

THE USE OF MASTER PARK

When Master Park was left in trust by Charles Hoskins Master in 1923 he wished the people of Oxted and their friends to enjoy recreational use of the Park. Please help to keep the Park in good condition and behave with consideration for other Park users.

- Attention is drawn to the separate notices relating to parking and to the use of the children's playground.
- Unruly and anti-social behaviour will not be tolerated. The Police are empowered to remove offenders from the Park.

Members of the public are advised to contact the Surrey Police should they observe any persons behaving in an unruly manner or experience anti-social behaviour. Surrey Police telephone 0845 125 2222; or for emergencies 112.

- Owners of dogs must ensure that there is no fouling. They are responsible for removing any spoil left by their animals, or placing it in the dog bins provided.
- Litter must only be placed in the litter bins provided.
- Household rubbish must not be dumped in the Park, even in the bins.
- Golf, horse riding and motorcycling are prohibited.
- Public or fee charging events and regular, organised sports require written permission of the Trustees. Users must in any event ensure the Park is not damaged by their activity.
- Powered toys are only to be used with the utmost care for others.
- Camping and caravanning are not permitted in the Park.
- Barbecues are not permitted without prior written permission from the Trustees. Any barbecue or related items may be confiscated.
- Users of the Park and its facilities do so entirely at their own risk. Liability in tort, contract, or otherwise, for any personal injury or loss or damage to any person or property arising from the use of the Park or any of its facilities or any equipment in the park is excluded by Master Park Management Committee, the Trustees of Master Park and each of them, the Charity Commissioners of England & Wales, and each of their respective employees and agents to the maximum extent that such liability may by law be excluded.

Use of the Park indicates your express agreement to abide by the terms of this notice. Any breach represents trespass, may incur a £50 fine, and may result in exclusion from the Park. Users may also be called upon to pay the cost of ensuring their compliance with these rules and to make good any damage or loss they have caused.

Enquiries relating to the administration of the sports clubs should be addressed to the respective club secretaries at the addresses displayed in the Park. As the Park is privately run, donations or offers of help with its upkeep are always welcome. Enquiries relating to the management and administration of the Park should be addressed to:

The Secretary, Master Park Management Committee, PO Box 164, Oxted RH8 9WE
Telephone: 07908 014525. Registered Charity Number 200846

Master Park Playground

By using the equipment and facilities within the boundaries of this playground your action indicates that you expressly agree to abide by the rules stated on this notice.

This playground and the equipment in it are strictly for the use of children aged 11 years and under.

This playground is not supervised; therefore the Master Park Management Committee recommends that a responsible adult accompanies children at all times whilst they are in the playground.

Master Park Management Committee accepts no responsibility for any personal injury or loss or damage to persons or property arising from the use of the facilities within the playground.

Users of the equipment must consider their own safety, and should not do anything to put themselves or others at risk of injury through misuse of equipment or their negligence.

This playground has been donated by the people of Oxted for the enjoyment of all. It is not local authority funded, and is maintained by volunteers. Please help keep the playground clean by depositing litter in the bins provided.

Cycles should be left outside the playground and secured in the racks provided.

The following are not permitted in the playground:

- Dogs.

- The use of skateboards, roller-skates, and roller-blades.

- Alcohol, barbeques.

- Ball games.

The nearest public toilets are situated in Station Road West, opposite the railway station, approximately 300 metres from the playground.

The nearest public telephone is also situated in Station Road West, opposite Hoskins Road, approximately 150 metres from the playground.

Members of the public are advised to contact the Surrey Police should they observe any persons behaving in an unruly manner or experience anti-social behavior.

Please inform the Secretary of any damage or problems with the equipment.

Telephone Surrey Police on 0845 125 2222 or 01737 765040.

For emergencies dial 999.

Enquiries regarding this notice should be addressed to:

