID & SAFEGUARDING (Mandatory)

First Aid Assessment: Who conducted the medical risk assessment?

First Aid Provision Level: * Designated Person + Kit: _____

Mobile: _____

Level 3 First Aider: _____ Mobile: _____

Medical Station / Lost Child Point: Location marked on site plan? Yes No

Vetted staff assigned? Yes No

Manning (Two-Adult Rule): Name and Mobile Numbers of the two designated, DBS-checked staff:

_____ **Mobile:**

_____ **Mobile:**

SECTION 4: COMPLIANCE CHECKLIST

Requirement	Response
Insurance: Public Liability Insurance (Min £5m) attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vehicles: Do you agree to the Mandatory Escort policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waste: Do you agree to the 24-hour total site clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alcohol: Will alcohol be sold? (<i>License due 7 days prior</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5: AGREED FEES & PAYMENT TERMS

Hire Fee: £ _____

Damage Bond (Refundable): £ _____

TOTAL DUE: £ _____

Payment Policy:

Refunds: No payments returned unless the event is cancelled by the Council.

Bond: Payable in full one month prior to the event date.

Hire Fee: Invoiced post-event or as per agreed schedule.

Method: BACS payment to Oakham Town Council (Ref: [Event Name]).

Terms: All outstanding balances are due strictly **7 days** before the event.

SECTION 6: DECLARATION & AGREEMENT

I, the Hirer, confirm I am over 18 years of age. I have received, read, and agree to comply with the **Oakham Town Council Parks and Open Spaces Events Policy**.

I understand that no event shall proceed if the minimum first aid or safeguarding requirements are not met. I accept the fees and payment terms outlined in Section 5 and agree that any damage to Council infrastructure will be deducted from the bond.

Signed (Hirer): _____ **Date:** _____

Signed (Council): _____ **Date:** _____

Return to: enquiries@oakhamtowncouncil.gov.uk | **Phone:** 01572 723627

FOR COUNCIL USE ONLY

Date Received: _____ **Date Council Approved:** _____

Agenda Item: _____

Compliance & Payment:

All required documents and information received:

Payment Received Date: _____

Bond Received:

Final Approval Status: Approved | Declined

Signature: _____

12. Stallholder Application & Pitch Agreement 2026-2027

Event Name: _____

Event Date(s): _____ Location: _____

SECTION 1: STALLHOLDER DETAILS

Business/Organisation Name:

Contact Name:

Address:

Email:

Phone:

Description of Goods/Services:

Status (Please Tick): **Commercial Seller:** £15.00 per day

Charity / Non-Profit: Free of Charge (Charity No: _____)

SECTION 2: FEES & PAYMENT TERMS

Daily Rate: A fee of **£15.00 per day** applies to all commercial pitches.

Payment: All fees must be paid in full at least **14 days prior** to the event.

Refund Policy: Fees are **non-refundable**. In the event of stallholder cancellation or "no-show," no refund will be issued.

Council Cancellation: Refunds will only be issued if the event is cancelled by Oakham Town Council (e.g., due to extreme weather or safety concerns).

SECTION 3: TOWN COUNCIL VEHICLE POLICY

To protect the public and the integrity of the park's turf, the following rules are **strictly enforced**.

Speed Limit: A maximum speed limit of **5 mph** applies at all times. Hazard lights must be active while the vehicle is in motion and the vehicle must be **escorted by a steward**.

Loading/Unloading: Vehicles are permitted on-site solely for loading/unloading. Once unloaded, vehicles must be removed before the event start time unless specifically authorised as part of the stall (e.g., Food Trucks).

Ground Protection: If ground conditions are soft, the Council reserves the right to prohibit vehicle access. Stallholders may be required to carry goods to their pitch.

Movement Restrictions: No vehicle movement is permitted while the event is open to the public. Food trucks must be in position at least **30 minutes before the start** and remain stationary until the event is officially closed.

Damage: Any damage caused to the ground or Council infrastructure by a stallholder's vehicle will be **recharged to the stallholder**.

SECTION 4: TERMS & CONDITIONS

Waste: Stallholders are responsible for removing **all** their own waste. Public park bins must **not** be used for commercial waste.

Electricity: No power is provided. Silent generators may be used **only** with prior written consent. All electrical equipment must be **PAT tested**.

Noise: Music or amplified sound from individual stalls is prohibited unless specifically agreed upon in the event license.

SECTION 5: DECLARATION & AGREEMENT

I confirm that I have read and agree to the Oakham Town Council Stallholder Agreement and the Vehicle Policy. I enclose my payment (if applicable).

