

TOLLER PORCORUM PARISH COUNCIL

DRAFT Recreation Ground Policy and booking form

Updated: 10 September 2025 | Next review date: May 2026 | Last review date: 10 September 2025

Adopted: 13 March 2024

Toller Porcorum Parish Council (TPPC) is the freehold owner of the Recreation Ground (the Ground) and manages it for the benefit of parishioners. Please treat the area with respect and refrain from causing any damage to trees, paths, noticeboards, gates, fences, picnic benches, seats and play equipment (assets).

General rules

1. Vehicles cannot be parked in the Ground or on the access road. Car Parking is available close by in the village hall car park where a donation is requested.
 - a. Vehicles of persons or companies contracted by TPPC for works may be inside the boundary of the Ground from time to time.
2. The vehicle access point onto the Ground must be kept clear at all times to provide unrestricted access to the Emergency Services. The Ground is an emergency landing site for the Air Ambulance and maybe be required at any time.
3. Please take litter home with you.
4. TPPC reserves the right to disallow casual use of any area of the Ground temporarily (e.g., for organised events or maintenance works). It will act reasonably in exercising this right.

Things we don't allow

5. The following are not allowed anywhere on the Recreation Ground:
 - a. Dogs, except guide service dogs, are not permitted anywhere on the Ground - please respect this. TPPC may grant a dispensation to this rule for individual events.
 - b. Driving any motorised vehicle including, but not limited to: cars*, vans*, motorbikes, mini motos and quad bikes.
 - c. Playing or practicing golf.
 - d. Flying powered model aircraft of any kind including drones.
 - e. Bonfires*, barbecues*, firework displays*, Chinese lanterns.
 - f. Glass in any form and alcohol*.
 - g. Horse riding*.
 - h. Shooting or archery.
 - i. Erecting of marquees*, tents* and other temporary structures*.
 - j. Overnight camping.

In respect of those activities marked with * above, individual exceptions may be made by TPPC for organised events, see Organised Events, sections 10 – 17.

Staying safe

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6. No user shall perform any action or permit any action to be performed that endangers the safety of other users or casual passers-by.
7. TPPC will do it's best to ensure the Ground is well kept and fit for use, by carrying out regular inspections and maintenance when required.
8. If you see a hazard or danger, please avoid it, and report it to the Parish Clerk **by email: clerk@tollerporcorumparish.org**.

Children's Play Area

9. The play area is designed for the use of children up to age of 13. In the space occupied by the play equipment please ensure:
 - a. Younger children are always supervised by an adult.
 - b. Any dangerous use or misuse of the equipment, including damage, should be reported immediately ~~by speaking~~ to the Parish Clerk **by email: clerk@tollerporcorumparish.org**.

Organised events

10. Applications for use of the Ground should be made to the Parish Clerk as far in advance as possible using the booking form **at the end of this policy**. ~~on the Parish Website~~ www.tollerporcorumparish.org
 - a. A request made with less than four weeks' notice may be refused on grounds of insufficient notification.
 - b. Most events can be agreed by the Parish Clerk or Chair of TPPC. Please see the application form at the end of this policy for events that need to be agreed at the next formal meeting of TPPC.
 - i. Event applications from For Profit/Commercial organisations must be considered at a formal meeting of TPPC and may be subject to a hire charge.
 - c. ~~The PC will advise the applicant via email of its decision through the Parish Clerk at the earliest opportunity.~~ **The Parish Clerk will inform the applicant of TPPC's decision by email at the earliest opportunity.** Until then the booking is not confirmed.
 - d. Local Groups/Clubs/Charities wishing to use the Ground at short notice for groups of less than 30 may do so, if it is not already booked by another group, **and the chosen activity will not displace** ~~not displacing~~ any other casual users ~~already present~~. **Groups using the Ground under this clause must follow** ~~If doing so they must follow sensibly the relevant~~ guidance in this policy.
 - e. No charge may be made for entry to the Ground without prior permission of TPPC.
 - f. The Ground is usually not made available as a stand-alone venue for private functions, however, permission may be granted for its use for events also using the village hall.
 - i. Events must be finished by 21:00hrs and the site cleared by 21:30hrs.
11. Organisers are responsible for the Public Liability of all matters connected with their event.
 - a. TPPC requires Event Organisers and any third parties to have Public Liability Insurance, Special Events Liability Insurance, or other appropriate cover.

