



Terms & conditions for event hire

1. Requirements

1.1 Public Liability Insurance

- The minimum public liability insurance required is £5 million.
- Events that are considered high-risk, including items such as weapons, climbing walls, inflatables, etc., require public liability insurance of £10 million.

1.2 Licences

- The hirer must ensure that all activities requiring licences comply with relevant laws and regulations.
- Failure to obtain the necessary licences will result in the cancellation of the hire agreement without refund.
- No hirer or third party may operate under town council licences.

1.3 The following documentation is required for green space event hire

- Signed **Application for the hire of BOATC Green Space – Event** form.
- Relevant, (in date at the time of the event) **public liability insurance**.
- **Event Management Plan (EMP)**. An EMP is recommended for any event where people, safety, logistics, or compliance need structured management. It is essential for public, large, high-risk, or regulated events. The council reserves the right to withdraw permissions if the event deviates notably from the approved EMP.
- **Risk assessment (RA)** covering the entire event. A RA is needed for any event where there is potential for harm, which includes nearly all organised events. Even small, low-risk activities benefit from a simple risk assessment to meet duty-of-care standards.
- **Noise Management Plan (NMP)**. If noise could impact neighbours or the wider community, a NMP is required.
- **Traffic Management Plan (TMP)**. If the event could impact normal traffic flow or pedestrian safety, a TMP is required.
- **Temporary Event Notice (TEN)**. A TEN is required if you plan to sell or supply alcohol.
- **Temporary Structure & Building Permit**. For outdoor events, temporary structures like stages, marquees, tents, grandstands, and viewing platforms often require temporary structure or building permits to ensure safety and compliance with local building regulations.
- **Fairground Rides**: evidence of annual inspection by ADIPS or a similar body.
- Any other relevant licences required by law for the event.

2. Facilities

2.1 The town council cannot provide water for events. Alcohol vendors must comply with Licensing Act 2003 and provide potable water.

2.2 The town council are unable to guarantee a supply of electricity to your event.



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2.3 Depending on the location, town council green spaces have limited or no toilet facilities. Larger events require additional, portable toilet hire. This is the responsibility of the hirer to arrange.

2.4 Additional lighting may be required due to limited existing lighting in green spaces. This is the responsibility of the hirer to assess and arrange.

3. Third Parties

3.1 The hirer is responsible for all third-party traders and ensuring they have appropriate public liability insurance.

3.2 Hirers are not permitted to sublet any of the hired space that is not declared in the booking.

3.3 If you have hired fairground rides/ high risk equipment/ attractions that will be acting as a third party, it is the hirers responsibility to make sure they are aware of legal duties regarding the safety of these items.

4. Food Traders

4.1 All food traders must display clear labelling of prepacked foods for direct sale, including a full list of ingredients and allergen information.

4.2 Food hygiene ratings must be clearly displayed or accessible for viewing if requested.

4.3 Food traders are responsible for ensuring all labelling, storage, and preparation adhere to food safety standards.

5. Vehicles

5.1 Parking is not permitted on the green space without prior consent.

5.2 The following rules must be observed when driving vehicles onto green spaces.

- maximum vehicle speed 5mph
- hazard lights must be on
- there must be someone guiding the vehicle whilst it is in motion

6. Waste

6.1 Removal of waste, fats, and oils is the hirer's responsibility.

6.2 Large events require additional waste bins; it is the responsibility of the hirer to arrange these.



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6.3 Any waste created during the event should be taken off site and disposed of safely or a fee will be charged.

7. Security and Safety

7.1 Security arrangements are the hirer's responsibility. For multiple day hire and/ or overnight hire, the town council recommends overnight security; this will need to be provided at the event organiser's cost.

7.2 It is the hirers responsibility to ensure the site layout and the site itself is safe for all staff and the public and to provide safe equipment (e.g., generators) and necessary safety measures (e.g., fire extinguishers, fencing etc).

7.3 Gas appliances must have Gas Safe certification; LPG cylinders must be stored securely.

7.4 Petrol or diesel generators must be fully fuelled prior to the event starting with any additional fuel carried in CE approved containers.

7.5 Fireworks, explosives, naked flames, bomb fires etc are not permitted.

7.6 All combustible waste must be safely stored away from energy sources that could cause a fire.

7.7 Green spaces are open to the public 24/7, year-round, with unrestricted access to all areas. As a hirer of the park, you can restrict access to hired sections of the space, e.g., by installing fencing and/or providing security. It is the hirers responsibility to ensure public access and footpaths are not completely restricted or that you obtain relevant licenses as required. Organisers must ensure a clear route around the perimeter for emergency service access which must always remain unobstructed.

8. Property Protection

8.1 The hirer is responsible for the hired site at all times during the hire period. It is the hirers responsibility to check the area on arrival and bring any concerns to the attention of the council before the hire commences.

8.2 All council property within the green space, including flower beds, plants, trees, benches, bins, sports/ activity equipment and infrastructure, must not be damaged or disturbed. Damages must be reported immediately and may incur charges.

9. Payments & Cancellation

9.1 Provisional bookings will be held for 2 weeks from the enquiry date.



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9.2 Bookings are confirmed only upon receipt of a signed application form. See form for charges and cancellation policy.

9.3 Payment is required upon receipt of invoice.

10. Promotion, Filming & Drones

10.1 The event should not be promoted until your booking is confirmed.

10.2 The flying of drones is not permitted on or over the green space at any time.

10.3 Permission from Wiltshire Council Highways may be required for event signage. It is the hirers responsibility to check and obtain.

11. Access

11.1 Access arrangements will be arranged and agreed 1 week prior to the event as gate codes are regularly changed to maintain security.

11.2 Access/ gate codes must not be shared with anyone other than those who need them and are strictly for access to the green space for the event booked.

12. Data & Privacy Policy

12.1 The town councils [Data Protection Policy](#) applies to this agreement.

13. Disclaimer

13.1 The town council is not responsible for

- equipment, goods, or infrastructure brought in by the hirer
- loss of goods and/or stock, damage, injury to the hirer, their team or the public caused by event activities, services, or hirer negligence
- any other equipment or items left on the site

13.2 The town council is not liable for any cost incurred due to the hirer cancelling (e.g. severe weather, headline act dropping out, etc)