



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

Monkfield Tennis Courts. (Special Events)

Primarily for the use of Cambourne residents.

BOOKINGS:

Should be made via the Town Office.
(There is no online booking facility).

1. EMAIL: you can e-mail the bookings clerk direct at :-
bookings@cambourneparishcouncil.gov.uk
2. PHONE: Contact the Town Office on **01954 714403**
Monday – Friday between 9.00am – 5.00pm or leave a message.



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The site is as marked on the attached plan:

**The premises are available for events from 8.00am and
the premises must be cleared and locked up by 10.00pm.**

We operate a damage waiver system of £100.00 per Community Booking. (These amounts to be paid by cash only). This will be used to cover any damage or to clear any mess left behind. Your damage waiver will be returned back to you within a 48 hour period once your event has taken place; the site has been inspected for litter or damage. If the cost of cleaning or repairing the site exceeds the damage waiver an invoice will be raised against the hirer.

**Monkfield Tennis Courts
Cambourne Town Council
Monkfield Lane
Great Cambourne
Cambridge
CB23 6AJ**

The Management and Operation of Tennis court is by Cambourne Town Council



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Letting Conditions

1. All Users must act with courtesy to the Cambourne Community.
2. No smoking is allowed on Tennis Courts.
3. Insurance: Most activities should be covered by **The Town Council's** insurance. **The Town Clerk** however will check with the insurers in case of doubt and an additional premium may be requested from the Hirer unless they are covered by their own insurance policy.
4. Hirers must comply with any instruction of **The Town Council** relating to the security, maintenance, good order and Health and Safety of The Event and Tennis Courts.
5. In case of accidents the Town office should be notified within 48 hours.

Hirers/Users will not, without the consent of **The Town Clerk**, introduce equipment, alter fixed installations, alter or remove safety equipment, or otherwise take any action which may create a hazard for persons using the Tennis Courts. (An umpires chair is permitted).

It is the Hirer/User's responsibility to ensure that all equipment brought onto the Tennis Courts meets current safety regulations. **The Town Council** cannot be held responsible for any accident that involves any equipment the Hirer/User or his/her Agent has brought onto the premises. The Hirer/User must advise the Booking Officer at the time of Booking of any equipment he/she or their Agent intends to bring onto the site.

7. The access road must be kept clear at all times for emergency vehicles. Patrons should be encouraged to use the settlement centre car parks.
8. **The Town Council** reserves the right to refuse to hire, or may cancel with or without notice any agreed hire if, in their opinion, such use could be detrimental to the fabric of the Tennis Courts, curtilage or its fixtures, fittings, contents or be contrary to the principles of use for which the premises is intended.

No signage or posters are to be erected internally or externally to Town assets. Notices and decorations may only be affixed to designated notice boards.

9. The Hirers shall not do, or permit, nor suffer to be done on the Tennis Courts or within the curtilage of its boundaries including the car park, paths and surrounds anything which may invalidate the insurance of the site or increase the premium of such insurance and/or which may cause a noise or be of annoyance to the general public or occupiers of surrounding properties.
10. In the interest of safety only plastic glasses are permitted to be used on the Tennis Courts at any time.

13. All use of The Tennis Courts and facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the **premises and grounds in a clean and tidy condition. This will include sweeping up and cleaning as necessary.** If the Tennis Courts and grounds are not left in a satisfactory condition in the case of a single hirer the deposit will be forfeited and all reasonable additional charges may be incurred. Persons hiring the Tennis Courts will be held liable for any damage to buildings or other property that is caused due to this hiring, and a claim for repair or replacement of such buildings or other property will be made. Please report all damage in writing to the Booking Clerk.
14. Litter, rubbish including cigarette ends and all waste must not be left in or about the Tennis Courts and grounds; **all rubbish must be removed and placed in appropriate waste containers** at the end of any function or event.

If the Tennis Courts are left in a condition where rubbish or litter needs to be cleared by staff, the user group will be charged for the clearance or in the case of single hirers all or part of the deposit will be forfeited all reasonable additional charges may be incurred.
15. **The Hirer is responsible for all conditions of hire.**
16. The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the Tennis Courts. Exits must not be locked or obstructed. That person will be given a key to keep and this will be signed for.
18. The Town Council do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending The Event. Cars and their contents are left at owners risk in the Public Car Parks. In all cases users of The Event should avoid undue noise on arrival and departure.
19. No animals are allowed on the Tennis Courts, except in the case of trained assistance dogs.
20. Hirers and organisers of events on The Tennis Courts are responsible for ensuring that the noise level of their functions is such that it does not interfere with nor causes inconvenience for the occupiers of nearby houses and property.
21. **All groups involving children must submit their Child Protection Policy to the Booking Clerk at the time of booking. They must ensure that the correct ratio of adult leaders to children is maintained at all times. Adults should be CRB checked as required. The Town Council reserve the right to see the Disclosure Documents at any time.**
22. All bookings must be made through the Booking Clerk designated by **The Town Office.**
23. The Town Council reserves the right to terminate any arrangement where there is evidence of public nuisance.
24. Hirers are expected to adopt, a 30 minute cooling down period after functions have finished allowing the gradual dispersion of users.
25. A risk assessment for any event should be supplied to the Town Clerk detailing the level of stewarding and how the safety and wellbeing of users is to be achieved. The document must be circulated a minimum of 14 days prior to the event. The event organiser is responsible for contacting the relevant authorities about the said event.

The risk assessment should in addition to the level of stewarding, first aid provision, responsible person for the event and emergency contact information, what notifications have been made to the emergency services and the Local Authority etc.

26. The Town Council has a responsible officer who is on duty or is easily contactable in the event of any complaint arising from a licensed event.
27. Contact details for all events to be on display at the front of the site.
28. Parents and Carers are responsible for the supervision of their children during events at all times.
29. **If any event is terminated due to breach of the above letting conditions, there will be no refund given and the damage waiver will be retained.**

