



Aylesford Parish Council

Clerk to the Council

23 Forstal Road
Aylesford, Kent
ME20 7AU
01622 717084

Email: admin@aylesford-pc.gov.uk
Website: www.aylesford-pc.gov.uk

Policy for Hire of Public Open Spaces

1. Areas Available for Hire

Generally, it is the larger recreation grounds that attract applications for the hire of events. A pattern of hiring and usage has built up over the years which has been reflected in the specific policies set out in this document.

Forstal Road Recreation Ground - Main use: Recreation and Football pitches (Aylesford FC) - Secondary use: Small-scale events linked to the football club or Aylesford Village Community Centre, and community events such as fetes and fun days (no heavy vehicles at certain times of the year)

Ferryfield - Main use: Recreation and organised sports (football, mini rugby) - Secondary use: Community events, such as fun fairs, and circuses.

Eccles Recreation Ground – Main use: Recreation, football (Aylesford FC) and other sports. Secondary use: Community events such as fetes, fun days and fun fairs etc.

Tunbury Recreation Grounds – Recreation and football (Aylesford FC and Real 60) for matches and training.

Blue Bell Hill – Recreation and football training only, no matches (Real 60).

Note: Other land owned by the Council is not typically hired out.

2. Types of Hirers

Applications may come from: - Local sports clubs (with long-standing arrangements) - Community groups or charities, clubs - Commercial organisations, ad-hoc committees or individuals

Existing pitch users (e.g. Aylesford FC, Aylesford Rugby Club, Real 60 FC) have priority to renew annual agreements. Sub-letting is not permitted without consent. New requests will be considered if compatible with existing uses.

3. Events and Usage

Non-sporting events such as fairs, festivals, or community days will be assessed on: - Primary/secondary site use - Impact on nearby residents and traffic - Potential for site damage - Community benefit or charitable purpose



Aylesford Parish Council

Clerk to the Council

23 Forstal Road

Aylesford, Kent

ME20 7AU

01622 717084

Email: admin@aylesford-pc.gov.uk

Website: www.aylesford-pc.gov.uk

4. Hire Charges and Responsibilities

- Fees apply as per the Council's scale; deposits may be required
- Hirers must leave the site clean and on time, removing all signage/publicity
- Hirers are responsible for ensuring all compliance:
 - Licensing for sale or supply of alcohol, food, or entertainment (if required)
 - Legal and safety compliance
 - Site is suitable and safe for their type of event

5. Booking Process

- All applications are reviewed by the Environmental Services Committee (monthly meetings)
- Final decisions may need to be made by full Council (bi-monthly meetings)
- Non-sports events must follow the additional Guidance for Hire of Recreation Grounds (see below)

6. Site-Specific Access Conditions

Ferryfield & Forstal Road access is secured with gates, bollards, and height barriers. Entry options: A) Hirer receives a returnable key(s) or B) Council staff unlock/lock site as agreed. The Clerk will determine the arrangements.

Note: Gates must not remain open during the event unless marshalled throughout. Height barriers to remain closed unless prior agreement by the Clerk is obtained. For Forstal Road: Consideration must be given for parking for non-participants such as the hirers of the Aylesford Community Centre and the general public who may want to go to the play area.

GUIDANCE: Non-Sports Event Applications

Applicants must complete the hire form which will ask for:

1. Organiser Details

- Club/organisation name, contact name, address, phone, email

2. Confirmation



Aylesford Parish Council

Clerk to the Council

23 Forstal Road

Aylesford, Kent

ME20 7AU

01622 717084

Email: admin@aylesford-pc.gov.uk

Website: www.aylesford-pc.gov.uk

- That the organiser has read and will comply with this policy

3. Event Information

- Event name, location, date/time
- Site plan
- Activities
- Expected attendance
- Parking, sanitation, stewarding, and litter plans
- Purpose (e.g. commercial, charitable, community)

4. Insurance

- Minimum of £5 million public liability (inc cover for damage to Council property/property)
- Max £150 excess
- Certificate/policy due at least 2 weeks before the event

5. Risk Assessment

- Due no later than 2 weeks before the event