

**CURRENT STANDARD TERMS AND CONDITIONS
SHAKESPEARE PARK BOWLING GREEN**

Your club's permission to use the facilities at Shakespeare Park is therefore subject to the following conditions:-

(1) A season fee of **£5,369**. The season fee to be reduced subject to the following arrangements being put in place:-

i) Public Coaching Sessions - The club will organise and promote at least 7 public coaching sessions during the season (preferably at monthly intervals). Each session to be given widespread publicity, i.e. notices at the Civic Centre, libraries, Community Centres, Bowling Green, Notice Boards and a series of advertisements in the Braunstone Life.

Discount £626

ii) Bowling Green Maintenance. The Bowls Club will employ a suitably qualified contractor to supply all materials and undertake the following work :-

Discount £2,103

| | |
|-----------|--|
| OCTOBER | supply and spread 6 tonnes of Top Dressing, spread seed with dimple spreader |
| JAN / FEB | supply and treat with weedkiller |
| MARCH | supply and apply Moss/Worm/Turf Tonic Treatment |
| APRIL | supply and apply fertiliser and weedkiller |
| JUNE | supply and apply fertiliser and weedkiller |
| | Every fourth year hollow tine the green and apply additional top dressing |

iii) Summer Green Cutting (3 cuts per week)

Discount £3,285

iv) Security Alarm Systems. Provision and maintenance by the Club of the Club House/Pavilion Alarm and keyholder call-out in the event of activation of either the Braunstone Town Council Store Rooms security alarm or the Club House/Pavilion Alarm.

Free

The net cost to the Council will therefore be **£645**. I acknowledge receipt of the paid invoices covering the above work and I will arrange for a transfer of £645 into your bank account in due course.

(2) Public Use – The club will make two rinks available for public use to coincide with the Club's Home Fixtures and the Club shall provide appropriate signage indicating that the facility is open to the Public Use.

Bowling Green Assistants will be available during these times in accordance with the previously agreed Badge Identification Scheme.

(3) Fees – the club will be entitled to keep any fees paid by members of the public for casual use and coaching sessions. Charges for casual hire will remain at £1 per person, per hour.

(4) A club which shares facilities (pavilion/changing rooms, pitches, etc) shall come to mutually agreeable arrangements with other clubs sharing those facilities for the timing for matches and for the general maintenance and cleanliness of dressing rooms, etc.

(5) It will be the responsibility of the individual green ranger to decide whether or not play should take place. Clubs will be responsible for any damage caused to a green through playing in unsuitable conditions.

(6) You club will appoint a "Keyholder". Please check and return the enclosed Keyholders List with any alterations as soon as possible. Should any future change take place, the name, address and telephone number of the new keyholders must, immediately, be notified to the Executive Officer & Town Clerk.

Please advise your club's keyholders that they are responsible for:-

- (a) ensuring that all doors, garages, sheds, park gates and premises are locked, made secure and alarmed at the end of each day's play whenever the facilities have been used by the club.
- (b) ensuring that the club rooms/changing rooms etc are left in a clean and tidy condition.
- (c) ensuring that any damage to the Council's property or equipment is immediately notified to the Executive Officer & Town Clerk.

The Town Council has agreed that additional keys may also be issued to all Club Members subject to:-

- i) The Club Secretary maintaining an up to date list of keyholders.
 - ii) The club shall be responsible for securing the return of any keys from players who may, from time to time, give up their membership to the club.
 - iii) The club will ensure that all members issued with a key will receive the necessary training in connection with the "Keyholder" responsibilities as set out above.
 - iv) The Shakespeare Park Bowling Club will indemnify Braunstone Town Council against any loss or damage caused to the green or premises due to the gates or clubhouse, etc being left unlocked.
- (7) Bowls Club Use – This agreement covers the exclusive use of four of the six rinks daily, subject to two rinks being made available for members of the public.
- (8) The use of the pavilion facilities to be shared by the Bowls Club and members of the public.
- (9) Any further services or facilities which you intend to provide for use by members of the public and for which a charge will be made, must first be approved by the Council's Policy & Resources Committee.
- (10) Emergencies & Health & Safety Information
- a) Fire & other Emergencies

In the unlikely event of an emergency we would ask that you comply with the action stated on the attached 'Fire Notice'.

