



## ADVENTURE PLAYGROUNDS LETTINGS POLICY

### Standard Conditions of Hire for the Adventure Playground

The Adventure Playground service aims to:

- Make sure the APG's premises and facilities can be used, where appropriate, to support community or commercial organisations, ensuring a high level of social value.
- Not let any hiring out of the premises interfere with the Playground's primary purpose of providing a play provision for the local community.
- Hire out facilities in a way that is safe, and in accordance with current safety legislation.

Areas available for hire

- The APG Service will permit the hire of the following areas:
- The Adventure Playground Building plus external areas.
- 3G Football Pitches

### Application process

- Those wishing to hire the premises for Group or Party Hire should fill out the hire request form, which can be found on our website at [www.Dacorumadventureplaygrounds.co.uk](http://www.Dacorumadventureplaygrounds.co.uk).
- Pitch hire requests should be booked through [www.pitchbooking.com](http://www.pitchbooking.com). Upon confirmation of your booking, you will be requested to accept a pitch booking account, please follow the instructions to enable you to do this.
- All group and party hire requests will go to the site manager who will contact the hirer to make the necessary arrangements and confirm the requirements for hire. Once confirmed, a confirmation e-mail will be sent via our booking system (Pitchbooking.com)
- The APG Service reserve the right to decline at our absolute discretion in particular where the hirer does not abide by this policy and put the playground at risk of reputational damage.
- Payments should be made by the due date. You should pay as early as possible so as not to miss your deadline. If payment is not received, we reserve the right to cancel your booking.
- We require 5 days' notice for party or group booking cancellations and 24 hours for Pitch Hire

**GENERAL RULES**  
**GOVERNING THE USE OF THE ADVENTURE PLAYGROUND**

**Preamble**

The management of the Adventure Playground service is currently vested in the communities & leisure Services of the Dacorum Borough Council ("the Council") and is under the day-to-day supervision of the Adventure Playground Operations Managers who are Danny Taber & Matthew Stedman.

**1. Use of the Adventure Playground**

Use of the Adventure Playground and its facilities is subject to the following rules.

**2. Equal Opportunities**

The Adventure Playground shall be open to all children of the community between the ages of 8-16 years regardless of race, gender, sexual orientation, disability, religious or political beliefs or marital status.

**4. Hours of Opening**

The council has use of the building for public use between Feb 18<sup>th</sup> – 31<sup>st</sup> Oct 15:30 – 18:30 during term time & 09:15-17:30 during school holidays. The playground is available to hire outside of these times.

**5. Safety Requirements**

Nothing shall be done which will endanger the users of the Adventure Playground, and its contents and equipment and the policies of insurance relating to and in particular:

- (a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress.
- (b) The automatic emergency lighting supply will illuminate all exit signs and routes.
- (c) Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- (d) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Manager.
- (e) Performances involving danger to the public shall not be given.
- (f) Highly flammable substances shall not be brought into, or used, in any part of the Adventure Playgrounds. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc) shall be undertaken or erected without the consent of the Manager.
- (g) No unauthorised heating appliances shall be used on the Adventure Playground.
- (h) The First Aid box is located in the Adventure Playground office and will be available to all users of the premises. The Manager shall be informed of any accident or injury occurring on the premises.
- (i) All electrical equipment brought onto the Adventure Playground shall follow the *Electricity at Work Regulations* currently in force. The Council refuses all responsibility for all claims and costs arising out of any such equipment that does not so comply.
- (j) Inflatables use must be discussed with the site manager, and must follow current safety standards, including Pipa testing. The manager has the right to ask for all relevant documentation relating to the public safety.
- (k) Children are not permitted on the play equipment during pitch hire, children may only use the equipment when supervised by a member of staff.

**6. Supervision**

The Hirer or person in charge of the activity shall not be under 18 years of age and shall be on the Adventure Playground for the entire period of the hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general supervision. When the Adventure Playground or any part of it is used for the purpose of public entertainment, at least one member of staff will be on duty and will be at least 18 years of age. However, staff members are not responsible for running party sessions, with the exception of booked activities such as Zorb's and Laser Tag, when trained staff will be provided.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the Adventure Playground and shall be familiar with the fire-fighting equipment available.

The person in charge must ensure the site is secure when all of the party is present. Gates closed etc. Any booking or Hirer failing to close the gate when leaving the site, may have any future bookings declined or terminated.

**7. Intoxicating Liquor**

No intoxicating liquors are permitted without the managers consent and must be consumed in moderation, at no point should adults be intoxicated onsite.

**8. Betting, Gaming and Lotteries**

Nothing shall be done on or in relation to the Adventure Playground in contravention of the law relating to betting, gaming and lotteries The persons or organisations responsible for functions held on the Adventure Playground enter premises shall ensure that the requirements of the relevant legislation are strictly observed.

**9. Storage**

The permission of the Manager must be obtained before any goods or equipment are left or stored at the Adventure Playground except that the Manager is so authorised to grant permission for the overnight storage of goods and equipment brought to the Centre for a particular function or event.

**10. Loss of Property**

The Council cannot accept responsibility for damage to, or the loss or theft of the Hirer's own property and effects whilst those property and effects are on the Adventure Playground

**11. Equipment**

The APG Service does not provide equipment for parties such as footballs unless previously arranged and confirmed at the time of booking.

**11. Car Parking**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Adventure Playground. Where parking accommodation is provided and available, this must be used, and in any case users of the Adventure Playground should avoid undue noise on arrival and departure.

**12. Nuisance**

- (a) Litter shall not be left in or about the Adventure Playground. Litter is to be put in the bins provided.
- (b) Only trained guide dogs for the blind shall be allowed in the Adventure Playground.
- (c) Hirers of the Adventure Playground are responsible for ensuring that the noise level of their functions is not such as to interfere with the occupants of nearby houses and property.

**13. Cleaning and Security**

All use of the Adventure Playground and facilities is subject to the Hirer.

- (i) accepting responsibility for returning furniture and equipment to its original position
- (ii) for securing doors and windows of the Adventure Playground, and
- (iii) leaving the Adventure Playground in a clean and tidy condition

**14. Policies & Procedures**

All Hirers will comply with the Adventure Playgrounds' Behaviour Management and Health and Safety policies and procedures. Hirers will be required to produce a risk assessment on any equipment they bring onto the premises.

**15. Right of Admission and Power to evict.**

The council reserve the right at its absolute discretion to refuse, remove or cause to be removed any person from the Adventure Playground