Witham Town Council: Hire of Open Space Policy

This policy underpins the hire and use of certain Open Spaces managed by Witham Town Council.

Policy Overview

- Hire of open spaces are considered on a case-by-case basis, depending on what a client wishes to hire a space for, to what extent and what purpose.

Charges for Hire

- In all cases regardless of length and extent of hire, a refundable damage deposit of **£100.00** must be made which will be returned if no damage to open spaces has occurred.
- An additional charge of **£50.00** is payable in cases where vehicular access is required, and prior arrangement and a clear indication as to the use of vehicles must be provided to the Council in conjunction with insurance schedules.
- Use of open spaces is charged at a flat rate of **£20.00** per hour for weekdays and **£30.00** per hour for use on weekends. Assessed on a case-by-case basis.

General Conditions

- The hirer is required to provide evidence of adequate public liability insurance in connection with the hiring.
- At no point should the hire area be left unattended.
- No footpath or public right of way will be blocked or diverted by hirers.
- A designated point of contact must be provided who will be responsible and accountable person for hire.
- No alcohol may be sold on site without an appropriate licence supplied by the Licensing Authority and seen by Witham Town Council.
- Activity on any area of the River Walk hired must not impact in any way on the ecology of the site, with all natural environments not subject to any disturbance by the hirer.
- All byelaws of open spaces must be adhered to at all times when hired.

Exclusions

- The Council will consider waiving the hire charge fees for charity and non-profit community groups looking to hire an open space for an activity. Each application will be dealt with on a case-by-case basis.

Agreed and adopted P&R minute 46 14/10/2019
Last reviewed: 19/10/2026
Review date: October 2027