

Open Spaces Hire Policy

This policy was approved by Building & Grounds Committee of Brockworth Parish Council on 12th August 2020 and is effective from 1 September 2020.

Last reviewed by the Green Spaces & Environment Committee on 18th September 2024 with one amendment.

Hire of Football Pitches

There are two football pitches at Mill Lane Playing Fields which meet the Football Association National Ground Grading – Step 7 minimum requirements. We are not able to accommodate play above this level.

All users wishing to use the pitches **MUST** get prior approval from the Parish Council Office. You will need to complete a booking form, agree to our standard terms and conditions and provide a copy of your risk assessment, proof of public liability insurance and pay the appropriate charge.

For Clubs using our site regularly we will require a booking form annually, contact details for all teams and a list of dates/times for matches and training prior to the start of the season and updated throughout the year if changes occur.

Brockworth Albion Football Club have first call on the pitches for the season and we do not currently have capacity to accommodate additional teams wishing to use the site on a regular full season basis. The cost of seasonal hire and training for all BAFC teams is met by Brockworth Parish Council in return for contributions to shared maintenance, line marking and upkeep of the pitches.

Brockworth Parish Council reserves the right to cancel matches and other uses at short notice for any reason necessary for the safe use of the ground or to prevent damage to pitches.

Fees and charges

Adult friendlies and occasional matches (per match) - £35.00+VAT (use of pavilion not included)

Junior friendlies and occasional matches (per match) - £15.00+VAT (use of pavilion not included)

On pitch training - £15.00+VAT per 2hr session (use of pavilion not included)

Training (not on pitches) – As per exercise classes below

Block booking for season – £700 per team (upto 20 matches)

Sports teams are not charged VAT on hire of pitches /use of changing rooms/showers as long as block bookings of no less than 10 matches are made. VAT will be charged on single bookings; this conforms to the VAT Act 1994.

Please note that nets and flags are not supplied by Brockworth Parish Council.

Use of pavilion

This is billed for separately as the Pavilion is owned and managed by Brockworth Albion Football Club.

If you wish to use the pavilion, please contact Brockworth Albion Football Club direct.

Use of open space for exercise classes

All users wishing to use our public open spaces for organised exercise classes, bootcamps, personal trainer sessions and similar activities where individuals pay a fee to the activity organiser must get prior approval from the Parish Council Office. You will need to complete a booking form, abide by our standard terms and conditions and provide a copy of your risk assessment, proof of public liability insurance and pay the appropriate charge.

Session organisers must notify us of dates/times of all sessions in advance. Users are not allowed to train or exercise on the pitches or play equipment and public access must be maintained at all times.

Fees and charges

Annual licence (maximum 6hrs a week for upto 15 people) - £200

Per session fee (upto 2 hours and a maximum of 10 people) - £5+VAT

Events and other activities

Mill lane Playing Fields and Pound Farm Park, Abbotswood can be used for events and a range of other activities. If you want to hold an event or activity on land owned by Brockworth Parish Council, you will need our permission. An event can be anything from a community picnic or charity fundraiser to larger festivals or sporting spectacles.

Before planning your event, please contact the Council office to make sure that the land you want to use is available and suitable for the type of event/activity you are proposing.

To gain permission you will need to complete an Application Form and return it to us along with a comprehensive Risk Assessment for the event/activity and a Site Layout Plan. You will also need to obtain and show proof of public liability insurance.

Hire fees may apply for commercial events/activities and, depending on the type of event, you may need to provide a bond cheque to cover any damage to the site.

Under the Licensing Act 2013, you may need a license from Tewkesbury Borough Council if your event involves any licensable activities such as the performance of dance, music or the supply of alcohol. A copy of the Temporary Event Notice (TENS) must be given to the Parish Council before the event takes place.

Anyone using our sites for events and other activities must maintain free and safe public access to the site at all times and ensure that the activities do not cause a nuisance to site neighbours and the site is left clean and tidy after use.

If you are considering holding an event on one of our sites, you must contact the Clerk at least 12 weeks before the event, who will talk through your requirements and seek the relevant council approval. The organiser will be asked to submit an application form which includes an event plan, risk assessments and proof of public liability insurance to the Parish Council and be responsible for obtaining the relevant licences from Tewkesbury Borough Council.

We do not normally charge for small community events. If you are planning to hold a large event, use our site for commercial activity or run a circus or fair then the charge will be set as part of the council approval process.

The Parish Council reserves the right to cancel or postpone events at short notice on the grounds of health & safety, following advice from the Police or Licensing Authority or for events beyond Council control such as (but not limited to) notifiable diseases, changing government regulations or a declared emergency.

Local community group use

We recognise that schools, youth groups and other local (non-sporting) clubs may wish to use our parks and open spaces for informal use such as picnic's, treasure hunts, nature trails or other activities.

We do not charge for local community group usage if it is on an occasional basis and ask that the group or session organiser contacts us in advance so that we can ensure it does not clash with other activities. We also ask that they provide us with a copy of their risk assessment and public liability insurance and follow 'leave no trace' principles.