



SAWSTON PARISH COUNCIL

Fun Fair/Circus – Conditions of Hire

One copy to be returned to the Parish Council Office no later than a week before the booking date.

This agreement is between **SAWSTON PARISH COUNCIL** and

The Parish Council permits the above-named company to use its facilities at Lynton Way subject to the following regulations:

Hours of Use

To be agreed when booking. – ***MW to fill in when booking has been made***

All amusements and entertainment must end by 10pm each evening. There must be no arrival on to/vacating of site or the setting up/dismantling of equipment between the above finishing time and 7am the following morning.

Responsibilities of Parish Council and Clubs

The Parish Council arranges preparation of the grounds prior to the arrival of Fun Fair/Circus.

The Parish Council will not be liable for any loss or damage caused by the negligence of the Fun Fair/Circus in this respect, and the Fun Fair/Circus will be charged for any loss or damage caused. Alterations to premises or equipment are not permitted unless authorised by the Parish Council. No sub-letting of the grounds is permitted.

Groundsman's Authority

To maintain a reasonable surface fit for purpose, the Head Groundsman will be the sole judge as to whether the Fun Fair/Circus can use the grounds, and his decision is final.

Vehicle Access

Vehicular access to Lynton Way recreation ground is only allowed via the gate just from Lynton Way for Fun Fair/Circus vehicles only. When allowed onto the grounds, all vehicles must keep off all football pitches and only park within the boundaries set by the Head Groundsman.

Waste

It is the responsibility of the hirer to remove all waste generated on site when they leave site.

Catering and Food Hygiene

Any hirer wishing to provide catering to the public on Council premises must hold a valid Basic Food Hygiene Certificate, the Council must be provided with a copy of this certificate. The Parish Council will not be held responsible or liable for the hygiene of any food prepared by the hirer (or their contractors) on or off the premises.

Liabilities

The Parish Council accepts no liability for loss or damage to the property or injury to hirers/users involved or attending the Fun Fair/Circus.

All companies must take out sufficient insurance cover given the possibility of damage to property or injury to persons. Copies of this paperwork must be given to the Parish Council before the start of your booking at Lynton Way. Failure to do so will result in the Fun Fair/Circus not being able to attend and use Lynton Way recreation ground.

Public Access

The public must not be prevented from having free access to the grounds of the facility at any time without the written consent of the District Council.

Fines – This procedure has been adopted and ratified at the Full Parish Meeting on 11 March 2014

Fine for Offence: £30.00 + cost of replacement/repair + VAT with 30 days to settle invoice

If not settled by this time: £60.00 + cost of replacement/repair + VAT with 30 days to settle invoice

If still not settled: The Fun Fair/Circus would face suspension of the use of Lynton Way until the amount was paid and no future bookings would be accepted until this time.

The Fun Fair/Circus would have the right to appeal in writing within the first 30 days when the Parish Council would make a decision.

Hire Charges - 2025

Refundable deposit charge (to be paid before booking starts) - £1,000

Non-operating days - £50 + VAT per day

Operating days - £150 + VAT per day

By entering this agreement, commit themselves to paying the above fees, where applicable, by the date set out on the invoice sent by the Facilities Administrator after the hire has finished.

Failure to make this payment on time will result in a surcharge of 5% being added to fees.

Signed on behalf of Sawston Parish Council

..... **Date**

Signed on behalf of Fun Fair/Circus

..... **Date**

Policy adopted May 2025