

CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Finance and Policy Committee Meeting 22nd March 2022

Skate Park

6. Open Space and Outdoor Facility hire agreement

Further to the Leisure and Amenities meeting held on the 22nd February 2022 a draft Open Space and Outdoor Facility hire agreement has been drawn up for approval. Consideration should be given as to whether a charge is introduced in connection with the agreement.

It is

RECOMMENDED that the Open Space and Outdoor Facility hire agreement be adopted.



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DRAFT

Hire of Public Open Spaces & Outdoor Facilities

You can apply to use Town Council owned open spaces or outdoor facilities to carry out a business, such as an outdoor exercise class, training, or tuition with paying customers.

To ensure members of the public are kept safe, the Council must ensure that all hirers have their own public liability insurance, have completed the necessary risk assessments, and supply any other important documentation. They must also comply with the relevant Government guidelines.

When completing this application, the information contained within it will form a declaration as part of the conditions of hire, unless subsequently changed by mutual agreement and confirmed in writing.

Please note that Cambourne Town Council accept no liability for any accident, damage, illness or other occurrence which may arise as a result of your activity. Reasonable precautions should be taken to ensure the safety of your participants. It is your responsibility to check the area is safe before the activity takes place. Any issues should be reported to the Town Council.

The area should still be accessible to members of the public. The area should be kept clear of litter, equipment, and property at the end of the session.

Cambourne Town Council reserves the right at any time to cancel this booking in the event of emergency maintenance works, adverse weather, force majeure, Council organised community events or other events beyond the Councils control including a change in Government guidance.

Following cancellation, we will not except responsibility for any additional costs incurred that are associated with the hire of the open space to other organisations.

The Council also reserves the right to cancel with no refund, should any of the information stated on this form be incorrect.

For Open Space:

- Any day between 8am – 8pm
- Or by special arrangement with the Town Council

For Cambourne Skatepark:

- Saturdays and Sundays only between 9am – 11am to avoid times when the park is well used
- Or by special arrangement with the Town Council

Checklist:

- ✓ I enclose a copy of my Public Liability Insurance
- ✓ I enclose a copy of my Risk Assessment
- ✓ I enclose a copy of Photo Identification (e.g.: drivers licence, passport)
- ✓ I enclose a copy of my DBS (if young people/vulnerable adults attending)

We may request further documentation if required.



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Application form

Your name:

First Name	Surname

Organisation name:

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Address:

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Phone:

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Email:

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Location:

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Please give details of the open space and address you would like to hire. Google Maps location link can be pasted in here.

Type of booking:

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Please describe the activity you will be undertaking which this booking applies to.

Date(s) and time(s) of the bookings:

Day(s):

Time(s):

Please also complete the attached calendar.

Estimate numbers attending your sessions:

e.g.: 1 to 1, up to 15, 15 – 30

Will you be charging for your sessions:

Yes	
No	



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Town Chairman Cllr Joe O'Dwyer
Town Clerk John Vickery

Hire of Public Open Spaces

Pricing for 2022/23

£10 per session??

OR...

Example: Surrey Heath Borough Council price list:

Personal Training and Bootcamp	Annual Fees
121 - 1 - 7 Times Per Week	£200
121 - 8 - 14 Times Per Week	£400
121 - 15 - 25 Times Per Week (Capped at 25)	£600
Up to 15 People - Once Per Week	£400
Up to 15 People - 2 - 4 Times Per Week	£600
Up to 15 People - 5 - 7 Times Per Week (Capped at 7)	£800
16 - 35 People - Once Per Week	£500
16 - 35 People - 2 - 4 Times Per Week	£1000
16 - 35 People - 5 - 7 Times Per Week (Capped at 7)	£2000

Please address reply to:
Cambourne Town Council
The Hub Community Centre, High Street, Cambourne, Cambs, CB23 6GW
Tel: 01954 714403
Email: office@cambourneparishcouncil.gov.uk

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Skate Park

6.1 Let's Go Skate

We have been in communication with Let's Go Skate, and they have raised some questions, which are listed below.

- 1) Will there be any charge from the council to let's go skate for providing lessons? If so how much would this be and how would it be worked out.*
- 2) Can lessons be taught after school time during the week?*
- 3) Can lessons be taught during the week when the kids are off school for holidays?*
- 4) Will I need to inform the council of every lesson taking place? Or will I be able to plan as I please (abiding to rules such as between 9am to 11am on the weekends).*