



Seaton Town Council Constitution

Chapter 27 Land & Buildings Hire Policy

Marshlands Centre, Harbour Road, Seaton EX12 2LT

01297 21388

townclerk@seaton.gov.uk

Booking Process

If you would like to hire the Function Room at Marshlands Centre, Seaton Down Hill Picnic Site or Cliff Field Gardens, please contact the Council offices on 01297 21388 or at admin@seaton.gov.uk

Seaton Town Council (hereinafter referred to as the “Council”) recommends that you make contact as early as possible in your planning process to ensure sufficient time is allowed to meet all the necessary requirements, for example, in terms of permits, risk assessments and public liability insurance.

Public Liability Insurance

All event organisers could be held legally liable for costs, damages or injuries which occur during the event. Evidence of Public Liability Insurance against this risk **must** be provided to the Council prior to the event taking place and must cover the whole period of the event.

Risk Assessments

A completed comprehensive risk assessment for the use of any of the Council’s land or buildings must be submitted to the Council for approval, prior to the event taking place.

Licensable Activities

Some events will require the event organiser to obtain a Temporary Event Notice from East Devon District Council. Please refer to the application form for more information.

Cancellations

Any refund for cancellations occurring less than 10 days before the date of the booking will be made solely at the discretion of the Town Clerk.

The use of Cliff Field Gardens is weather dependent and in the event of a cancellation due to poor weather, a refund will be made minus any administration fee.

Cliff Field Gardens

For all events in Cliff Field Gardens, the following terms and conditions apply:

- **Site Plan** – this must be submitted at the time of booking and must clearly indicate the position of activities, circulation routes, entrances and exits and clearly display emergency evacuation routes and assembly points which will need to be adequately marshalled.
- **Public Conveniences** – there are no toilet facilities in Cliff Field Gardens and the public toilets in West Walk cannot be relied upon. It is therefore a requirement that event organisers make provision for the hire of sufficient portaloos, the numbers applicable to each event must be agreed in

advance with the Town Clerk, and requirements will depend on the anticipated number of attendees however, a minimum of 1 unisex and 1 disabled access portaloos will be required.

- **Waste Management** – whilst Cliff Field Gardens is equipped with permanent bins, any event is likely generate additional waste and it is the event organiser's responsibility to ensure the procurement of additional waste stations. These will be dependent on the size and nature of the event and can be hired from EDDC. Please seek advice from the Town Clerk regarding the number that will be required on an event-by-event basis. In line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials. Wherever possible food traders will be expected to use biodegradable materials in connection with the packaging of food served to members of the public and should not rely on single use plastic wherever practical.
- **Sale of Alcohol** – due to a restrictive covenant on the land, the sale of alcohol is strictly prohibited.
- **Electricity** – an electricity hook-up is available for use, the cost of which is detailed in the table of hire fees below.
- **Dogs** – signs are attached to each of the entrance gates clearly and clearly indicate that, with the exception of assistance dogs, dogs are not permitted in the gardens. It is the responsibility of the event organiser to ensure that this is adhered to, for the duration of the event.
- **Traffic management** - it is the event organiser's responsibility to contact Devon County Council Highways department on 0845 155 1004 to obtain a road closure or on street parking restrictions, if required. There is no designated car parking at Cliff Field Gardens, and it is the event organiser's responsibility to ensure that visitors and traders are informed of the nearest parking facilities.
- **First Aid** - depending on the number of anticipated attendees, consideration should be given to first aid provision

Function Room – Marshlands Centre

For all bookings for the hire of the Marshlands Function Room, the following terms and conditions apply:

- **Room setup** – tables and chairs will be made available. However, it is the responsibility of the room hirer to set the room up as required and leave as found. Assistance may be available to with setting up, but this cannot be guaranteed.
- **Record of attendees** – in order to ensure the safety of all users of the building, in the event that it has to be vacated, it will be the responsibility of the event organiser to ensure that all individuals sign in and out on an attendance sheet. A clipboard and attendance sheets will be available in

the reception area for all to use. In the event of an evacuation the organiser should take the clipboard with them when leaving the building.

- **Access** – the Function Room is accessed via the buildings entrance on Harbour Road. Please arrange to collect a door code from the Council offices in advance of the event. Event organisers will be responsible for securing the building after the event.
- **Parking** – parking is permissible in any Seaton Town Council designated parking bays and is subject to availability.
- **Health and Safety** – emergency evacuation procedures and the fire assembly point are listed, along with other relevant information, on the Health and Safety noticeboard located in the Function Room. It is the responsibility of the event organiser to ensure that they familiarise themselves with this information and that all attendees are aware.
- **Wifi** – this is available and is included in the hire fee. Attendees can access the Wifi using the guest login details which can be found next to the Health and Safety noticeboard.
- **Waste Management** - in line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials.
- **Alcohol** - The Council does not have a licence to permit alcohol to be sold on the premises. Alcohol may only be consumed if provided by the event organiser on a non-commercial basis and it is the responsibility of the event organiser to ensure any licensing legislation is complied with.

Seaton Down Hill Picnic Site

Whilst it is not anticipated that events will take place at the Seaton Down Hill site, enquiries have been received as to the hiring of the site for a mobile food and drinks unit, which may be considered, subject to the following terms and conditions and the requirements set out on the application form:

- **Site Plan** – this must be submitted at the time of booking and must clearly indicate the position of the activity to ensure access to the site by the general public is not impeded.
- **Waste Management** – it is the responsibility of the event organiser to ensure that all waste is appropriately disposed of, with items recycled where possible in line with the Council's Environment policy and that the site is left as found. In line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials.

