

CHIGWELL PARISH COUNCIL
OFFICER'S REPORT TO THE PARISH COUNCIL
Meeting Date: 24 July 2025
Subject: Community Use Policy for Council-Owned Land and Premises

1. Purpose of Report

To seek approval from Chigwell Parish Council to adopt a Community Use Policy that introduces a standardised approach to how requests for use of Parish-owned land and premises are considered, assessed and recorded.

2. Background

Chigwell Parish Council owns and manages a number of assets including public land and community buildings. These are valuable resources held for the benefit of all residents. Over time there has been a shift toward more informal access and use, often arranged without direct engagement with the Council or its officers.

On several occasions, activities have taken place on Parish land or in buildings without prior consultation or formal agreement. In some cases, individuals or organisations have made public announcements or issued invitations assuming permission would be granted. This includes events where local media, councillors and public figures were invited despite no approach having been made to the Parish Council. While these actions may be well intentioned, they bypass the authority of the Council and expose it to reputational, legal and financial risk.

There is also inconsistency in how different users are treated. Some longstanding community groups continue to follow the correct process while others operate without any formal arrangement. The absence of a structured application process has made it difficult for the Council to evaluate community benefit or track use over time. Without a policy framework there is no clear basis for granting discounts or waivers nor an audit trail to support decision-making.

3. Proposal

It is proposed that the Parish Council adopt the attached Community Use Policy, which applies to a specific group of users whose work supports community outcomes. The policy is not open to commercial enterprises or private individuals seeking personal or for-profit use.

Applications will be accepted from the following:

- Charities and not-for-profit organisations
- Voluntary groups
- Educational, cultural or youth-based organisations
- Faith groups conducting non-denominational, community-focused activities
- Local community and resident associations
- Local initiatives that can demonstrate a clear and measurable benefit to the Chigwell community

Applications will be considered using a standardised framework that weighs community benefit, frequency of use, financial impact and alignment with Council priorities. This will ensure decisions

are transparent, consistent and based on evidence, rather than assumptions or informal arrangements.

Once adopted, all current and future users will be asked to submit an application so their arrangements can be reviewed under the same criteria. The policy will also enable the Council to identify where support or discounts may be appropriate and where commercial rates should apply.

4. Supporting Documentation

Draft Community Use Policy
Application Form
Terms and Conditions of Use
Assessment Criteria (redacted)

5. Council Responsibilities and Considerations

a. Finance and Best Value for Money

The policy supports responsible financial management by helping the Council assess the financial implications of all usage and ensure fair contributions are being made.

b. Governance

It strengthens internal controls and ensures proper authorisation of use, reducing the likelihood of informal or unauthorised arrangements taking hold.

c. Community Engagement

All community groups will be supported to engage with the process. The assessment framework enables recognition of projects that deliver measurable benefit to residents.

d. Equal Opportunities

By applying a single assessment process to all applicants the policy promotes fairness and consistency.

e. Crime and Disorder

The requirement for formal applications ensures the Council is aware of all public events and can take steps to support community safety where appropriate.

f. Human Rights

The process is open and proportionate. All applicants have the right to be heard and to have their request considered on its merits.

g. Health and Safety

Use of land and buildings will be assessed in advance, ensuring that appropriate safeguards and responsibilities are in place.

h. Biodiversity

Where relevant, land use proposals will be reviewed to consider environmental impact in line with the Council's sustainability aims.

6. Recommendation

That Chigwell Parish Council:

Approves the adoption of the Community Use Policy as presented.

Authorises officers to begin implementation immediately including publishing the policy on the Council website, inviting applications from current users and incorporating the new process into future bookings.

Community Use and Not-for-Profit Group Use Policy for Chigwell Parish Land and Property

1. Purpose

This policy sets out the guidelines and procedures for the use of Parish-owned property and land by community groups and not-for-profit organisations. The aim is to support local engagement, community benefit and fair access while ensuring the responsible and sustainable use of parish assets.