Signed: _____ **Date:** _____
Print Name: _____ **Mobile:** _____

OFFICE USE ONLY

Date Received: _____
Payment Status: N/A (Charity) | £ _____
Method: _____
Pitch Number Assigned: _____

13. Food Beverage (F&B) Application Form and agreement:

Event Name: _____
Event Date(s): _____ **Location:** _____

SECTION 1: STALLHOLDER DETAILS

Business/Organisation Name:
Contact Name:
Address:
Email: _____ Phone: _____
Description of Food/Drink:
Status (Please Tick): **Commercial Seller:** £25.00 per day
 Charity / Non-Profit: Free of Charge (Charity No: _____)

SECTION 2: MANDATORY DOCUMENTATION

All F&B sellers **must** provide copies of the following. Failure to produce these documents will result in an immediate decline of the application.

Document Required	Purpose	Checked [Staff]
Food Hygiene Certificate	Level 2 or higher for all staff handling open food.	<input type="checkbox"/>
Local Authority Registration	Proof of registration with your home Council.	<input type="checkbox"/>
Food Hygiene Rating	Must be a rating of 3 or higher.	<input type="checkbox"/>

Document Required	Purpose	Checked [Staff]
Public Liability Insurance	Minimum cover of £5,000,000.	[]
Gas Safety Certificate (CP44)	Mandatory for LPG/Gas use (dated within 12 months).	[]
Risk Assessment & HACCP	Written food safety management plan.	[]
Fire Risk Assessment	Specifically for cooking units/stalls.	[]

SECTION 3: FEES & PAYMENT TERMS

Daily Rate: A fee of **£25.00 per day** applies to all commercial F&B pitches.

Payment: Fees must be paid in full at least **14 days prior** to the event.

Refund Policy: Fees are non-refundable. No refunds for "no-shows" or vendor cancellations.

Council Cancellation: Refunds only issued if the event is cancelled by Oakham Town Council.

SECTION 4: TOWN COUNCIL VEHICLE POLICY

Speed & Safety: Max speed **5 mph**. Hazard lights must be on. All vehicles must be escorted by a Marshall while moving on-site.

Loading/Unloading: Units must be stationary at least **30 minutes before** start time. Non-trading vehicles must be removed to designated parking.

Ground Protection: If ground is soft, access may be prohibited or trackway required at vendor's expense.

Movement: Strictly no vehicle movement while the event is open to the public.

Damage: Any damage to ground or infrastructure will be recharged to the stallholder.

SECTION 5: TERMS & CONDITIONS

Waste: Vendors must remove all waste, including **greywater and cooking oils**. Do not use public park bins.

Electricity & Water: None provided unless agreed in writing. Separate fees apply. Generators must be "**silent**" and all equipment **PAT tested**.

Compliance: Vendors must display **allergen information** and **calorie labelling** as per UK 2026 regulations.

Noise: No music or amplified sound allowed from individual units.

ADDENDUM: Summer Season Bookings (Band Concerts)

Advance Payment: All booking fees for the entire series must be paid in full before the first concert.

Planning: The seller must confirm the exact number of planned events with the Council Office before submitting final payment.

SECTION 6: DECLARATION & AGREEMENT

I confirm I have read and agree to the Oakham Town Council F&B Agreement. I enclose my documents and payment (if applicable).

Signed: _____ **Date:** _____

Print Name: _____ Mobile (Day of Event): _____

OFFICE USE ONLY

Date Received: _____ Rating Verified: [] Insurance Verified: []

Payment: [] N/A [] £ _____ Method: _____ Pitch No: _____

14. Alcohol Seller Booking Form & Agreement 2026-2027

Alcohol Sellers (bars, breweries, or retailers) to ensure full compliance with the Licensing Act 2003 and the Council's public safety standards for 2026.

Event Name:

Event Date(s): _____ Location: _____

SECTION 1: SELLER DETAILS

Business/Organisation Name:

Personal Licence Holder (PLH):

Licence No. & Issuing Authority:

Contact Email:

Mobile:

SECTION 2: MANDATORY LICENSING DOCUMENTS

All alcohol sellers **must** provide copies of the following. Failure to provide these will result in an automatic refusal of your pitch.

Document Required	Purpose	Provided?
Temporary Event Notice (TEN)	To authorise alcohol sales on unlicensed land.	[]
Personal Licence (Photo Card)	Copy of the front and back of the PLH card.	[]
Age Verification Policy	Written "Challenge 25" policy/training manual.	[]

IMPORTANT LEGAL REQUIREMENT: Under the Licensing Act 2003, the original or a certified copy of the **Temporary Event Notice (TEN)** must be prominently displayed at the stall. This notice must be available for immediate inspection by Leicestershire Police or Rutland County Council at all times.

SECTION 3: AGE VERIFICATION & LAW ENFORCEMENT

Oakham Town Council operates a zero-tolerance policy on underage sales.

Challenge 25: Sellers must enforce a Challenge 25 policy. If a customer looks under 25, they must provide valid photo ID (Passport, Driving Licence, or PASS-accredited card).