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- b. Copies of such documents must be supplied with the application form.
12. A Risk Assessment must be carried out in advance and a copy sent to the Parish Clerk by email: clerk@tollerporcorumparish.org.
13. It is strongly advised that a First Aider be in attendance. A defibrillator is mounted on the external wall of the village hall with the code is displayed.
14. At least one named person must be present for the entire duration of the event and their name(s) and contact details submitted on the application form. It is recommended that this/these person(s) are clearly recognisable to other users/members of the public.
15. The Event Organisers must ensure that the vehicle access point onto the Ground is kept clear at all times to provide unrestricted access to the Emergency Services.
16. After an event the Event Organiser will return the Ground to good order, ensuring that:
 - a. All litter is removed immediately after the event and not disposed of in the bins at the Ground.
 - b. Any damage to the Ground is made good and reported to the Parish Clerk. Damage that cannot be made good is to be reported to the Parish Clerk and the Event Organiser will be charged for work needed to make the Ground good.
17. ~~Language & Behaviour – The Recreation Ground is intended to be available for all Parishioners and has play equipment for a variety of age groups.~~ Inappropriate language and/or behaviour by anyone booking the Ground, or their guests/attendees is not acceptable. Any complaints about inappropriate language and/or behaviour or noise nuisance received by TPPC will be discussed at the next formal meeting ~~see sanctions below~~ and sanctions may be applied.

Sanctions

18. ~~Failure to observe any of the above considerations, or complaints received will be discussed at a subsequent TPPC meeting.~~ Failure to abide by the conditions of this policy and any complaints received will be discussed at a formal meeting of TPPC to which an Event Organiser or individual will be invited.
 - a. If an Event Organiser or individual is unable to attend said meeting they are encouraged to submit an explanation and/or any mitigation in writing so this can be considered.
19. Options available to TPPC include, but are not limited to, (but not exclusively) Written Warnings or complete exclusion from the Ground irrespective of future bookings, agreements or payments.

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Recreation Ground booking form

The information provided on this form will NOT be treated as confidential as it will be discussed in a public meeting. The applicant may request confidentiality upon application stating a valid reason. If confidentiality is requested TPPC will decide if this can be granted (taking account of the relevant legislation) and inform the applicant accordingly. If confidentiality is not granted the applicant will be asked to confirm whether it wishes to proceed on that basis.

Where the application is successful TPPC may, from time to time, wish to process this information (as updated) for administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

Name of organisation:

Full name:

Position in organisation:

Address including postcode:

Telephone number:

Email address:

Name of event:

Date(s) of event:

Duration of event:

Description of event:

Estimation of attendance:

Will there be a charge to enter the event/Recreation Ground?

If yes, event will require approval at a formal meeting of TPPC.

Yes

No

Will the event include any of the following (tick all that apply):

Cars and/or vans

Bonfire

Barbecue

Firework display

Alcohol*

Horse riding

Marquees, tents, other temporary structures

*Events that require a liquor or public entertainment license will require approval at a formal meeting of TPPC.

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Named person 1, present for the entire duration of the event (mandatory):	
Named person 1 contact details:	
Named person 2, present for the entire duration of event:	
Named person 2 contact details:	
Named person 3, present for the entire duration of event:	
Named person 3 contact details:	
Will suitable Liability Insurance be in place and a copy provided to the Parish Clerk in advance of the event?	Yes No
Will a suitable Risk Assessment be undertaken and a copy provided to the Parish Clerk in advance of the event?	Yes No
Do you confirm you have read and accepted the Toller Porcorum Parish Council Recreation Ground policy and agree to abide by it?	Yes No
Signed:	Date:

Return this form to the Clerk of Toller Porcorum Parish Council, c/o 3 The Briars, Wool, Wareham, Dorset BH20 6NA or clerk@tollerporcorumparish.org