2. Scope

This policy applies to land and premises owned, leased or managed by the Parish Council intended for public or community use

It covers one-off events, regular bookings and long-term community activities conducted by community-based, non-commercial and not-for-profit groups.

3. Eligibility for Use

The following groups are eligible to apply for use under this policy:

- Local community and resident associations
- Charities and not-for-profit organisations
- Voluntary groups
- Educational, cultural, or youth-based organisations
- Faith groups conducting community-focused, non-denominational activities
- Local initiatives with demonstrable community benefit

4. Value for Money Assessment

In considering applications for use, the Parish Council will assess the **Value for Money (VfM)** offered by the proposed activity. Criteria will include:

- **Community benefit:** How the activity supports social inclusion, well-being, and local needs
- **Frequency and accessibility:** Number of residents served, openness to the public
- **Use of resources:** Whether the space is being used efficiently and responsibly
- **Volunteer contribution:** Use of unpaid local effort to deliver services or events
- **Alignment with Parish priorities:** Compatibility with strategic or neighbourhood plan goals

A nominal charge or donation may still be requested to offset operational costs but reduced or waived fees may be granted in line with VfM outcomes.

5. Application and Booking Process

Eligible groups must complete a **Community Use Application Form**, which will include:

- Organisation details and status

- Description of proposed use/event
- Dates, times, and facilities required
- Evidence of insurance, risk assessments, and safeguarding (if applicable)
- Outline of expected community benefit

6. Approval Process

1. **Submission:** Applications must be submitted to the Parish Clerk at least 8 weeks in advance of the intended use.
2. **Review:** The Clerk will assess completeness and initial suitability.
3. **Council Consideration:** Applications will be presented to the Parish Council at the next available meeting.
4. **Decision:** The Council will approve, conditionally approve or reject the application based on merit, compliance and availability
5. **Confirmation:** Successful applicants will receive a written agreement outlining terms, conditions and responsibilities

7. Terms of Use

Approved users must sign and agree to the Chigwell Parish Terms and Conditions of Use which include:

- Adhere to all health and safety, safeguarding and fire regulations
- Respect the property, neighbouring residents and other users
- Leave the land or facility clean, secure and in original condition
- Notify the Council of any incidents or damage immediately
- Not sublet or assign usage to other parties without prior approval
- Maintain appropriate insurance coverage (public liability minimum of £5 million recommended)

Failure to comply may result in withdrawal of permission and/or liability for repair costs.

8. Fees and Waivers

A schedule of standard hire fees is maintained. Discounted or waived fees may be granted to not-for-profit users where:

- The activity is of substantial public benefit
- There are limited financial resources
- The VfM assessment supports reduced costs

All financial concessions are at the discretion of the Parish Council and may be reviewed annually.

9. Monitoring and Review

The Parish Council reserves the right to review usage, inspect premises and withdraw access if terms are breached. This policy will be reviewed annually or as required.

Appendices

- Appendix A: Community Use Booking Form
- Appendix B: Community Use Information
- Appendix C: Terms and Conditions of Use
- Appendix D: Value for Money Scoring Guide (redacted)

APPENDIX A

Chigwell Parish Council – Community Use Booking Form

Please complete all sections of this form and return it to the Parish Council Office at least 8 weeks before your proposed event.

1. Event Organiser Details

Organisation Name: _____

Type (tick one): ☐ Charity ☐ Not-for-Profit ☐ Community Group ☐

Other:

Charity Number (if applicable): _____

Primary Contact Name: _____

Role/Title: _____

Phone: _____

Email: _____

Address: _____

2. Proposed Use Details

Facility Requested: _____

Date(s) Required: _____

Time (From – To): _____

Expected Attendance: _____

What percentage of these do you estimate will be Chigwell residents: _____

How have you come to this figure: _____

Can you provide any supporting evidence:

Event/Activity Description:

3. Supporting Information

Have you completed a risk assessment?