We suggest that your club appoints a responsible person to summon the emergency services and that they should always be equipped with a mobile telephone for this purpose.

b) First Aid

First aid provision -

Your club is advised to provide adequate and appropriate equipment and facilities, or ensure that they are provided, for members. We suggest that you appoint First Aiders and provide first aid boxes.

The following organisations provide 'First Aider' training courses:-

St John's Ambulance, 112 Regent Road, Leicester, LE3 7LT, Telephone 0116 2553954
British Red Cross, 244 London Road, Leicester, LE2 1RH, Telephone 0116 2705087

Box Contents -

First aid boxes should be marked with a white cross on a green background, and should be kept fully stocked with only approved items, i.e. **no** medicines, pills, ointments etc. in case of possible adverse reactions on the part of persons being treated. Regular checks should be made to ensure compliance. The suggested contents are as shown in the table below.

| FIRST AID BOXES - RECOMMENDED TYPE AND QUANTITY OF ITEMS | | | |
|--|------------------------|--------|---------|
| ITEM | NUMBER OF CLUB MEMBERS | | |
| | 1 - 5 | 6 - 10 | 11 - 50 |
| GUIDANCE CARDS | | 1 | 1 |
| INDIVIDUALLY WRAPPED STERILE ADHESIVE DRESSINGS | 20 | 20 | 40 |
| STERILE EYE PADS, WITH ATTACHMENTS | 1 | 2 | 4 |
| TRIANGULAR BANDAGES | 1 | 2 | 4 |
| STERILE COVERINGS FOR SERIOUS WOUNDS | 1 | 2 | 4 |
| SAFETY PINS | 6 | 6 | 12 |
| MEDIUM STERILE UNMEDICATED DRESSINGS | 3 | 6 | 8 |
| LARGE STERILE UNMEDICATED DRESSINGS | 1 | 2 | 4 |
| EXTRA LARGE STERILE UNMEDICATED DRESSINGS | 1 | 2 | 4 |

c) Serving Food

Information about training for food handlers etc. may be obtained from the Environmental Department at Blaby District Council, Tel 0116 2750555

d) Insurance

Hirers of the Council's facilities should have their own public liability insurance. As a general rule, the Limit of Indemnity under such a policy should not be less than £5,000,000.

e) Alterations to Premises and Defect Reporting

No alterations or additions will be made to the town Council's premises without the consent of the Council. Defects noticed by staff or visitors must be reported in writing to the Executive Officer & Town Clerk as soon as possible.

f) Slips and Falls

To reduce the risk of accidents, organisers are asked to respond quickly to spillages etc. Floors should not be too highly polished.

g) Electrical Equipment

You are asked to provide proof of electrical testing before any of your equipment is connected to the Council's power supply. No electrical fittings or appliances in the premises may be altered, removed or interfered with in any way, or additional fittings or appliances installed without prior approval of the Council.

h) Health & Safety Policy Statement

A copy of the Council's Health & Safety Policy Statement may be inspected at the Executive Officer & Town Clerk's office. Should you require any further information please do not hesitate to contact me.

i) Use of Contractors

Please let me know the name and address of the person appointed by the Club with overall responsibility for supervising the grass cutting and green maintenance contract. The Contractor employed by the Club should be supplied with a copy of the Council's Health & Safety Policy Statement. The following controls must be implemented:-

- All Contractors asked for Health and Safety Policy
- Contractors asked to produce risk assessments for the associated work activities
- Contractor to have public liability insurance cover of at least £2million
- Work of all Contractors is monitored
- Records of monitoring activities are kept

The Council reserves the right to monitor the Contractor's performance in order to check on compliance with the agreed safety arrangements. If Contractors are acting in a way which is deemed to be unsafe then the work will be stopped. As the principal to the contract, the Council has not only the power to do this but the responsibility to ensure the safety of employees, visitors and the Contractors themselves.

Copies of the Council's Risk Assessments (which include 'mowing', 'manual handling' and 'lone working', etc) available for inspection in the Executive Officer & Town Clerk's office, may be of assistance to the person appointed by the Club to supervise the Contract.

(11) Child Protection Policies

Braunstone Town Council requires that your Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club bowls activity. You must subscribe to your governing bodies child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

Further advice on child protection matters can be obtained from your local association and national governing body. Alternatively the NSPCC Child Protection 24 Hour Helpline can be contacted on 0808 800 5000.

A copy of the Town Council's Safeguarding Children and Child Protection Policy is issued to all teams using the Council's facilities.