Hire Fees

Venue	Charge
Function Room – Marshlands Centre	<p>£12 per hour to include parking (subject to availability) and use of kitchen</p> <p>Storage space may be available for groups. Charges for this start from £25 per month. Please contact the Town Clerk to discuss further.</p>
Seaton Down Hill Picnic Site	£50 per day pitch fee, plus a one-off £40 administration fee
<p>Cliff Field Gardens</p> <ul style="list-style-type: none"> • Commercial rate • Educational awareness / community non-profit event • Charity fundraising event 	<ul style="list-style-type: none"> • £157.00 per day, plus a £40 administration fee per event or series of events booked at the same time • £37.00 per day plus £40 administration fee • Please contact the Town Clerk to discuss <p>Additional costs:</p> <ul style="list-style-type: none"> • £26 each per day for electricity and water, if required, will apply for all events

Application Form - Events and Room Hire Seaton Town Council

Please return the application form and required documents to: townclerk@seaton.gov.uk

Applicants are advised to allow sufficient time for the approval process to be completed prior to the proposed date of the event.

Event organiser's check list

Please ensure that the following documents are submitted with your application form:

- Public Liability Insurance certificate, stating you are covered for the event
- Risk assessments and safety paperwork, including fire safety and emergency evacuation procedures and compliance with Covid-19 regulations
- Evidence of temporary events notices or applications for any licensable activities
- Site plan – for Cliff Field Gardens and Seaton Down Hill site only

Contact details

Organiser's Name:			
Contact Address & Postcode:			
Contact number:		Email:	

Event Details

Name of event:				
Event Type: (please tick)	Expected Number of attendees:			
Commercial (for profit)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Community Event	Yes No
				<input type="checkbox"/> <input type="checkbox"/>
Dates:	Arrive to set up:(CFG only)	Event start:	Event Finish:	Take Down by: (CFG only)
Will you be charging an admission fee?	Yes No	<input type="checkbox"/> <input type="checkbox"/>	If yes, how much?	

Description of Event: If activities change after submitting this form it is your responsibility to inform Seaton Town Council and seek consent for these activities.

Licensable Activities

Do you intend to have any of the following at your event?

Performance of a play	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Market/fete stalls	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Showing a film	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Food and non-alcohol stalls (Food stalls must hold a rating of 3* or above)	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Live music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Face painting	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Playing recorded music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sponsored activity*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Dance performance	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sports event*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Facilities for making music*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Bouncy castle/inflatable*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Facilities for dancing*	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Barbeque/hog roast	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Late night refreshments (sale of hot food and/or beverages from 11pm to 5am)	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Re-enactment group*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Charity street collection	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Fireworks, laser and pyrotechnics display*	Yes No	<input type="checkbox"/> <input type="checkbox"/>
			Bonfire	Yes No	<input type="checkbox"/> <input type="checkbox"/>

Important Information

<p>Events shown in BOLD above require a Temporary Event Notice from East Devon District Council. Please visit Apply for a temporary event notice - East Devon</p>	<p>Yes N/A</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p>License Number</p>
<p>You will need to apply directly to PRS if you are planning to have either recorded or live music at your event. Please call 02075 805544.</p>	<p>Yes N/A</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p>License Number</p>
<p>Do you plan to raise money for charity at your event? If so, you may need to apply for a street collection permit. Please visit or call 01395 517410.</p>	<p>Yes N/A</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p>License Number</p>

Please provide further details for activities marked with an asterisk:

If any of your activities are not covered in the list above, please provide details:

If you intend to provide catering yourself, please specify details.

Toilets

Marshlands – WCs are available at Marshlands.

Seaton Down Hill Picnic Site – there are no toilet facilities at this site.

Cliff Field Gardens - the nearest public toilets are located at the bottom of Castle Hill therefore the hire of portaloos is a condition of hire. Please confirm number of portaloos, type and location below, after discussion with the Town Clerk:

Extra Services

Please note that water and electricity is available at Cliff Field Gardens and an additional fee is charged. It is the event organiser's responsibility to provide any additional equipment such as tables, chairs, barriers etc. Please provide details of additional equipment below:

Litter and recycling

- Cliff Field Gardens and Seaton Down Hill Picnic Site only - it is the event organiser's responsibility to keep the site free from litter. **It is not acceptable to leave waste adjacent to any of the litter bins in Cliff Field Gardens or Seaton Down Hill Picnic Site. Litter must be disposed of at a licensed tip or removed by a licensed contractor. In line with the Council's Environment Policy, the Council is supportive of the reduction of the use of single use plastic. To this end we ask users of Council property and land to restrict usage where possible and to use recyclable materials.**

Please confirm the number of litter stations to be provided or how waste will be disposed of:

Temporary structures and event equipment

Will you be using any of the following:

Portable generator	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Gas cylinders	Yes No	<input type="checkbox"/> <input type="checkbox"/>
PA System	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Staging	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Stage barriers	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Lighting rig	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Crowd control barriers	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Temporary fencing	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Gazebo	Yes No	<input type="checkbox"/> <input type="checkbox"/>	Event seating	Yes No	<input type="checkbox"/> <input type="checkbox"/>
Marquees/Tents	Yes No	<input type="checkbox"/> <input type="checkbox"/>			
Approximate size of marquees/tents (please also provide a site plan):					

*Please note that Seaton Town Council reserves the right to cancel an event at any point should the Council members consider that sufficient measures are not in place in order for the event to proceed safely.

Data Protection

Any personal information which you provide will be held and used by Seaton Town Council for the purpose of processing and administering your application to hire Cliff Field Gardens, Seaton Down Hill Picnic Site or the Function Room at Marshlands. Your information may also be shared within the Town Council and within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise, your personal information will not be disclosed to anybody outside Seaton Town Council and East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our Data Protection Policy can be found at www.seaton.gov.uk