

## **Church Square: Protocol for Use**

### **Church Square**

### **High Street**

### **Tring HP23 5AB**

In 1992, as part of the High Street Improvement Scheme, this area of the town was opened up to emphasize the War Memorial and the Church. It features an unusual pavement maze in the shape of a zebra's head; Walter Rothschild used to ride around Tring in a zebra-drawn carriage. There are two entrances for loading and unloading but no storage on site. Facilities include a metered water supply, electricity and low level illumination. The site is close to the Forge car park (entrance off High Street) which provides free parking for the first hour. Church Square is available for use by the Charter Market traders (on Fridays) and the Farmers Market stallholders on alternate Saturdays. The site is also available for hire by any local, non-profit making or voluntary group. At the discretion of Tring Town Council, the site may be hired by commercial organisations and individuals.

### **Non-Profit Making Organisations**

1. Other than the days specified above, Church Square shall primarily be available for use by local charitable, voluntary, non-profit making organisations and public service organisations
2. Where there are competing applications to use the site on a given day and no contract has been entered into, a non-profit making body will take precedence.
3. Evening use will be at the Council's discretion.

### **Profit- Making Organisations**

1. Any local profit making company or organisation may apply to hire the site. Use will be considered on an ad hoc basis, and in the event of uncertainty, the final decision on permission will be with Tring Town Council Building and Assets Committee.
2. The cost of hiring the site will be £120.00 for a full day or £60.00 for a half day. Review of these costs will take place annually.
3. Evening use will be at the Council's discretion

### **Use by Individuals**

1. The Council will consider hiring the site to individuals, on the conditions applied to the profit making organisations but additional guarantees and assurances may be sought. Please contact the Clerk to discuss. ([clerk@tring.gov.uk](mailto:clerk@tring.gov.uk), 01442 823347). Applicants should be residents of Tring and have proof of competency to hold an event (past record, proof of qualifications)

## **How to apply**

1. In the first instance, contact the Clerk in writing (Council Chamber, 61 High Street, Tring HP23 4AB) or by email ([clerk@tring.gov.uk](mailto:clerk@tring.gov.uk)) to discuss the proposed event.
2. If the use is considered acceptable and the date required is available, the applicant will be required to make a formal application for consent.

## **All users must:**

1. Provide proof of public liability insurance
2. Protect the fabric of the site against damage, spillage etc.
3. Provide evidence that a Risk Assessment of the activity takes place
4. If the consent of Tring Town Council is obtained, submit an Event Notification Form to Dacorum Safety Advisory Group ([www.dacorum.gov.uk](http://www.dacorum.gov.uk)) and show evidence of this to the Clerk
5. If payment is required, pay the hiring charge in full to Tring Town Council.

## **Cancellation**

1. A minimum of five working days' notice in writing by the applicant is required for a full refund, providing no significant expense has been or will be incurred by the Council as a result e.g. administrative costs. Inside five working days, the Council reserves the right to retain the hiring fee in full.
2. The Council reserves the right to cancel an event in the light of unavoidable circumstances and will accept no liability for cancellation.

15<sup>th</sup> March 2017

## **General Data Protection Regulation 2018**

In order to reflect the changes and new obligations brought about this regulation, the Town Council has updated its privacy notice which now tells you what we do with your personal data, how it is used and your rights as an individual under the new law. The new privacy notice is available on the Council's website [www.tring.gov.uk](http://www.tring.gov.uk). Your personal data is kept solely for the purpose of contacting you should the need arise.