

## Appendix A



# **Parks Exercise Permits Usage & Charging Policy for Warwick District Council Parks & Open Spaces**



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## **1. Introduction**

This policy has been introduced in order to ensure that the parks and open spaces within Warwick District are accessible to everyone. Increasingly, businesses are choosing our parks and open spaces to host various activities, which need regulating and should be in some cases chargeable.

In order to ensure everyone gets to enjoy our parks and open spaces it is important that we achieve a balance between the various users.

Over the last few years there has been a change in the usage of some of our parks and open spaces which has seen them used not only for informal recreation such as dog walking and more formal sports such as football, but for a wider range of group fitness activities – Boot Camps, Park Run, Buggy Fit, Circuit Training, Personal Training and Running Groups etc.

## **2. Aims and Objectives**

This Policy aims to ensure the following:

- That our Parks and Open Spaces can be used by a wide range of clubs, organisations and individuals for formal and informal recreation
- To encourage and support activities which align with Warwick District Council's Fit for the Future Strategy

The key objectives of the Policy are:

- To support local community groups and charitable organisations in delivering healthy activities for our residents
- To promote a varied programme of activities and events
- To ensure the health and safety of activities, attendees and the wider public
- To encourage activities which promote local community participation and have strong community benefit
- To continue to maintain the parks and open spaces to a high standard ensuring their long term sustainability

### **3. Parks and Open Spaces**

The following Parks and Open Spaces are covered by this policy:

- Harbury Lane Recreation Ground
- Newbold Comyn
- Castle Farm Recreation Ground
- St Mary's Lands
- St Nicholas Park
- Victoria Park
- Jephson Gardens
- Pump Room Gardens
- Abbey Fields
- Priory Park

### **4. Organisations and Individuals covered by this Policy**

Organisations that utilise the areas in section 3 to conduct their business activities will be subject to paying a hirers fee, these organisations include:

- A Company Limited by Guarantee
- Sole Traders
- Self Employed coaches/trainers
- Any individual or company seeking to make commercial gain from the use of the above open spaces

### **5. Exemptions**

If you or your organisation meets one of the following criteria, then it will be exempt from charges and issued with a permit stating that the organisation is exempt:

- A Registered Charity
- A fully constituted Not for Profit Organisation where any surplus is reinvested directly into the organisation
- School/Educational Establishment

The above list is not exhaustive and the Council will consider each request for use of the parks on its merits and reserves the right to waive charges for certain events that address key Council priorities.

## 6. Pricing Policy

The following prices are for the use of all Warwick District Council parks. Annual permits are available and should be paid as one payment at the beginning of the permit year. Monthly permits can be paid by direct debit.

This policy does not limit the amount of sessions per week.

<b>1-3 Sessions Per Week</b>	<b>Monthly</b>	<b>Annual</b>
Groups up to 5	£30.00	£310.00
Groups of 6 or more	£75.00	£760.00
<b>4 or More Sessions Per Week</b>	<b>Monthly</b>	<b>Annual</b>
Groups up to 5	£50.00	£510.00
Groups of 6 or more	£125.00	£1260.00

*\*Numbers in table exclude the trainer themselves any staff member of the organisation. Warwick District Council has established that these charges are exempt from VAT.*

The Council reserves the right to undertake head counts at activities without prior notice. If circumstances change and the initial permit is deemed incorrect by either party, then this can be amended through discussion with Warwick District Council. One calendar months' notice will be required for permit changes.

The booking entitles an organisation to non-exclusive use of parks and open spaces and does not include access to buildings.

Before being issued with a permit the individual or organisation will need to provide a risk assessment for the activity taking place and a copy of their £5m public liability insurance, although Warwick District Council reserves the right to request a higher level of cover. Once a booking has been confirmed the organisation will be issued with a confirmation email and an attached pdf permit, this must be available for inspection by Council staff when the activity is taking place. In situations where an email is not possible a permit card will be issued to the organisation.

## 7. Activities in Parks and Open Spaces

Warwick District Council wishes to encourage a wide range of uses and activities within our parks.

However, we reserve the right to reject any applications on the grounds of the activity being damaging to the parks directly or the environment, mis-use of equipment, spoiling the enjoyment for other park users or in direct conflict with other businesses.

All organisations using the parks and open spaces will be subject to the usual booking terms and conditions.

*Note: Sports clubs such as football and cricket clubs hiring the pitches and pavilions, do not form part of this policy as they are required to book the facilities to guarantee the pitches and changing facilities along with appropriate equipment.*

Please contact the Business Support Team on [culturebst@warwickdc.gov.uk](mailto:culturebst@warwickdc.gov.uk) or 01926 456207 if you have any queries regarding the policy

**Implementation Date** – This policy will be implemented on 1<sup>st</sup> October 2020.

**Review Date (Annually)** – This policy will be reviewed as part of the Council’s annual Fees and Charges review