



Youth | Community | Arts

## USE OF YORK HOUSE GROUNDS POLICY AND CONDITIONS OF HIRE

The exterior grounds (front and rear) may be used only with the permission of York House Centre management.

The grounds may be used only in accordance with York House Centre's policies and conditions regarding type of usage, times, Health & Safety requirements, Local and National Authority licensing and regulations.

Abuse of the conditions of usage may result in disqualification from using any York House facilities.

Separate conditions apply for events organised or controlled by York House Centre.

### **CONDITIONS OF HIRE:**

You will be given a separate document which details our 'Key Conditions of Hire'.

In addition to these, the following rules apply to regular groups and ad hoc events using our outside areas:

Bearing in mind the conditions on our Premises Licence, National and Local Authority Regulations, and the proximity of residential neighbours:

- **ALL EVENTS:**
  - ALL NOISE LEVELS must be controlled to show respect for our neighbours.
  - No events of an indecent or offensive nature will be permitted.
  - No fireworks, Chinese lanterns, smoke-machines, or pyrotechnics of any sort will be permitted anywhere in the building or grounds.
  - No fires, barbecues or similar may be used without prior permission from York House Centre management. Special rules apply to the types and location and other factors for these and you should enquire of the management.
  - No machines or other items likely to cause disturbance to our neighbours will be permitted.
  - No weapons may be discharged.
  - No events involving boxing, wrestling or similar will be permitted (this is a condition of our licence).
  - Any animals on the grounds must be kept under strict control.
  - SMOKING is permitted in the grounds (cigarette bins are provided by the front and back door)

- **MUSIC & OTHER PERFORMANCE EVENTS:**
  - No loud music, e.g. discos, karaoke or bands with drum-kit and electric bass. Any application for musical and other amplified entertainment will be subject to individual approval by York House Centre management.
- **PARKING** of cars anywhere on the rear grounds except the tarmac'd area is not permitted.
- **HEAVY** vehicles must not be driven onto the grass or astro-turf areas, even for loading/unloading.
- **ALL AREAS** must be left free of litter after use, and any damage or problems reported to York House Centre management as soon as possible.

### **PARTICULAR RULES FOR SECTIONS OF THE GROUNDS:**

- **YORK HOUSE CENTRE COMMUNITY GARDENS**
  - These may be visited by York House users, BUT children must be accompanied by an adult. The tables and seating may be used but any litter should be cleared away on departure.
  - Under no circumstances should anyone walk on the growing plots – paths are clearly marked.
  - Under no circumstances should any of the produce on the plots be removed or tampered with.
  - Any damage will have to be paid for.
- **ALL-WEATHER (ASTRO-TURF) AREA**
  - Under no circumstances should gazebos or any other item requiring pegs to be driven into the ground be erected.
  - Under no circumstances should chairs, tables or similar be used on this area.
  - Under no circumstances should heavy items or anything likely to cause damage to the surface be used on this area.
  - Where ball games are played care must be taken to ensure that balls and such do not stray onto adjacent areas.
- **LAWN AREA**
  - Use of gazebos or any other item requiring pegs to be driven into the ground will be subject to permission by York House Centre management.
  - Use of chairs or similar will be subject to permission by York House Centre management.
  - Use of heavy items or anything which may cause damage to the surface will be subject to permission by York House Centre management.
  - Where ball games or similar are played care must be taken to ensure that balls and such do not stray onto adjacent areas.

- **DECKING STAGE**
  - Care should be taken to ensure that nothing is used on the stage which might cause damage, for which you may be liable
- **FRONT GROUNDS/CAR PARK**
  - Events can only be held in the front grounds/car park by **STRICT PRIOR AGREEMENT** with the York House Office - you must request this when making your booking. You will need to agree with York House management any restrictions on the timings of your event, whether you will have to obtain a separate TEN (Temporary Event Notice) from Milton Keynes Council, and the impact on visitors' parking.
  - Care must be taken when planning the layout of any event, as the front grounds are the main access route for users of the building.

#### **TIMES:**

- Acoustic or 'background' music is allowed outside after 11am and no later than 8pm (except by prior arrangement), the volume must be kept at a reasonable level so it doesn't disturb our neighbours
- York House Centre's Premises Licence restricts us to a limited number of evening outside events per year, and such events are also restricted by start and finishing times. You will be advised of these restrictions when you make a booking, you may need to obtain a separate TEN (Temporary Event Notice) from Milton Keynes Council.

#### **COST:**

- Costs will vary, depending on the nature and time of your booking. In some circumstances there may be no additional cost beyond that of your hire of a room or rooms in York House.
- See "Pricing" below.

#### **DAMAGE:**

- All damage should be reported to York House management as soon as possible, especially if the damage is likely to cause injury or accident. The Behaviour Bond (in the main Key Conditions of Hire) may be used to cover some or all of the cost of repair or replacement.

#### **COMPLAINTS:**

- Any complaints from our neighbours will be taken seriously and may result in further restrictions on the use of the grounds.
- If at any time during your event you are asked by a member of the York House Staff or a Trustee to turn music down or off, you must comply immediately.

## **ELECTRICITY:**

- There are outside sockets available for use with standard 13-amp plugs. Care must be taken not to overload the sockets.
- We do not allow the use of generators

## **GAZEBOS:**

- York House has gazebos which can be borrowed on request

## **OTHER EQUIPMENT:**

- York House has glasses, event crockery and cutlery which can be borrowed on request

## **PRICING POLICY:**

- **REGULAR GROUPS/USERS:**
  - No additional charge will be made for use of the grounds for normal activities by the group.
  - Charges may apply for special events.
- **OTHER HIRERS:**
  - Currently use of the rear grounds is included with the room hire fee but by **STRICT PRIOR AGREEMENT** with the York House Office - you must request this when making your booking
  - Currently use of the rear grounds is on a first come, first served basis
  - The Trustees reserve the right to change this policy in the future and charge extra for the use of the grounds in addition to room hire
  - It is likely that in the future we will offer an option to hire just the rear outside area (bearing in mind that hirers will probably need use of the toilets and kitchen). This is unlikely to be implemented until the netting around the Astroturf is completed.