☐ Yes (please attach). ☐ No (required before approval)

☐ Safeguarding Policy (if risk assessment requires)

Will first aid cover be provided? ☐ Yes ☐ No

If yes, by whom? _____

Name of Public Liability Insurance Provider: _____

Policy Number: _____

Policy Expiry Date: _____

Amount of Cover: £_____ (Minimum £5 million required)

☐ A copy of the certificate is attached

4. Public Benefit and Fee Reduction/Waiver

Briefly describe how this activity benefits the local community:

Are you requesting a fee reduction or fee waiver?

☐ Yes ☐ No

If no, please complete (please complete a hire form)

If yes please provide the follow criteria qualification:

Community Benefit - what community benefits does your event deliver to Chigwell residents, for example health, education, climate impact, social inclusion or cultural enrichment

Access and Inclusivity for Chigwell - how many Chigwell residents are you anticipating will attend this event. How do you evidence the benefit to Chigwell residents. Please detail the impact of your diversity and accessibility strategy

Volunteer Involvement - how many unpaid local volunteers will you use to deliver services or events

Alignment of Parish Priorities (please detail how your event matches Parish strategic plans and/or sustainability goals)

Financial Contribution/Cost recovery (Do you have any fees, grants or donations that offset operating costs or any fundraising activities. If so, please detail total amount received/raised for the last two financial years by year and the source e.g. donations, grants and/or fees)

Environmental Impact - please detail your eco-friendly practices such as waste reduction, whether the event will include any single use plastics, or significant non recyclables (for example non recyclable plates. cutlery, drinks in plastic bottles), energy efficiency

Capacity to Reach Underserved residents throughout Chigwell - please explain how you target the vulnerable and isolated population throughout Chigwell

Promotion of Local Economy - explain how you support local suppliers and local businesses

Innovation and Creativity - explain if this is a pilot project, a new or creative idea for community engagement

Financial Stability - How are you able to demonstrate you have sufficiently sound finances and governance to deliver the proposed activities

Section 6: Permissions & Infrastructure

Please tick all that apply:

- ☐ Marquees or temporary structures (including any toilets)
- ☐ Stage or PA system.
- ☐ Food or drink provision
- ☐ Barbecues and similar (please note these require prior written permission and are not permitted on Council land or premises unless operated by commercial providers)
- ☐ Commercial food or drink provision (eg vendors)
- ☐ Sale of alcohol
- ☐ Use of generators
- ☐ Fireworks or pyrotechnics (*silent fireworks only are permitted and require written permission from the Council)

☐ Animals (e.g. petting zoos)

☐ Fairground rides or inflatables

☐ Other (please specify): _____

Will you require vehicle access to the premises or land?

☐ Yes ☐ No

If yes, please state reason and vehicle types:

Section 5: Premises or land Clean-Up

- Litter & Waste Disposal:
How will you manage general waste and recycling during and after the event?

- Post-Event Clean-Up:
Do you agree to clean the premises or land and remove all waste within 24 hours of the event? ☐ Yes ☐ No

- Premises or land Damage:
Do you agree that any damage to the land, premises, facilities or surrounding areas must be repaired at your own cost, using a contractor of your choice and to a standard acceptable to the Council? ☐ Yes ☐ No

Section 6: Declaration

I declare that the information provided is accurate and complete. I understand that:

- This application does not constitute automatic approval.
- All necessary licences, insurances and risk documentation must be submitted before final permission is granted.
- I accept full responsibility for the management, safety, and conduct of the event.
- Any damage caused to the premises or land will be repaired at the organiser's own expense by a qualified contractor.
- I will ensure the premises is cleaned and returned to its original condition at the end of an event, including all signage being removed
- I will ensure that land is cleaned and returned to its original condition within 24 hours of the event, including all signage being removed

Signed: _____

Full Name: _____

Date: _____

Submitting Your Application

Please return this form with all supporting documents to:
Chigwell Parish Council Office, Hainault Road, Chigwell

Email: admin@chigwellparishcouncil.gov.uk

Guidance for the Community Use of Chigwell Parish Council Land and Premises

Organisers planning to hold community events or activities of any sort on Chigwell Parish Council premises, including parks and open spaces, must obtain prior authorisation that the premises will be available for a discounted or waived fee.