- The Secretary,

- Master Park Management Committee,

- PO Box 164,

- Oxted RH8 9WE

- Telephone: 079 0801 4525

- www.yourmasterpark.co.uk

**INSTRUCTIONS FOR PERSON IN CHARGE OF
MASTER PARK PAVILION
ON BEHALF OF
A SPORTS CLUB OR OTHER USER**

1. **Background Information**
 - a. Lock combination: north and south car park gates - XXXXX
 - b. Lock combination: access barrier to grass by south car park gate - XXXXX
 - c. Master Park Secretary tel: 079 0801 4525
 - d. Police tel: 084 5125 2222
 - e. The pavilion is entirely **No Smoking**
2. For each period when it uses the park or pavilion, a club or other user will nominate a **person in charge** who will manage the use.
3. The **person in charge** will:
 - i. hold the pavilion keys;
 - ii. be present throughout the period of use;
 - iii. ensure that the pavilion smoke alarms are not disabled during the period of use;
 - iv. endeavour to prevent damage, waste or unsafe behaviour by users during the period of use.
4. At the start of the period of use of the pavilion the **person in charge** will:
 - i. switch on the lighting or heating as necessary;
 - ii. test the smoke alarms and provide or replace batteries if necessary;
 - iii. note the presence of 3 fire extinguishers;
 - iv. note the presence of a fire blanket in the kitchen;
 - v. check the lavatories and refill the lavatory paper roll holders if necessary;
 - vi. switch on the kitchen water heater or shower water heater as necessary;
 - vii. replace any electric light bulbs which have failed;
 - viii. note any obvious damage or deficiencies and report them to the Master Park Secretary.
5. At the end of the period of use of the pavilion the **person in charge** will:
 - i. ensure that the kitchen has been left clean and tidy and any foodstuffs or utensils have been placed in store;
 - ii. ensure that the clubroom has been left tidy, bar property has been put away and any extraordinary soiling has been cleaned up;
 - iii. ensure that the lavatories and changing rooms have been left tidy and any extraordinary soiling has been cleaned up;
 - iv. ensure that the balcony, front and rear areas around the pavilion have been left tidy and any extraordinary soiling has been cleaned up;
 - v. turn off kitchen water heater and shower water heater;
 - vi. turn off kettles and urn;
 - vii. ensure that taps are turned off;
 - viii. close and secure windows;
 - ix. close and secure rear door to garden, kitchen door and balcony doors;
 - x. close and secure single gate and double gate either side of the pavilion;
 - xi. turn off television/radio/music system;
 - xii. ensure that the smoke alarms are left working;
 - xiii. turn off space heating and lighting;
 - xiv. ensure that external lights are off;
 - xv. lock the pavilion exit door;
 - xvi. lock the gates of the south car park.

Conditions and Guidelines for the Use of Master Park for events or lettings including (but not limited to) The Oxted Carnival, The Oxted Pram Race, The Donkey Derby, Bike Sales, Car Boot Sales, etc.

Cancellation of an event due to poor ground conditions

Event organisers must be aware of the possibility that the event may have to be cancelled if inclement weather creates poor ground conditions and that this could be as late as the morning of the day of the event.

Master Park Management Committee (MPMC) cannot permit the grassed areas to be churned up by vehicles if the ground is made soft due to heavy rain and, in such circumstances, will not permit access to the park. If MPMC considers the ground conditions to be unsuitable, a MPMC representative will advise the event organiser that access to the park for the event cannot be permitted.

Should this action be necessary MPMC will not accept any financial responsibility for financial loss or expense incurred by the organisers or the cancellation of the event.

The MPMC requires event organisers to arrange and pay for the repair of any damage to grassed areas of the park, to the complete satisfaction of the committee.

Limit on the area on the park which can be used for an event.

Depending upon the time of year there will be varying restrictions on the area of the park which can be used for events.

At no time can the area which is currently used as a cricket pitch and outfield be used for any events or the parking of vehicles.

During the football season the areas which are marked out for the playing of football cannot be used for any events or the parking of vehicles.

Event organisers should ascertain the exact area of the park which can be used for the event when booking the park.

Access to the park grassed area

The main point for vehicular access to the park grassed area is via the barrier located in the small (north) car park and, if approved by the MPMC, a secondary access is available via the barrier by the gate to the large (south) car park.

All gates and barriers to the park will be unlocked / locked by a member of the MPMC at a time to be agreed with the event organiser.

Removal of waste from the park

Stallholders should be obliged by event organisers to remove all unsold goods and waste, in particular recyclable waste, from the park when leaving the event.

Disposal of waste is expensive; Master Park incurs commercial rates for waste disposal and this cost erodes any income from park lettings. Any waste left on the park for the MPMC to arrange disposal will be charged as an additional cost to the letting charge. Recyclable waste should be deposited in approved facilities provided by the local authority, and not in Master Park bins.

Make provision for parking on the park

Consideration should be given to parking for visitors to the event, it may be necessary for visitors to park their vehicles on the park. Event organisers will be responsible for allocating parking and performing marshalling duties.

Public liability insurance

Event organisers are required to obtain sufficient Public Liability Insurance (PLI) for their events, the Master Park insurance does not cover events organised by event holders. Event organisers will be required to provide MPMC with a copy of the PLI Certificate prior to the event taking place.

