Third-Party Vendors on the Recreation Ground

1. Purpose

This policy sets out the terms under which Werrington Parish Council permits third-party food and entertainment vendors to use the Parish Recreation Ground for events. It ensures that all activities meet required health, safety, and legal standards and protect the interests of the community and the Council.

Please note the hire of the playing fields does not include the use of the lengthsman hut and electric. No access to the lengthsmans hut will be authorised unless specifically granted and a separate policy covers its use.

2. Scope

This policy applies to any individual, company, or organisation (referred to as "the Vendor") wishing to trade or operate on the Playing Fields during an event that is organised or approved by Werrington Parish Council.

3. Permission and Approval

- Vendors must seek prior written permission from Werrington Parish Council.
- Approval will be at the discretion of the Council and subject to compliance with this policy.
- A completed **Vendor Application Form** must be submitted and approved by the Parish Council prior to permission being granted.
- A permit will then be issued to the vendor for the event once the application form has been approved.

4. General Conditions

- Vendors must comply with all relevant legislation including, but not limited to:
  - Food Safety and Hygiene Regulations
  - Health and Safety at Work Act
  - Licensing Act 2003 (where applicable)
- Vendors must not sell alcohol unless a valid Temporary Event Notice (TEN) is submitted and approved by the local licensing authority and provided to the Parish Council prior to the event taking place.
- All equipment must be in good condition and PAT tested (if electrical).
- Noise levels must be kept within reasonable limits and adhere to local environmental health guidance.

5. Insurance and Risk Management

- Vendors must hold Public Liability Insurance with a minimum indemnity of **£5 million**.
- A full **Risk Assessment and Method Statement** must be submitted with the application including security and risk of terrorism – which must be approved by the Parish Council.

- Food vendors must provide:
  - A valid Food Hygiene Rating (minimum 3)
  - Up-to-date Food Hygiene Certificates for staff
  - Registration with a local Environmental Health Authority

6. Site Rules

- The Playing Fields must be left in the same condition as it was found.
- All waste must be removed from the site by the vendor unless agreed otherwise.
- No vehicles are permitted on the grass unless agreed in writing.
- Any damage to the ground or facilities will be charged to the vendor.

7. Fees and Charges

- A fee may be charged for use of the site; this will be determined depending on the type and scale of the event.

Third-Party Vendor Application Form

Werrington Parish Council – Recreation Ground Event Use

Please complete and return this form to the Parish Clerk for approval prior to permission being granted.
Email: Clerk@werringtonparishcouncil.gov.uk
Address: Werrington Parish Council, Werrington Sports Ground, Leek Road, Stoke on Trent ST3 5BE

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1. Vendor Details

- Name of Business/Organisation: _____
- Contact Name: _____
- Registered Business Address:
  _____
- Telephone: _____ Email: _____
- Company Registration Number:_____
- VAT Registration Number: _____

2. Event Details

- Name of Event: _____
- Date(s) of Event: _____
- Time of Operation: _____
- Is the Event for Charity to profit please name the charity_____
- Description of Proposed Activity (e.g. food truck, children's ride):

3. Required Documents (must be attached)

- ✅ Public Liability Insurance (min £5m cover)
- ✅ Risk Assessment and Method Statements for your activity
- ✅ Food Hygiene Rating & Registration (food vendors only)
- ✅ Food Hygiene Training Certificates (food vendors only)
- ✅ PAT Testing Certificates (if using electrical equipment)
- ✅ Temporary Event Notice (if selling alcohol)

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4. Equipment List

Please detail any equipment to be brought onto the site:

Will you be using a generator? ☐ Yes ☐ No
Type: _____

Will you be using a Portaloo's? ☐ Yes ☐ No

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5. Waste Management

Please confirm how you will manage waste produced during the event:
☐ Take all waste away
☐ Use event bins (only with prior approval)
Details: _____

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6. References from similar events

Please provide case studies and references (Contact Names, Address and Telephone Numbers and Email Addresses of 2 similar events undertaken in the last two years.

7. Declaration

I hereby confirm that I have read and agree to comply with Werrington Parish Council's Policy on Third-Party Vendors and accept responsibility for the conduct of my business during the event.

WERRINGTON PARISH COUNCIL

I also hereby undertake and agree to indemnify of the Parish Council from and against all liability for injury (including death), damage, loss, costs and expenses, which may arise as a result of this permission, provided always that such liability shall not extend to personal injury caused by the act or neglect of the Parish Council.

Signature: _____
Name (Print): _____
Date: _____

This form and associated documentation will be accessed by the Parish Council and any additional requested information will be requested and an outcome will be provided in due course.

Should this be approved a Parish Council Permit will be provided to enable this event to take place.

Please note this along with all documentation associated with this event must be accessible at the event should it be required,

Onsite Manager for the Event Name and Contact number

Please give further details if you are a Voluntary Group or are raising funds for voluntary group/s

_____
_____
_____