To begin this process, all event proposals, regardless of size, must be submitted using the Council's Community Use Booking Form. This requires the organiser to detail the community benefits the activity or event will be providing

Once the relevant documentation has been reviewed and assessed, the necessary permissions will be determined. Depending on the outcome:

- Permission to use the premises may be granted, subject to specific terms and conditions;
- Or the application may be forwarded to the relevant Council meeting for further consideration.

If permission is granted, provision of the premises or land is subject to the Terms and Conditions of Use form being completed and the conditions in it being met. The extent that a fee may be reduced or waived is dependent on the contribution to the community assessed during the scoring process and is at the discretion of the Council.

Insurance Responsibilities

Even small-scale or volunteer-run groups must ensure they have adequate insurance cover for all aspects of their event. This includes protection against property damage, injury and other potential risks associated with event activities. If there is any uncertainty about the adequacy of your current cover, action should be taken immediately to rectify it.

Public Liability Cover

Organisations may face legal claims if they are found responsible for harm caused to members of the public, volunteers or others involved. Public liability insurance provides financial protection against such claims arising from negligence or failure to implement reasonable safety measures.

Policies should comprehensively cover all planned event activities. Be sure to confirm that your insurer fully understands the nature of the event and any specific risks involved. Additional cover may be required for one-off or special events.

Please note: Even advice given with the best intentions can lead to liability if harm results and due care was not taken. Simply stating a disclaimer may not offer adequate legal protection.

Arranging Insurance

Given the diversity of events and organisations, it is wise to seek tailored professional advice when arranging insurance. Independent insurance brokers can offer guidance and access to appropriate policies. Large organisations or umbrella bodies may also be able to assist or provide group insurance schemes at reduced rates.

Health & Safety Requirements

First Aid Provision

All events must have a minimum of two designated first aiders on site, along with a well-stocked first aid kit. For larger or higher-risk events, additional trained personnel may be needed.

Risk Management

Event organisers are legally responsible for ensuring their activities do not endanger staff, volunteers or the public. This involves identifying potential hazards, assessing the likelihood of harm, and implementing appropriate control measures. Regular reviews and updates of these assessments should be carried out throughout the planning and execution phases.

Food Safety

Any event offering food to the public, even on a non-commercial basis, must ensure that food is handled safely and in compliance with hygiene regulations. At a minimum, food handlers must hold a valid food hygiene certificate. Organisers are responsible for verifying this.

Responsibility for Premises and Land Condition

As part of the agreement to use Council-owned land, organisers are required to restore the premises or land to its original condition following the event. Any damage must be repaired to a reasonable standard, and all associated costs will be borne by the event organisers using their own appointed contractors.

For further information please contact the Parish Office:

Email: admin@chigwellparishcouncil.gov.uk

Tel: 020 8501 2475



Chigwell Parish Council

TERMS AND CONDITIONS OF USE OF PREMISES AND LAND

This Agreement, constituting the Booking Form and these Terms and Conditions of Use, is made between the User (The Applicant) and Chigwell Parish Council (the Venue). The parties agree that this Agreement will confirm the booking. Council staff reserve the right to refuse any booking without reason.

