

## General Terms and Conditions

Please find below terms and conditions for the above event

1. That you agree to the fees outlined above inclusive of VAT, a VAT invoice will be sent to you in due course.
2. That you provide an event operations plan at least 12 weeks before your arrival on site. This must at the very least provide details of all activities to be undertaken, the likely numbers of persons involved, arrival/departure times, a site plan showing where activities and equipment will be, first aid provision.
3. That you provide evidence of full public liability insurance to a value of at least £5million together with risk assessments and/or method statements 12 weeks in advance of your arrival on site.  
Please note that failure to provide either of these documents may result in permission for use of the venue being withdrawn.
4. Should it be necessary, following complaints of excessive noise resulting from your Event, that you undertake to work with Council officers to resolve the situation.
5. That the Venue is kept clean and tidy at all times with all rubbish as a result of your Event is removed as soon as the Event is over.
6. That no equipment is left unattended at anytime and that any necessary overnight security is provided by yourselves.
7. That no vehicles, other than those required to set up and take down the Event, enter a park. All vehicles entering a park must be accompanied by a banks man, drive at no more than 5mph and display hazard warning lights at all times.
8. That you undertake to ensure all public entrances and paths around a park [the Venue] are not obstructed to other users of the park.
9. That no fly posting or illegally placed adverts for your Events or related activities are placed within the Borough of Tunbridge Wells. Should it be necessary to remove any illegal advertising this will be undertaken by the Council's enforcement officers and the costs of such charged to your organisation.
10. That you are in agreement to meeting the full costs of any damage/ reinstatement repairs to the property that is as a result of your Event.
11. You should be aware that under the Licensing Act 2003, Calverley Grounds holds a premises license which makes it legal to supply or sell alcohol, provide live/recorded music, provide film footage or performances of drama or dance.  
However, you must ensure that you inform us if it is your intention to undertake any of these activities.
12. In addition to the above you may be required to obtain a licence from the Performing Rights Society Limited (PRS) to cover copyright music used on outdoor sites.  
Further details can be found on their website [www.prsformusic.com](http://www.prsformusic.com).  
Please note that the Council has a legal obligation to provide PRS with details and contacts for all events taking place on their land. It is best practice for the Event Organiser to contact PRS rather than waiting for them to contact you.