

Terms and conditions (Parks and Open Spaces Events)

1. Hiring a Park or Open space owned and managed by the London Borough of Havering Council will be subject to a hire fee. Fees and charges are reviewed and subject to change annually. The hire fee for the event is based on; event type, duration, size and location. Flexibility will be retained to permit Council Officers to negotiate fees based on information supplied by the hirer. An invoice will be sent to the hirer and is to be paid as soon as possible.
2. Should a hirer cancel their event less than 14 days prior to the event date a cancellation fee of 25% the agreed fee will be charged by the Council.
3. Permission is required before any banners, posters or other advertising material is erected or affixed on park fencing, gates, notice boards etc. The Council does not condone fly-posting, and any advertising material that has been affixed or erected without permission will be removed.
4. Should the Council have to provide, staffing, equipment, undertake works or provide other resources to the event, then the cost of such will be recharged to the event organisers.
5. A site inspection by a Council Officer will take place after each event. If repairs or reinstatements are required due to damage caused throughout the duration of the event, either directly or indirectly, damage fees will be charged to the event organiser. The amount is to be determined by Council Officers and is non-negotiable.
6. Failure to make payment for any of the costs associated with hosting a park or open space event in borough may result in future event applications being rejected and possible legal action to recover the outstanding balance.
7. A proposed event is not approved until it has been subject to the relevant consultation (where necessary) and all relevant paperwork has been submitted to the Officer in Charge. A confirmation email will be sent to the event organiser once their event has been approved. The Council reserves the right to cease any event that has not been formally approved.
8. All other costs related to delivery of the approved event shall be the responsibility of the event organiser including, but not limited to; licenses, temporary sanitary provisions, first aid provisions, advertisements (both physical and digital).
9. The event organiser shall adhere to the Park Byelaws whilst at the venue. Failure to comply with the byelaws may result in future applications being rejected and possible fines being charged to the organiser.
10. The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever and by whomsoever caused, whether to property or

person(s) or sustained by any person at the venue. The hirer agrees to indemnify the Council against all claims, proceedings, actions, damages, costs, expenses and other liabilities which may arise out of, or in consequence of, the hire or use of the venue. The event organiser is responsible for all safety aspects of the event and venue for the duration of their hire.

11. Should unavoidable works be organised at the venue that would impede or cause significant disruption to the event, the Council, in the first instance, will find an alternative suitable venue for the event at no extra cost. The Council will aim to relocate an event no later than one month before the event date. If an alternative venue is not available, the Council will refund the organiser. If the event's duration spans several agreed dates, the hire for the disrupted days will be refunded. Only the hire fee will be refunded, additional costs borne by the event organiser will not be refunded.