1. IN ACCORDANCE WITH THIS AGREEMENT:

- 1.1. Applications to use all or part of the venue or land must be made by submitting a **Booking Form**, completed in full, along with a signed copy of these **Terms and Conditions of Use**. Chigwell Parish Council reserves the right to refuse any application without reason.
- 1.2. All use fees due **MUST** be paid by electronic bank transfer or by cash at the Parish Council office after both parties confirm the booking (i.e. a completed Booking Form and signed Terms and Conditions of Use are submitted by the Applicant, and a Booking Order is raised and sent to the Applicant by Chigwell Parish Council) **no later than TWO working days** after confirmation of the booking. All payments **MUST** include the Booking Order number as a reference.
- 1.3. A refundable **damage deposit** of **£275.00** and a refundable **key deposit** of **£125.00** **MUST** be paid by cash or bank transfer **no later than TWO working days** before the event date or can be paid together with the booking fee.
- 1.4. The maximum regular booking period is 13 weeks or three months, with a maximum notice period of two weeks before the first date of the Hire Period.
- 1.5. If the Caretaker is not present, the Applicant will be required to self-access and self-secure the venue. Depending on the use schedule, the key to the venue will either be provided directly to the Applicant or deposited in the key safe attached to the venue. Key collection by the Applicant will be on the last weekday before the event unless otherwise arranged with Council staff. Key deposit in the key safe will be made by Council staff on the last weekday afternoon before the event date. Keys that have been collected by the Applicant **MUST** be returned to the Parish Council office no later than 48 hours after the event.
- 1.6. In the event of a booking no longer being required, the following cancellation fees will apply:
 - If cancelled in writing more than eight weeks before the booked date – there will be no booking fee payable.
 - If cancelled in writing more than two weeks before the booked date – 50% of booking fee is payable.
 - If cancelled in writing less than two weeks before the booked date – 100% of booking fee is payable.



2. MAXIMUM CAPACITY:

1. The Applicant is responsible for ensuring the number of people attending the event does not exceed the number agreed upon at the time of booking. The capacity of any open spaces event shall be assessed by the organiser as part of their Risk Assessment (noting point 5.6 of this Agreement). Under no circumstances must the number attending in either area of Victory Hall exceed 200 people (the calculated capacity of the floor areas of each venue, considering the fire exit capacity). If it is found that the number attending exceeds the maximum of 200, the Council reserves the right to terminate the event for safety reasons. All guests will be required to vacate the premises, and no refunds will be made.
2. The Applicant shall ensure that no person under 16 years of age enters the kitchen and / or bar area. The Council will not be held liable for any loss if kitchen facilities are not available.
3. As the individual responsible for the event, the Applicant must ensure that any children and adults with access to the stage or leisure facilities do so safely. Before using the stage, the Applicant must request permission to do so from the Venue.
4. The car park has limited space for **20-35 cars**. Parking availability is **not guaranteed**. Use of the car park is at the owner's risk.

3. USE OF PREMISES:

1. The Applicant shall not use the premises for any purpose other than that described on the Booking Form and shall not sub-hire, use, or allow the premises to be used:
 - For any political rallies, group meetings or demonstrations.
 - For purposes which are illegal, i.e. forbidden by law or unauthorised by official rules.
 - For functions attended by people whose presence may cause civil unrest or division within the community.
 - By organisations or individuals that have been banned by law.
 - For doing anything or bringing onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
2. Chigwell Parish Council reserves the right to exclude or eject from the premises any person and to cancel any booking where it considers:
 - That such events may be contrary to the interest of the public or contrary to any law or act of Parliament. Any such booking may be subject to consideration by the police to ensure the safety of the community is assessed against the request for a venue booking.
 - The users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to or harm the reputation of Chigwell Parish Council.
3. The Applicant shall ensure that no equipment, goods, or other materials are left on the premises after the period of use or overnight, unless permission has been requested and given in writing by the Clerk of the Council.



