

Guidelines for Events on the Field and / or using other GPFA Facilities

Abbreviations

GPFA = Grindleford Playing Fields Association

EO = Event Organiser

Sports Playing Surfaces

Events on the field need to be located in a way which does not cause damage to playing surfaces. Under no circumstances can the cricket square be used.

Pavilion

If a field event utilises **any** of the services or facilities of the Pavilion, then the Pavilion **should be hired also**.

Conditions of Hire / Use

Conditions of hire / use apply.

Cleanliness, Tidiness & Clearing Up

GPFA tries to maintain all of the facilities in a clean and tidy condition. By their nature most events on the field require a variety of equipment to be set up, and then cleared away again afterwards.

It is a condition of hiring that the EO makes their own arrangements for equipment delivery onto the field and setting up, as well as arrangements for the prompt disassembly, removal from the field as well as tidy and safe storage thereafter. The field area and stores and other facilities must be left in a clean and tidy condition, with equipment stored in designated locations, all **WITHIN THE HIRE PERIOD FOR THE EVENT**.

If you wish to use any of the equipment stored in the Tractor Shed then you must specifically request these items and consider that the shed's location is at the far end of the field and transport is usually required for the equipment on the field.

Access, Egress, Escape Routes & Assembly Point

In setting out your event you should not block the access, egress and escape routes for the Pavilion. An Emergency Action Plan exists for the Pavilion which includes the location of the assembly point (close to Cricket Shed); this plan is displayed on the wall in the Pavilion. Please ensure that your event does not compromise that Plan.

Risk Assessment

For your specific event, it is the responsibility of the EO to have a risk assessment for the event. In the event of an insurance claim, your insurer will probably request a copy of this assessment.

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Category	Item	Location	Guideline	Ownership	Liaise with
Insurance			The EO must ensure that their specific event is covered by appropriate insurance. Unless your organisation is part of GPFA, you cannot rely on GPFA insurance for this purpose.		
Parking / Vehicular access	Paved car park		Can be used for parking at any time whilst undertaking activities on the field. Please keep open the access to the field near the cricket shed and ramps to the pavilion. NOTE HOWEVER THE CAR PARK AREA IS SEVERELY CURTAILED DURING CONSTRUCTION WORKS SO PARKING IN THAT AREA IS LIMITED		
	Field		NO parking or vehicles on the field unless with specific permission of GPFA. If permission is granted then respect the ground and weather conditions and do not park or drive on the playing surfaces.		
Services	Electrical Power	Socket Outlets in Pavilion Store Area & in Car Park / Field Wall	If power is required then the EO must make arrangements for a Competent Person to lay a suitable temporary power cable to the consumption point and make proper connections. The temporary cable must be routed to avoid tripping or low headroom hazards. If large consumers of power (>3kW and / or > 4 hours) are to be used then agreement should be sought with GPFA about a specific payment for the power used.		GPFA Chairman or Secretary.
	Water	Pavilion. Outside tap behind building.	If there is to be large use of water then agreement should be sought with GPFA about specific payment for water used. NOTE: THIS TAP NOT ACCESSIBLE DURING CONSTRUCTION		GPFA Chairman or Secretary.
Welfare	Toilets & Washrooms	Pavilion or additional	The pavilion has men's and women's toilet & washroom facilities suitable for its capacity of about 60 persons. If your event has more persons than that and / or if participants are likely to be very muddy then you should make arrangements to hire additional facilities to be located on the car park area. NOTE EXISTING OUTSIDE ACCESS WC NOT AVAILABLE DURING CONSTRUCTION: CONSIDER HIRING TEMPORARY TOILETS		

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Tractor			The tractor is only available for a limited number of approved users to drive. If you need the use of the Tractor / trailer then you need to liaise with GPFA to determine whether one of the approved drivers can service your need.	GPFA	GPFA Chairman or Secretary
Structures	Tents		If you need to use tents, gazebos or other canvas shelters then you need to bring in or hire your own. You should seek agreement with GPFA regarding location of your tents.	EO own or hired	GPFA Chairman or Secretary
	Stalls	Tractor Shed	GPFA has some market stalls and a few walk-in stalls. These may be used subject to the same agreement on location as tents.	GPFA	GPFA Chairman or Secretary
Furniture	Chairs	Inside Pavilion	Only to be used in Pavilion.	GPFA	
		In shed at side of Pavilion	Only to be used in Pavilion.	GPFA	
		Tractor Shed	May be used on field in dry conditions (legs sink in if ground is very wet).	GPFA	
	Tables	Inside Pavilion	Square small tables for use in pavilion only.	GPFA	
		In shed at side of Pavilion	Rectangular tables for use in the pavilion. Could be used on field in dry conditions only.	GPFA	
		Tractor Shed	Rectangular heavier weight tables for use on field.		
Kitchen & Cooking	Pavilion		Fully equipped kitchen may be used for catering. (See pavilion hire conditions for further guidelines).		
	Field		If cooking is to be undertaken on the field, then this must be located so that there is no burning of the grass / playing surfaces.		
Entertainment	Stage		EO must make own arrangements for any stage to be used at the event.		

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	Amplifiers and Public Address	GPFA own a public address system kept in the pavilion store	<p>If the EO wants to use the GPFA system then they must make suitable arrangements. Alternatively they may make own arrangements.</p> <p>EO must ensure that a Competent Person sets up the PA system including cabling, mic, amp and loudspeakers and makes proper connections. The temporary cabling must be routed to avoid tripping or low headroom hazards.</p>	GPFA	Caretaker
	Noise		<p>Care must be taken to protect neighbours and village residents from over exposure to amplified sound.</p> <p>When speakers are used on the open field or in tents, sound is projected significantly around the village.</p> <p>A reasonable finish time at night has to be considered and agreed with the GPFA.</p>		
	Lighting		EO must make own arrangements for any lighting to be used at the event.		
Drink Licence	Pavilion		GPFA holds a licence for the consumption, but not the sale of alcohol. See the notice board inside for details.		
	Field		If you wish to serve alcohol for an event on the field, then you need to organise your own Drinks licence which covers that event.		