

REGULATIONS FOR USE OF THE CORONATION PARK FOR FETES, ETC FROM 1ST SEPTEMBER 2020

ORGANISATIONS AND ASSOCIATIONS WISHING TO HIRE CORONATION PARK ARE ASKED TO READ CAREFULLY THE FOLLOWING REGULATIONS BEFORE SUBMITTING THEIR APPLICATION FORM

1. Public Liability cover of not less than £5,000,000 for small events and £10,000,000 for all large /festival events is required and evidence of such cover must be produced in the Guildhall Office before any booking can take place, any other organisation present must also have public liability insurance or be covered by the umbrella organisation.
2. Notice must be given to the Guildhall Office if music is to be played either by live or by mechanical means (e.g. tapes). All such events are subject to an additional fee of £25.00 for a PRS Licence.
3. The volume of music in Coronation Park should be restricted to that of the Park and must be controlled. Repetitive music will not be permitted. If in the opinion of a Council representative, the volume of amplified music is excessive, the Clerk or a member of Dartmouth Town Council Staff will have the authority to reduce the volume to a reasonable level and issue a warning. Should further complaints be received regarding the level of the music, the Clerk or a member of Dartmouth Town Council Staff will have authority to suspend the event with immediate effect. Failure to observe and comply with this regulation will result in future bookings being denied.
4. Risk Assessments must be completed by the hirer and submitted to the Council at least one week in advance.
5. When hiring the Coronation Park you are responsible for maintaining the condition of it, and any damage caused to the park will be charged back to the hirer.
6. Market Traders, Fairground Operators and professional traders of any kind are not allowed in Coronation Park, unless express permission is received from the Council.
7. Motor vehicles may only enter the park to unload PA Equipment etc. and must then be removed immediately, unless express permission is received from the Council.
8. Parking is not permitted on Coronation Park unless permission is granted in advance from the Council. If permission is granted, the hirer is in control of parking and removal of vehicles.
9. No posters or hanging banners may be attached to the Playpark, Tennis Court fencing or walls unless express permission is received from the Council. The Council reserves the right to remove any such attachments displayed without permission.
10. If the event is to include a raffle or tombola with alcoholic prizes, the following rules must be adhered to, as stated in The Licensing Act 2003 [Section 175];
 - a. The raffle must be promoted as an incidental event (i.e. it's not the main event) within an 'exempt entertainment' – defined as a bazaar, sale of work, fete, dinner, dance, sporting or athletic event, or other entertainment of a similar character;

- b. after deduction of expenses, the whole proceeds of the entertainment are applied for purposes other than private gain;
- c. the alcohol is in a sealed container;
- d. no prize is a money prize;
- e. tickets are only issued when the entertainment takes place (i.e. tickets are not sold in advance)
- f. the raffle/lottery is not the main inducement to attend
- g. it is NOT permissible to sell tickets which can then be exchanged for an alcoholic drink, or to ask for a donation in return for alcohol.

11. Where raffle tickets are to be sold, the organisers must obtain any necessary licenses.
12. If money is collected other than by the sale of goods, sealed tins must be used, clearly marked with the name of the organisation. Persons under the age of 16 years should not be engaged in the collection and a license must be obtained.
13. Coronation Park will only be available to hire five times through the year.
14. In the event of inclement weather an organization will be able to rebook subject to availability.
15. No organisation may hire Coronation Park for more than one Bank Holiday during any one year.
16. Once a booking has been confirmed, the organisation will be liable for the agreed fee, payable to Dartmouth Town Council.
17. No bookings for the park will be accepted for the following year before 1st September.
18. A minimum of two persons from the hiring organisation should be on duty at all times when the Coronation Park is being used.
19. When fetes are held, the stalls must be well presented.
20. Hirers are to leave the premises and equipment in a clean and tidy state ready for the next hirer and are responsible for disposing of their own rubbish. Failure to do so will necessitate an additional charge being levied to cover the cost of undertaking additional cleaning.
21. The Council reserves the right to refuse any application.