4. LICENCES:

1. The Applicant shall be responsible for obtaining any licenses and for completing any returns that such licensing bodies may require in connection with the use, and the Applicant shall indemnify the Venue against the consequences of the Applicant's failure to do so.
2. The Applicant shall be responsible for ensuring that they have all permits, consents, licenses, permissions, certificates, authorisations and approvals, whether of a public or private nature, which any authority or person shall require regarding the event.
3. The Applicant shall not apply for a Temporary Event Notice without the written permission of Chigwell Parish Council.
4. No form of notice or decoration may be pinned, stuck, or otherwise fastened to the walls.
5. The sale of alcohol requires a Temporary Event Notice from Epping Forest District Council. This is the responsibility and liability of the Applicant.

5. HEALTH AND SAFETY COMPLIANCE:

1. The Applicant shall be responsible for all health and safety matters during the use period. This includes, but is not limited to:
 - Overseeing the condition and use of all equipment, structures and appliances.
 - The safe operation of all activities.
 - The management of all third parties.
 - The conduct and safety of all visitors.
2. If used for commercial or public meeting purposes, the Applicant shall be responsible for the health and safety aspects of using the premises during the period of hire. The Applicant must carry out a risk assessment for each event. A copy of the risk assessment must be supplied to the office of Chigwell Parish Council **at least TWO days before the first date of the hire period.**
3. The Applicant shall ensure that they are familiar with the:
 - Fire alarm points.
 - Fire evacuation procedures, routes, refuge point and assembly point.
 - Emergency contact number.
 - Location of first aid kit.
 - Location of the accident reporting book.



4. The Applicant shall:

- Ensure clear and unobstructed access is maintained to all emergency exits in the premises.
 - Ensure fire doors in the premises are not propped open or left open at any time.
 - Familiarise visitors with the position of fire alarm points, fire evacuation routes, fire refuge points and the fire assembly point.
 - If a commercial use, appoint fire wardens who are fully trained in emergency procedures.
 - If a private use, take personal responsibility for ensuring that all attendees are supervised and given adequate assistance in the event of an evacuation, including the safe evacuation of people with disabilities.
5. Any accidents or use of the first aid kit MUST be reported to the Parish Council. The form kept with the first aid kit MUST be completed.
6. The Applicant is required to comply with Martyn's Law (Terrorism (Protection of Premises) Act 2025) and agree to have in place, so far as is reasonably practicable, appropriate public protection measures to reduce their vulnerability to acts of terrorism and the risk of physical harm if one were to occur on the site location or nearby.

6. ELECTRICAL COMPLIANCE SAFETY:

1. The Applicant shall ensure that any mains-powered electrical appliances intended to be used on the premises are in a safe working condition. It is the responsibility of the Applicant to check and monitor the condition of mains-powered electrical appliances before and during the use period. Checks must include, but are not limited to:
- Items were purchased brand new within the past twelve months (check valid receipt).
 - Items have a current Portable Appliance Test (PAT) certificate, particularly those items greater than twelve months old (check valid PAT certificate).
 - Visual check of items, including plugs and adapters, before and during the use period and take appropriate action to mitigate the risk of fire.
2. Permission must be sought and granted in writing by the Clerk of the Council for any electrical device to be left on the premises and / or plugged in when the building is empty. All such devices MUST be PAT tested and a copy of the certificate or evidence of exception (i.e. receipt of items purchased brand new within the past 12 months) provided to the Parish Council beforehand:

7. ALTERATIONS:

1. The Applicant must not make any alterations to the premises, internally or externally, without the prior written consent of the Venue.



8. FOOD AND DRINK:

1. Where food or drink is to be supplied to the public for commercial or non-profit purposes, the Applicant and / or caterer must comply with all relevant health and hygiene legislation and regulations. Evidence of this should form part of the Applicant's risk assessment.
2. If preparing or serving food, the Applicant shall observe all relevant food and hygiene legislation and regulations.
3. If the Applicant will use caterers on the premises during the period of use, the Applicant must ensure that the caterers comply with all relevant health and hygiene guidance, legislation and regulations as required.