Where food and refreshments are being prepared or sold, event organisers are encouraged to obtain a copy of the vendor's food hygiene certificate prior to the event.

Engaging contract “stall holders” for events

Contracted stall holders, such as food or refreshment stalls and fairground rides, are required to hold their own public liability insurance or should be covered by the event organiser. The Master Park insurance does not cover such activities.

Contracted stall holders should be advised in writing by the event organiser that by trading on Master Park at any particular event they will not be establishing any future “rights” to trade on the park. Should they not accept this condition they will not be permitted to trade on Master Park. This condition is particularly applicable to members of the Showman’s Guild.

Consideration given to residential properties overlooking the park

The MPMC receives a number of complaints each year from local residents concerned about noise from events and pollution from vehicles.

Whilst the MPMC endeavours to meet local residents' concerns, it is generally accepted that the park has long been established and that events have taken place on the park over many years, in some cases before the residential properties were constructed.

In order to avoid unnecessary complaints, event organisers are requested to consider those living near to the park and to keep noise and pollution to within reasonable limits.

Timing of events

The daily period for the hire of the park extends from 07.00 to 22.00hrs.

Taking into account the residential properties within close proximity of the park, event organisers are requested to keep noisy activities between the hours of 07.00 to 09.00 and 20.00 to 22.00 well within acceptable limits.

Should the MPMC receive any complaints from local residents about noise or disruption a decision would have to be made about taking further future bookings for the particular event.

MASTER PARK

Registered Charity Number: 200846

Standard Conditions of Hire

For the purpose of these conditions the term “Hirer” shall mean an individual hirer or where the hirer is an organisation, that organisation and its authorised representative jointly and severally. The term “Committee” shall mean Master Park Management Committee.

- 1 The Hirer will, during the Period of Hiring, be responsible for supervision of the Park, including car parking arrangements, for care of the park for any damage or change of any sort and for the behaviour of everyone using the Park whatever their capacity.
- 2 The Hirer shall not use the Park for any purpose other than that described in the Hiring Agreement and shall not sub-hire. The Hirer shall not use the Park, or allow it to be used, for auctions or for any unlawful purpose or in any unlawful way nor do anything or bring onto the Park anything which may endanger it or render invalid any Insurance Policies.
- 3 The Hirer shall not allow the consumption of alcoholic liquor in the Park without written permission from the Committee. The Hirer must obtain prior written permission from the Committee before applying for a licence to sell alcohol and produce any such licence to the Committee before the Period of Hiring.
- 4 The Hirer shall ensure that nothing is done on or in relation to the Park in contravention of the law relating to gaming, betting or lotteries..
- 5 The Hirer shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.
- 6 The Hirer shall ensure that any electrical appliances brought by him to the Park and used there shall be safe and in good working order and used in a safe manner and comply with current legislation.
- 7 If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a suitable replacement booking the question of payment of the Hiring fee or reimbursement of the fee if it has already been paid shall be at the discretion of the Committee alone.
- 8 The Hirer shall ensure as far as reasonably possible that no disturbance is caused to nearby residents.
- 9 The Committee at its sole discretion reserves the right to cancel this hiring for any reason it considers appropriate, in which case the Hirer shall be entitled to a refund of any monies already paid but no other compensation shall be payable by the Committee.
- 10 In the event of the Park or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- 11 The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to them.
- 12 At the end of the hiring the Hirer shall be responsible for leaving the Park and its surrounds in a clean and tidy condition failing which the Committee may, at its sole discretion, charge the Hirer with the cost of cleaning.

- 13 The Hirer shall indemnify the Committee and its members and agents as follows;
 - a) for the costs of repair of any damage done to any part of the Park including its furniture which may occur during the period of the Hiring as a result of the Hiring;
 - b) against all claims costs and expenses made against the Committee its members and/or agents arising out of or in connection with the Hirer's use of the Park or otherwise under the Hiring Agreement;
- 14 The Hirer shall hold a Public Liability Insurance Policy with a limit of indemnity of not less than Five Million Pounds which indemnifies the Committee and its members and its agents as principals and shall provide a copy of the Public Liability Insurance Certificate to the Secretary of the Committee not less than two weeks prior to the date of the commencement of Hiring.
- 15 Prior to the Period of Hiring the Hirer shall supply his Health and Safety Policy and Risk Assessment to the Secretary of the Committee.
- 16 The Committee shall not be liable to the Hirer or any other party for any injury, damage, loss or theft however caused to the maximum extent that such liability may be excluded by law.

(If the Hirer is in any doubt as to the meaning of the above, the Secretary of Master Park Management Committee should be consulted).