

# Essendon Playing Field Association

## Guidance and rules of use

### Background:

The field was bought for the village in 1980 by voluntary subscription and is now owned by the Essendon Playing Field Association (EPFA). The EPFA is a Charitable Trust (Charity No 281967) whose remit is to ensure "The Trust Property" (the field) shall be held upon trust as a recreation ground for the benefit of the inhabitants of the Parish of Essendon in the County of Hertfordshire in such manner as the Management Committee of the EPFA, from time to time, shall think fit.

The EPFA owns the field and as such relies on income and / or donations from events, both casual and organised that use the field.

The EPFA is committed to ensuring it shall remain an open space for the enjoyment of the villagers and their guests and reserves the right to act as it sees fit for the preservation of the field for this purpose.

The Management Committee meets approximately twice a year, or more frequently if required, although a number of decisions / issues are communicated via email. The committee consists of 6 individuals with Martin Reith, the Chair, Ian Screech the Treasurer and Ian Venables the Secretary. The committee welcomes suggestions or nominations. Please email [info@epfa.uk](mailto:info@epfa.uk)

### General rules:

Most of these are clearly on display at the gated entrance to the field and should be followed at all times.

- Priority for the use of the field shall be given to Essendon Cricket Club and other such recreational organisations approved by the Management Committee
- The main gates will be kept locked at all times unless agreed with the Management Committee

- The Management Committee shall determine (from time to time) the rent or fees payable by organisers wishing to use the field for approved activities
- Dogs must be kept under close control and not allowed to foul on the field. All mess MUST be cleared
- Powered model aircraft or drone flying is strictly prohibited
- No golf or golf practise is allowed
- No horse riding
- No shooting or archery
- Cars may be parked with the prior permission of the Management Committee
- All users will make every effort to respect the field and the facilities and be mindful of neighbours
- Drug taking or anti-social behaviour of any kind is not allowed and will be reported directly to the police
- No activities that are illegal or overtly dangerous or offensive to others will be permitted
- Small children should be supervised by an adult at all times
- No structure, marquee, tent or similar may be erected without permission from the Management Committee
- BBQ's / hog roasts / bonfires etc are only permitted in conjunction with an organised event
- No fireworks / Chinese lanterns
- Camping is prohibited
- The use of the field is permitted for casual activities only in so far as the user complies with relevant laws applicable from time to time and approval is sought from the Management Committee
- The Management Committee reserves the right to disallow casual activities in any area temporarily or permanently.

#### Activities:

If you wish to arrange an event or activity, contact should be made and permission sought from the EPFA in good time prior to you proposed date(s). Activities are broadly defined onto 2 categories:

#### Casual activities:

Casual activities are typically classified as informal recreational activities. The following broadly categorises a casual activity and are normally permitted by the Management Committee if it is:

- Organised by a resident
- For infrequent use, say once per week
- For under 10 people
- Under 90 mins in duration
- Health related
- Not preventing others from using the field
- Not requiring gates open / car parking / water etc

An application should be made to the EPFA and in certain circumstances the Management Committee may request a risk assessment and / or specific insurance.

If participants in the activity are required to pay a fee to participate, it is hoped that the event organiser would consider a donation toward the upkeep of the field. Otherwise, it is not the intention of the Management Committee to levy a charge for these events, although the Management Committee reserve the right to change this from time to time according to each application.

Organised activities:

These are events organised for the provision of entertainment, sport, sale of goods, fund raisers. Typical examples include, but are not limited to:

- Cricket and tennis
- Village fete
- Garden's open day
- Ad hoc car parking for events primarily associated with the church
- Concerts / music events

The EPFA will require prior notice of these events and approval must be granted by the Management Committee. A fee will be charged.

Applications for use:

1. An initial application for use should be made to the secretary of the Management Committee: [info@epfa.uk](mailto:info@epfa.uk)
2. This application should be submitted at least 4 weeks prior to the requested date for use / event

3. EPFA will advise the applicant of its decision and any conditions attached to its approval. Should the request be denied, you can appeal to the Chair

4. In certain circumstances, the Management Committee may request a deposit. This will be held as security against any damage and / or expenses caused by the event and will be returned within 14 days post the event, provided the Management Committee is satisfied there is no damage and the organiser has complied with all the obligations

Organiser responsibilities:

While the EPFA holds liability insurances for the field, organisers are responsible for insurances connected with their activity.

- A risk assessment may be required
- The organiser must be present throughout the event and they must be identifiable
- The organiser must obtain the necessary permits / licenses as may be required
- The organiser must ensure that no damage is done to any part of the field, trees, benches, fences etc
- As far as practicable, the organiser will return the field to the state in which it was found and ensure that all litter and detritus is removed
- The organiser must ensure that no act or permit any action to be performed that endangers the safety of other users

Disclaimer:

Items left on the field are the sole responsibility of the owner. The EPFA is not responsible for any damage or loss to any organiser's or participant's equipment.

Should an organiser have any concerns around the maintenance of the field before an event, please advise the EPFA prior to the event taking place.

The EPFA reserve the right to cancel an organised activity or event if it is deemed unsuitable or inappropriate for the intended use.

Sanctions:

Any failure to observe any of the above considerations and permissions for use may incur a loss of deposit (if applicable) and / or a requirement

to make good any damage and or any other sanction that the EFPA may impose, including possible redress under law.

The EPFA reserve the right to update / amend this document as appropriate. Revised / updated documents will be available at [www.epfa.uk](http://www.epfa.uk)