# Witham town council

# Hire of Open Spaces Policy

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

**Policy Overview**

1. Hire and use 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**

2. 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 areas has occurred.

3. 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.

4. 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**

- 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 the responsible and accountable person for the 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 bye-laws of open spaces must be adhered to at all times when hired.

**Agreed and adopted 12/07/2021**

**Review date: 12/07/2022**

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