***FIRLE PARISH COUNCIL***

**Facilities Management Agreement between Firle Parish Council and Firle Village Hall and Playing Fields Ltd**

This document details the management arrangements and responsibilities agreed between Firle Parish Council (FPC) and Firle Village Hall and Playing Fields Ltd (FVHPF).

This Agreement covers the area known as the ‘Playing Fields’ which consist of the Playing Field, the Playing Field car park, the children’s Play Area. It does not include the Tennis Courts, the Cricket Pavilion, the machinery shed, and tool shed, the Cricket Square and the Cricket Net Area.

**Firle Parish Council**

* Firle Parish Council is the Leaseholder for the Firle Playing Fields. The Landlord is Jonathan Moreton Gage and Carola Godman Irvine DL the Trustees of the 8th Viscount Gage
* An Annual Rent for the Playing Fields, payable to Firle Management Ltd, is the responsibility of Firle Parish Council.
* The play equipment of the Children’s Play Area on the site of the Playing Fields are the assets of Firle Village Hall and Playing Fields Ltd.
* As owners of the equipment, Firle Village Hall and Playing Fields Ltd are responsible for the following:
	+ Undertaking regular inspections of the Children’s Play Area, including an annual inspection undertaken by an independent inspector.
	+ Documenting the inspections and making these reports available to the Parish Council if requested.
	+ Undertaking all required maintenance and repair work to the play equipment.
	+ Providing documented annual insurance for the playground equipment and Public Liability for the users of the Play Area.

**Firle Village Hall and Playing Fields Ltd**

* Firle Village Hall and Playing Fields Ltd is responsible for the management and co-ordination of all hirers, community groups and individuals using the Firle Playing Fields site and will ensure that all parties meet their responsibilities regarding legalisation and insurance.
* The play equipment of the Children’s Play Area on the site of the Playing Fields are the assets of Firle Village Hall and Playing Fields Ltd.
* Firle Village Hall and Playing Fields Ltd will be responsible for the regular inspection and maintenance of the Children’s Play Area and play equipment (including all associated costs) with the following schedule agreed:
	+ A routine monthly inspection - this will be a visual inspection to identify broken, missing or worn parts, and hazards such as broken glass or sharp edges.
	+ An operational quarterly inspection - looking at the structural integrity and operation of the equipment.
	+ An annual inspection - undertaken by an independent inspector.
* Firle Village Hall and Playing Fields Ltd may make reasonable charges to other organisations and users for the use of and hire of any of the Firle Playing Fields.
* Firle Village Hall and Playing Fields Ltd will make explicit and draft a contract to hirers for the use of and hire of any of the Firle Playing Fields. The contract will detail (a) the hirers general duties of care and use (b) production of insurance cover for the hirer (c) that all damages caused will be covered by the hirer (d) that all copies of documentation must be noticed to Firle Parish Council in advance of the hirers use of Firle Playing Fields.

This Agreement will be reviewed annually, and signed and agreed on behalf of Firle Parish Council and Firle Village Hall and Playing Fields Ltd.

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| **For Firle Parish Council** | **For Firle Village Hall and Playing Fields Ltd** |
| **Name:** | **Name:** |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |