

23 August 2005

Dear Councillor

**BRIDGE END GARDENS TASK GROUP**

A meeting of the Bridge End Gardens Task Group will be held in the Chairman's Office, Council Offices, London Road, Saffron Walden, on Monday 30 August 2005 at 4.30 pm.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

**A G E N D A**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 13 June 2005 (attached).
- 3 Business arising.
- 4 Consultant's report into staffing and equipment needs (to follow).
- 5 Application for a Project Planning Grant – Walled Garden Restoration (verbal report)
- 6 Proposed conditions of hire (attached).
- 7 Any other business

To:- Councillors R P Chambers, R F Freeman, B M Hughes, A J Ketteridge, and **D J Morson**.

Also to:- Clerk to Saffron Walden Town Council and Mr C Goldie.

Lead Officer: John Bosworth  
Committee Officer: Mick Purkiss

## **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are now permitted to speak at the meetings. You will need to register with the Committee Officer by 2.00 pm on the Friday before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510431 or Vicki Borges 01799 510433 or by fax on 01799 510550.

## **FACILITIES FOR PEOPLE WITH DISABILITIES**

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Mick Purkiss on 01799 510430 or email [mpurkiss@uttlesford.gov.uk](mailto:mpurkiss@uttlesford.gov.uk) as soon as possible prior to the meeting.

## **FIRE/EMERGENCY EVACUATION PROCEDURE**

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.

## **Bridge End Garden**

### **Conditions of Hire / Notes for Hirer**

Bridge End Garden is situated on the north side of Saffron Walden and is an attractive tranquil oasis where the visitor can discover gardening and building techniques and designs typical of the Victorian era. The Garden is Listed Grade 2\* and is very important visually and historically. It is divided into a number of enclosures, rather like the rooms of a house, each with a different design and fulfilling a different landscape function – the Dutch Garden, the Wilderness Area, Poets Corner, the Walled Garden and the Central Lawn and the Maze Area. The Garden is normally open to the public, free of charge. A plan is attached.

The Council is pleased to make parts of the garden available for hire for private parties, the staging of plays and other events, subject to the conditions and fees set out below. The prices quoted do not include VAT that should be assessed at the standard rate. The Walled Garden the Lower Summerhouse lawn and the maze are available for hire. The Walled Garden can be closed to the public during such an event. The comfortable capacity of the Walled Garden is about 250 persons.

With regard to the lower Summer House Lawn the hirer should be aware that public access cannot be denied when such an event is being staged.

In certain circumstances the Maze may be available at the weekends only for private hire for small low-key events of short duration. In such circumstances public access can be denied.

Other parts of the garden are not available for hire.

Hiring will not be possible unless the hirer provides their own public liability insurance, details of which are set out below.

To ensure the security of the Garden during hirings, it is necessary for hiring persons and organisations to provide details of the hiring on the attached form and submit this, together with a remittance for use of the facility, to Sarah McLagan, Uttlesford District Council, London Road, Saffron Walden, Essex, CB11 4ER. Such applications should be submitted at least two weeks in advance of the hire date to allow any necessary horticultural work to be carried out. Once the Council has considered the application it will respond in writing.

. Any music must be kept to a restrained volume so as not to cause a nuisance to nearby residential properties and the Council may monitor such events in this respect. The playing of music by whatever means will cease at 11.30 pm at the latest.

The Council reserves the right to refuse or may stipulate conditions in relation to an application for hire. Information regarding the refusal is provided at its discretion.

The appropriate keys will be provided once the event has been agreed.

<b>GENERAL INFORMATION</b>	
<b>Facilities</b>	<ul style="list-style-type: none"> <li>○ The Walled Garden and lower Summer house lawn are fully accessible to wheelchair users. Access to the maze is only possible by steps There are public toilet facilities including an accessible toilet. There is an electrical supply.</li> </ul>
<b>Cancellation</b>	<ul style="list-style-type: none"> <li>○ If the hirer cancels the event after this agreement has been signed, the Council reserves the right to charge an administration fee of <b>not more than £50.</b></li> </ul>
<b>Car Parking / Pedestrian Access</b>	<ul style="list-style-type: none"> <li>○ There is limited car parking outside the Walled Garden that is accessed by a track. The nearest public car parks are at Caton's Lane and Swan Meadow where disabled parking is available.</li> <li>○ Pedestrian access can be gained from Castle Street, Bridge Street and the Anglo-American Playing Fields, off Little Walden Road.</li> </ul>
<b>Setting up/Clearing the Gardens</b>	<ul style="list-style-type: none"> <li>○ The hirer is responsible to leave the hired area in the condition found at the time of hiring. The hirer is responsible and will be required to pay for any damage caused. The Garden must be left tidy and free of litter. Should it be necessary, in the Council's opinion, to employ staff to carry out work to clear up the Garden after a hiring, the Council will arrange for this and charge the hirer to cover all associated costs.</li> </ul>
<b>Smoking in the Gardens</b>	<ul style="list-style-type: none"> <li>○ Although smoking is allowed in the Garden, hirers are asked to ensure that measures are taken to enable guests to dispose of cigarettes appropriately.</li> </ul>
<b>Photography</b>	<ul style="list-style-type: none"> <li>○ Hirers should note that photographs taken of the Garden for commercial purposes require the permission of the Council.</li> </ul>

Form Ref. No.	<b>INFORMATION RELATING TO THE HIRE FORM</b>	
<b>1/2/3/4 5/6/7</b>	<b>Name, Address etc. of Hirer / Organisation</b>	<ul style="list-style-type: none"> <li>○ Must be the person to whom the Council refers with regard to the hiring.</li> </ul>
<b>9</b>	<b>Time of Hire</b>	<ul style="list-style-type: none"> <li>○ Must state the whole time that the Garden is to be in use i.e. including the time needed to set up and clear away.</li> </ul>
<b>11</b>	<b>Type of Activity</b>	<ul style="list-style-type: none"> <li>○ Full details must be given of the activity that is to take place in the Garden</li> </ul>
<b>12/13</b>	<b>Security</b>	<ul style="list-style-type: none"> <li>○ CCTV cameras survey the Garden.</li> <li>○ All areas are open to the public 354 days a year.</li> <li>○ The Walled Garden, however, is locked for security reasons outside normal working hours. – The Council may provide the hirer with appropriate keys but in some circumstances it will be necessary for the Council to employ a member of staff in relation to a hiring. The member of staff will open and close the Walled Garden approximately 10 minutes before the stated hire times</li> </ul>
<b>12/13</b>	<b>Safety</b>	<ul style="list-style-type: none"> <li>○ The safety of the event is the responsibility of the hirer and it is for this reason public liability insurance is required (see below). Consideration must be given to</li> </ul>

		<p>aspects of safety of guests. Particular regard should be paid to the pond, the walls surrounding the garden and various trees.</p> <ul style="list-style-type: none"> <li>○ Any electrical equipment used on the site must have passed the relevant safety inspection test.</li> <li>○ The hirer may be requested to indicate how the event is to be managed/controlled.</li> </ul>
<b>14</b>	<b>Equipment / Furniture / Catering</b>	<ul style="list-style-type: none"> <li>○ Hire of the Walled Garden does not include the provision of any equipment / furniture / catering/ music. Hirers will be required to supply such equipment / furniture/ catering/music at their own cost and risk. If the hirer wishes to erect a marquee, care must be taken to ensure that no damaged is caused to trees, walls and grass areas by the structure.</li> </ul>
<b>15</b>	<b>Insurance / Liability Licences</b>	<ul style="list-style-type: none"> <li>○ The hirer shall provide the Council with a copy of its Public Liability Insurance Certificate, which must cover the cost of any damage or loss caused to/by the hirer/ guests and to the Garden and its fixtures and fittings. A minimum cover of £5,000,000 is required.</li> <li>○ The hirer is responsible for securing any licences required for the hiring e.g. a license for regulated entertainment. The hirer shall provide the Council with a copy of any such licence. Details of licenses be required can be obtained by contacting the Council's Licensing officer, Amanda Turner on 01799 510613.</li> </ul>
<b>16/17/18</b>	<b>Returnable Deposit / Rates of Hire / Payment Method</b>	<ul style="list-style-type: none"> <li>○ The Council requires the hirer to provide a deposit in the form of a separate cheque for £100. The deposit is to be held by the Council against any damage/clear up costs that it may have to incur as a result of the hiring. The cheque shall be returned to the hirer following inspection and confirmation by a Council officer that no costs need be incurred.</li> <li>○ The Rates of Hire are set out below. For some cultural events e.g. theatrical performance, it may be possible to negotiate a rate according to predicted income/percentage of takings etc.</li> <li>○ Cheques to be made payable to Uttlesford District Council. The Application Form reference number and the date of the hire should be written on the reverse of the cheque.</li> </ul>

**Normal rates of Hire**

	<u>Up to 6 hrs</u>	<u>Per Day</u>
❖ ❖ ❖ Local non commercial ❖ Uttlesford based ❖ organisations ❖ and individuals	£40 per hour	£300
<ul style="list-style-type: none"> <li>- The rates in respect of all other applicants will be subject</li> <li>- to negotiation but will not normally be less than the above rates except where the Council decides to reduce or waive the rates as may be the case in relation to a charity or cultural or other event of the Council's choosing.</li> <li>- <b>but will not be less than but</b></li> </ul>		

<b>19</b>	<b>Any other supporting information</b>	<ul style="list-style-type: none"> <li>○ The hirer is to provide any other information that helps to describe the nature of the hiring, not covered above.</li> </ul>
<b>20</b>	<b>List of Enclosures</b>	<ul style="list-style-type: none"> <li>○ For administrative purposes, the hirer is to list the enclosures that they are providing with the Application Form.</li> </ul>

**Bridge End Garden**

**Application for Hire of Garden Facilities**

When completing, please refer to the accompanying Conditions of Hire / Notes for Hirer

	<b>INFORMATION REQUIRED</b>	<b>DETAILS FROM HIRER</b>
<b>1</b>	<b>Name of Hirer / Organisation</b>	
<b>2</b>	<b>Contact Name</b>	

<b>3</b>	<b>Contact Address</b>	
<b>4</b>	<b>Contact Telephone Numbers</b> <input type="checkbox"/> Daytime <input type="checkbox"/> Evening	<input type="checkbox"/> <input type="checkbox"/>
<b>5</b>	<b>Contact Email Address</b>	
<b>6</b>	<b>Signature of Hirer</b>	
<b>7</b>	<b>Date</b>	

#### HIRING INFORMATION REQUIREMENTS

	INFORMATION REQUIRED	DETAILS FROM HIRER	
<b>8</b>	<b>Date of Hire</b>		
<b>9</b>	<b>Time of Hire</b>		
<b>10</b>	<b>Area Required -</b> <input type="checkbox"/> Walled Garden <input type="checkbox"/> Lower Summerhouse lawn <input type="checkbox"/> Maze	<b>Tick</b>	<b>Details</b>

<b>11</b>	<b>Type of Activity Private Party</b> <input type="checkbox"/> <input type="checkbox"/> Staging of Play <input type="checkbox"/> Corporate Hospitality <input type="checkbox"/> Fete/Garden Party <input type="checkbox"/> Other (please describe)	<b>Tick</b>	<b>Details</b>
<b>12</b>	<b>Number of People Attending</b>		
<b>13</b>	Details of how event is to be managed/controlled		

<b>14</b>	Details of other arrangements / facilities being provided by hirer	<b>Tick</b>	<b>Details</b>
	<input type="checkbox"/> Toilets <input type="checkbox"/> Catering/Bar <input type="checkbox"/> Seating <input type="checkbox"/> Electrics / Lighting <input type="checkbox"/> Music <input type="checkbox"/> Marquee / Tent etc. (Please state size) <input type="checkbox"/> Other (please describe)		
<b>15</b>	Information regarding Licences secured / sought and Public Liability Insurance Cover (Copy(s) to be provided)		
<b>16</b>	<b>Returnable Deposit</b> (Must be in the form of a Cheque)	<b>£</b>	

<b>17</b>	<b>Payment Method –</b> Which of the following methods is to be used (please tick) -  Cheque/Postal Order (Enclosed with Hire Form) <input type="checkbox"/>  Cheque/Cash (Paid in person at UDC Council Offices) <input type="checkbox"/>  Credit Card (Complete the details opposite) <input type="checkbox"/>	I wish to pay by (Please tick the box)			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Switch	Delta	Visa	Mastercard
		My Card Number is			
		<input type="text"/>			
		Expiry Date	Valid From	Issue No. (Switch Only)	
		<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	
		I wish to pay	£ <input type="text"/>		
		Signature	Date		
<b>18</b>	<b>Any other supporting information</b>				
<b>19</b>	List of Enclosures with the Application Form (Please tick those enclosed)	<input type="checkbox"/> Cheque for Deposit <input type="checkbox"/> Cheque for Hiring <input type="checkbox"/> Copy of Insurance Cover Certificate <input type="checkbox"/> Copy of relevant Licences			



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File ref: johnbdocs bridge end garden folder ref: hire conditions

21 July 2005