

Bardwell Charity Trustees

Littlemore Green Terms and Condition of Hire and Booking Form

Hirer's responsibilities

1. The use of Littlemore Green must have prior agreement from the Trustees, and must only be used for the reasons stated on the booking form. Any activity on Littlemore Green, including approved car parking, is counted as an 'event'
2. The Trustees retain the right to refuse permission for hire for any event that is deemed inappropriate or would present difficulties of any kind.
3. It is the hirer's responsibility to ensure that Littlemore Green is suitable for their event, subject to the agreement of the Trustees.

Use for organised events:

4. The hirer is responsible for carrying out their own risk assessment and putting procedures and practices in place which are in line with current statutory Policies and Guidelines for safeguarding the Health, Safety and Welfare of staff and visitors to the event throughout the period of hire.
5. The hirer shall indemnify the Trustees against all demands, claims, losses, costs and expenses made against or incurred by the Trustees (including all direct, indirect and consequential loss in relation to but not limited to personal injury or death, property damage and or loss or damage to third parties) or damage suffered by the Trustees caused by or arising from the negligence of the hirer in connection with the hirer's use of the site.
The hirer should hold adequate public liability insurance for the event, such insurance to be in force during the period of the hire.
6. Any items or property placed or left on the Green outside of the hire period will be deemed to be there at the owner's risk, and no liability for these will be accepted by the Trustees.

Use for parking:

7. When hired for approved parking, vehicles are left at owner's risk, and the Trustees accept no liability for damage or theft to vehicles, their contents, or for any personal injuries.

General Conditions for all hirers:

8. Vehicles are to enter the Green via the access in front of Booty Hall.
9. The hirer must ensure free access to any of the properties surrounding the Green at all times.
10. Any time needed to set up, or clear away after the event must be included in the booking period and where applicable be accompanied with the appropriate fee.
11. Littlemore Green is in a conservation area, and the hirer must not make any changes to the flora, the ponds, or alter the layout or shape of Littlemore Green.
12. If hirers wish to undertake any small preliminary works prior to their event, this must first be agreed in writing. Any such work can only be carried out up to two days prior to the event
13. Littlemore Green, its ditches and ponds, must be left in a good and tidy state after use. If there is any damage to the surface, flora, or ponds, or the site is left untidy, the hirer agrees to reimburse the Trustees for any cost of making good any such damage and or untidiness.