Refusals Log: A written or digital "Refusals Log" must be maintained on the day and be available for inspection by Council officials.

Staff Training: All staff must be trained on the four licensing objectives: *Prevention of Crime*

& Disorder, Public Safety, Prevention of Public Nuisance, and Protection of Children from Harm.

SECTION 4: FEES & PAYMENT

Daily Rate: A fee of **£25.00 per day** applies to all commercial alcohol pitches.

Payment: Fees must be paid in full at least **14 days prior** to the event.

Addendum (Summer Season): To secure a seasonal pitch (Band Concerts), all fees for the series must be paid in full before the first concert. It is the seller's responsibility to confirm event totals and ensure enough **TENs** are applied for within statutory legal limits.

SECTION 5: VEHICLE & SITE POLICY

Speed & Safety: Max speed **5 mph** with hazard lights active.

Steward Escort: No vehicle may move within the park without a **Council Steward escort**.

Arrival & Removal: Transport vehicles must be removed **30 minutes before** the start time. Only authorised Drink Trucks/Trailers may remain on-site.

Static Period: No vehicle movement until the event is closed and cleared of pedestrians.

Waste & Glass: Sellers must remove all bottles/cans/cardboard. Alcohol must be decanted into **polycarbonate or compostable vessels** (no glass) unless specifically agreed otherwise.

SECTION 6: DECLARATION & AGREEMENT

I confirm that I have obtained a valid Temporary Event Notice (TEN) and will have it available for inspection. I agree to enforce Challenge 25 and comply with all UK Licensing Laws and Council policies.

Signed: _____ **Date:** _____

Print Name: _____ **Mobile (Day of Event):** _____

OFFICE USE ONLY

TEN Received: [] | **PLH Verified:** [] | **Payment:** £ _____

Method: _____

Pitch Number Assigned: _____

15. Circus and Funfair Site Hire Agreement 2026

This agreement merges the historical requirements for Cutts Close with the 2026 Policy updates.

Site: Cutts Close, Oakham ("the Site")

Lessee: _____

Period of Hire: From: _____ To: _____

1. SITE ACCESS & INFRASTRUCTURE

1.1 Tyre Requirements: All vehicles entering the park must be fitted with pneumatic tyres to protect the grass and pathways.

1.2 Access Time: Access for setup is strictly permitted only **after 3:30 PM** on the first day of the hire period.

1.3 Underground Utilities: No stakes or pegs are to be driven into the ground within **1 metre** of underground electricity cabling. The Town Clerk will provide advice on cabling

locations.

1.4 Cable Safety: All surface-level cables must be securely covered with professional cable ramps or matting to eliminate trip hazards.

2. UTILITIES (WATER & ELECTRICITY)

2.1 Supply: The Lessee will be provided with a key for the water and electricity supply.

2.2 Usage Billing: Meter readings will be taken before and after the event. Total usage will be calculated and invoiced to the Lessee post-event.

2.3 Electric Limit: The on-site electrical supply is rated at **60A**. This is for **accommodation units only**. It must not be used to power rides, stalls, machinery, or external site lighting.

2.4 Inspection: Council staff may inspect connections at any time. Any breach must be rectified immediately; repeated breaches will result in a ban from future site use.

3. OPERATING CONDITIONS & NOISE

3.1 Hours of Operation: The Fair or Circus may operate until **10:00 PM** (except for Sundays, where a **6:00 PM** finish is strictly enforced).

3.2 Noise Control: Volume must not exceed **70dB** at the site boundary. The Lessee must comply immediately with instructions to reduce volume.

3.3 Prohibited Sales: The sale and consumption of alcohol by customers is strictly prohibited on-site.

3.4 Animal Welfare (Circus): No non-domesticated animals may be exhibited, in accordance with the *Wild Animals in Circuses Act 2019*.

3.5 Prizes: Under the *Animal Welfare Act 2006*, it is an offence to give away live animals as prizes to anyone under 16 without an adult.

3.6 Food Standards: Vendors must be positioned away from residential boundaries and meet all FSA and Local Authority requirements.

4. WASTE & REINSTATEMENT

4.1 Cleanliness: The Site must be left in a clean and tidy condition.

4.2 Personnel Waste: Domestic waste from personnel/accommodation is **prohibited** from public park bins. The Lessee must arrange private disposal.

4.3 Damage: The Lessee is responsible for paying for any damage to the Site, paths, or fences. The Council reserves the right to engage contractors and recharge the Lessee for all costs.

5. LEGAL & INSURANCE REQUIREMENTS

5.1 Indemnity: The Lessee shall indemnify Oakham Town Council against all claims arising from injury or property damage resulting from the acts or negligence of the Lessee.

5.2 Documents: Copies of Public Liability (**£5m min**), Employer's Liability, and a Site Risk Assessment must be supplied at least **7 days** before arrival.