9. GENERAL REGULATIONS:

1. The Applicant, all visitors and all third parties use the premises at their own risk.
2. **Smoking and / or vaping is not permitted anywhere on the premises.** The Applicant shall ensure that there is no smoking and / or vaping on the premises.
3. Naked flames and pyrotechnics, including but not limited to fire pits, sparklers, fireworks, flares, barbecues and open flame decorations are strictly prohibited within the hall space and its surrounding area including the car park. The only exception is the use of small candles on celebration cakes, which may be used under close supervision and must be extinguished immediately after use. The use of food warming equipment such as chafing dishes that rely on methylated spirit or gel candles is permitted only if requested in writing at least 14 days in advance of the event and written approval is granted by the Clerk of the Council. Any unauthorised use of naked flames, barbecues or pyrotechnics may result in the immediate termination of the use agreement, forfeiture of the damage deposit, and potential liability for any resulting damage or costs.
4. Outside self contained catering provision e.g. pizza vans are permitted only if requested in writing at least 14 days in advance of the event and written approval is granted by the Clerk of the Council. Barbecues require prior written permission and are not permitted on Council land or premises unless operated by recognised commercial providers.
5. The Applicant must not do, nor allow anybody attending their event to do, anything on the premises that may constitute a nuisance to Chigwell Parish Council, to other users, or to the occupiers of adjoining or neighbouring premises.
6. The Applicant shall take responsibility for dealing with anybody causing a nuisance. This may include, but is not limited to:
 - Ensuring that any offending person is removed from the premises.
 - Assisting any third-party or emergency services agent regarding the matter.



10. CHILDREN:

- 10.1. If an event is mainly for children or is endorsed by a school for children to attend, the Applicant must have the necessary child protection policies and procedures in place.

11. END OF USE:

1. An Officer of Chigwell Parish Council will carry out a post-event check of the premises after the use to establish if it has been left in good condition and in accordance with the responsibilities of the Applicant in this agreement. The Officer will compile a report of their findings for the Clerk of the Council, RFO, Health & Safety Officer or any other Officer of Chigwell Parish Council to review as applicable.
2. The Applicant is responsible for ensuring that all noise is kept at an acceptable level and does not disturb residents.
3. The venue closes at 23:00 (11pm). All audio and / or live music **MUST** be switched off by 11pm.
4. The Applicant is responsible for clearing up before leaving the venue. All rubbish must be removed from the venue and taken away from the premises. If these responsibilities are not fulfilled, Chigwell Parish Council reserves the right to retain the refundable deposit and make further charges if required.
 - **Clean and tidy** – A cleaning charge of **£50.00 per hour** shall be payable by the Applicant if the venue and its associated premises (internal and external) has been left in an unacceptable condition. Should bodily fluids, hazardous items or similar be found on the premises, or if the toilets are left in an unsatisfactory condition, a further specialist cleaning charge will apply.
 - **Rubbish removed from the venue and its associated premises (internal and external) at the end of the period of use** – A charge of **£100.00** shall be payable by the Applicant to remove any rubbish remaining in or around the venue and associated premises.
 - **Leaving the building unsecured** - a charge of **£150.00** will be made if any windows and / or doors are left unsecured, requiring staff to visit and make the building secure.
5. Where the use includes use of the kitchen and / or bar area, the Applicant shall ensure the microwave / oven, sinks, fridge, equipment and all floors and surfaces are left clean. Nothing should be left in any ovens, fridges, etc. A charge of **£100.00** shall be payable by the Applicant if the kitchen and / or equipment are not left in a good level of cleanliness after the use period.
6. The Applicant shall ensure no damage is caused or permitted to be caused to the premises or any equipment or fittings during the period of use.
7. The Applicant shall be responsible for any damage caused or permitted to be caused to the premises or any equipment or fittings during the period of use.



8. The Applicant shall reimburse Chigwell Parish Council with respect to any damage caused during the period of use. Any damage will be inspected and evaluated by an independent expert, agency and / or company.
9. At the conclusion of the use period, the Applicant is responsible for ensuring that all lights, heating, and electrical equipment are turned off, and that all doors and windows are securely closed.

