

**HILL AND MOOR PARISH COUNCIL**  
**VILLAGE GREEN AND CAR PARK**  
**HIRE POLICY**  
**Adopted 30<sup>th</sup> October 2025- Minute Ref: 11**

## **Introduction**

1. The village green and car park [“the Green”] are held by the Parish Council on trust for the parish. The Parish Council is obliged to use the Green in a way which benefits the parish. Whilst this does not prevent the Parish Council from making money from hiring the Green, any such hiring cannot be inconsistent with that primary obligation.
2. The Parish Council will prioritise bookings which promote:
  - a. The interests and wellbeing of parishioners;
  - b. Social cohesion in the parish;
  - c. The traditions and heritage of the parish and the countryside;
  - d. Sports and physical activity;
  - e. Enjoyment of nature; and
  - f. Charity.
3. In all matters, the Parish Council will act in compliance with the Equality Act 2010, and will not discriminate against potential hirers based on race, religion, disability or any other protected characteristic.

## **Consideration of booking requests**

4. Bookings for smaller events, or regular events, may be considered and approved by the Urgent Decisions group.
5. For larger one-off events, and in respect of any event likely to have over 100 people in attendance, the booking request will be placed on the agenda for the next Parish Council meeting and considered at that meeting.
6. If a booking request requires faster consideration, a request for expedited consideration should be made to the clerk of the Parish Council, and will be considered on its merits.

## **Fees**

7. The Parish Council will agree a booking fee in advance with the hiring party. For small charitable events this may be waived. For other private events, up to around 50 people, this fee is likely to be [X]. For larger events the fee will be individually negotiated.

8. For larger charitable events (around 50 people or more) the fee may be waived, but a charitable donation (either an agreed sum, or a proportion of the proceeds) will be encouraged. This donation will be to a charity of the Parish Council's choosing, any may be the Village Hall.

### **Insurance and compliance with laws**

9. The Terms and Conditions require the hirer to obtain their own insurance policy. This requirement may be waived for smaller events, but is required for larger events, particularly where equipment, food or sports are taking place.
10. The Terms and Conditions also require that the hirer complies with laws. This includes Martyn's Law, which will, when enacted, require people in control of events to put in place certain policies and procedures. It is critical that hirers are compliant with these provisions so as to not open the Parish Council to liability.

### **Toilets and the Village Hall**

11. The Village Hall is not owned or run by the Parish Council. The hiring of the Green gives the hirer no rights to use the Village Hall. A separate agreement will need to be reached with the Village Hall Committee to make use of its toilets and facilities.
12. If no agreement can be reached with the Village Hall, it may be possible to use the facilities at the Pub, and again a separate agreement would need to be reached.

### **Cancellation**

13. The Parish Council will endeavour to honour the bookings, and will only cancel bookings as a last resort. If some impediment has arisen which will make a booking more difficult, the Parish Council will try to engage with the hirer to amend the booking.
14. If it appears the hirer will be in breach of the Terms and Conditions (such as by failing to obtain sufficient insurance, or non-compliance with Martyn's Law, or it appearing that the use agreed to in the Booking will be exceeded) then the Parish Council is likely to cancel the booking immediately.