5.3 Licensing: The Lessee must ensure all relevant licences (including **ADIPS/PIPA** for rides) are available for inspection prior to opening.

6. FINANCIAL TERMS & ADVERTISING

6.1 Rental Fee: The agreed rental of **£115.00 per day** must be paid in full at least **7 days** before arrival.

6.2 Advertising: The Lessee must remove all advertising and posters from Oakham and surrounding areas within **48 hours** of departure.

7. DECLARATION & SIGNATURE

I, the undersigned, have read and agree to the above Conditions of Letting and the Oakham Town Council Parks and Open Spaces Events Policy.

Lessee Signature: _____ Date: _____

Print Name: _____

Witness Signature: _____ Date: _____

Witness Name & Address:

OFFICE USE ONLY

Date Approved: _____ Agenda Item: _____

Signature: _____

Compliance Checklist:

All documents/Risk Assessments received: []

Payment Received Date: _____ []

Bond Received: []

Final Approval Status: [] Approved [] Declined

16. Bands and Performers Agreement 2026

This revised contract aligns your existing band agreements with the 2026 Policy updates.

This Contract details the conditions between **Oakham Town Council** (the Council) and the **Artist(s)** regarding a performance at Cutts Close, Oakham (LE15 6AA).

1. PERFORMANCE DETAILS

Name of Band or Artist:

Date of Event:

Performance Times: **Start:** _____ **Finish:** _____

Location: Cutts Close, Oakham (LE15 6AA)

2. CANCELLATION TERMS

(i) Artist Cancellation: Should the Artist(s) cancel the performance for any reason, no fee shall be payable by the Council.

(ii) Council Cancellation (Standard): If the Council cancels the performance more than **4 weeks** prior to the date, no fee shall be payable.

(iii) Council Cancellation (Late): If the Council cancels the performance less than **4 weeks** prior to the date, **50% of the agreed fee** will be paid to the Artist.

3. THE FEE

Agreed Fee: £ _____

Payment Terms: The fee will be paid via **BACS** on production of a satisfactory invoice following the performance, subject to the conditions in Clause 2.

4. UNDERTAKINGS BY THE ARTIST(S)

(i) Electrical Safety: All electrical equipment (amplifiers, PAs, etc.) must have a current **PAT test sticker** indicating it has been tested within the last 12 months.

(ii) Equipment: The Artist(s) must provide all necessary instruments and sound reinforcement equipment required for their performance.

(iii) Vehicle Movement & Safety:

Vehicles may enter Cutts Close **only** for unloading/loading equipment.

All vehicles must be removed from the park arena at least **30 minutes prior** to the performance start time.

While on the grass, vehicles **must be escorted by a Council Steward** at all times.

A strict speed limit of **5 mph** applies; hazard lights must be active at all times.

(iv) Noise Control: The Artist(s) must comply with the Council's noise limit of **70dB at the site boundary** and reduce volume immediately if requested by a Council official.

5. UNDERTAKINGS BY OAKHAM TOWN COUNCIL

(i) Safety: The Council will provide a site-specific Risk Assessment.

(ii) Representation: A Council representative will be on-site before and throughout the performance.

(iii) Power: A safe electrical supply (13A/16A) will be available if requested.

(iv) Public Address: A small PA system for spoken announcements only can be provided if requested in advance.

(v) Seating: An agreed number of chairs will be provided for the performers.

DECLARATION & SIGNATURES

Signed on behalf of Oakham Town Council: Signature: _____

Date: _____ Position: _____

Signed on behalf of the Artist(s): Signature: _____ Date: _____

ARTIST CONTACT & PAYMENT DETAILS

Contact Name: _____

Address:

Phone No: _____ **Email:** _____

Bank Account Name:

Sort Code: ____ - ____ - ____ **Account Number:** _____

17. Management and Oversight of Park Hire

To ensure transparency and consistent standards across all municipal assets, the following governance procedures apply:

Council Approval: The Full Council retains the ultimate authority for the management of its green spaces. No organisation or individual may use or hire any Council-managed park for a public event without the formal approval of the Full Council.

Administrative Responsibility: The Town Clerk and Council Staff are responsible for the daily administration of the *Parks and Open Spaces*. They must ensure that the Council's adopted policies are strictly followed and that all terms are formally agreed upon by any organisation seeking to use the parks.

Financial Oversight: Staff are mandated to ensure that all deposits, hire fees, and utility bonds are collected in full and within the timeframes specified in the relevant booking agreements.

Health & Safety Maintenance: The Clerk or Council staff are required to update the Event Risk Assessment document held in the Cutts Close shelter. This document must be checked and verified by staff before the commencement of any event.

Emergency Equipment: The First Aid box stored within the Cutts Close shelter must be regularly inspected by staff to ensure it is fully stocked, in-date, and ready for use during public gatherings.