12.INSURANCE:

1. During the period of the use, the Applicant shall be responsible for all damages, losses, claims and costs arising out of their use of the premises and shall indemnify the Venue from and against any expense liability, loss claim or proceedings, including claims for personal injury to or the death of any person arising out of the course of or caused as a result of the use, except where due to the negligence of the Venue or their respective servants or agents.
2. The Applicant, during business, commercial or public activities, shall maintain Public Liability Insurance for the sum of not less than **£5,000,000** (five million pounds), in place for the use of the premises during the period of the use. A copy of the Applicant's Public Liability Insurance Certificate shall be provided to the Venue **not less than TWO days before** the first date of the period of use.

13.ADVERTISING:

- 13.1. No advertising shall be displayed in or around the premises without the written permission of Chigwell Parish Council.
- 13.2. Any artwork or other advertising for commercial or public events must be submitted to Chigwell Parish Council a minimum of seven days before any event. Chigwell Parish Council reserves the right to cancel the use agreement if any artwork or advertising is deemed by Council staff to be inappropriate, unlawful or otherwise unsuitable.
- 13.3. A charge of £100 shall apply if the Applicant fails to comply with clauses 13.1 and / or 13.2.

14.DATA PROTECTION:

- 14.1. Personal data supplied on the Booking Form will be retained and will be used in accordance with the Data Protection Act 1998.
- 14.2. Copies of ID will be retained until the full criteria for damage and key deposit refunds have been satisfactorily met. This includes, but is not limited to:
 - The receipt of a satisfactory Council Officer end of use checklist report
 - The safe return of the key in an undamaged condition



- 14.3. Copies of ID will be destroyed only when the above criteria have been met, and damage and key deposit refunds have been processed (further information see GDPR Policy).

15. GENERAL TERMS:

- 15.1. Chigwell Parish Council may from time to time amend or add to these Terms and Conditions of Use in writing.
- 15.2. The Applicant shall ensure that their event / use complies with all relevant legislation and regulations.
- 15.3. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall remain in force and effect, and such invalid or unenforceable provisions or portion thereof shall be deemed omitted.
- 15.4. No term of this agreement shall be enforceable under the Contracts (Rights of Third Parties) Act 1999 by a person who is not a party to this agreement, but this does not affect any right or remedy of a third party which exists or is available apart from under that Act.
- 15.5. This Agreement will be governed by and interpreted in accordance with the laws of England and the English courts shall have exclusive jurisdiction with respect to any dispute arising under this Agreement.
- 15.6. Use of the venue as a Polling Station for elections, or for any other Governmental purpose, may necessitate the cancellation of confirmed bookings. Chigwell Parish Council accepts no liability for any consequential or secondary loss or damage to any third party in these circumstances.
- 15.7. Chigwell Parish Council accepts no liability for any consequential or secondary loss or damage to any third party in the event the facilities, or any part thereof, are not available as agreed, advertised and / or offered for any reason beyond the Council's control.

16. DECLARATION

Please print, sign and date below to confirm that you accept these conditions of use.

Print Name: _____

Signature: _____ Date: _____

Appendix D: Value for Money (VfM) Scoring Guide (Expanded)


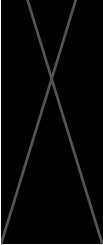
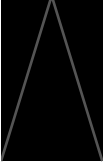

Assessment of Community Use / Not-for-Profit Group Application

Criterion		Notes / Examples

Total Score _____

Assessing Guidance

Total Scoring Guidance:

-  **below** = No evidence / poor - no fee reduction
-  Limited evidence / poor - 25% fee reduction
-  Fair evidence or impact - 50% fee reduction
-  Good evidence / clear benefit - 75% fee reduction
- Excellent / outstanding benefit or alignment - Waive Fees

Assessor Name: _____

Job Title: _____

Date: _____