

**DITTISHAM PARISH COUNCIL**  
**Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe**

**Review of Use of The Ham Policy and The Ham Hire Documents**

**24/10/22**

**A Thom, Clerk**

**Summary**

The existing documents were reviewed for accuracy and internal consistency.

The changes described below were made.

Two plans remain outstanding.

1. **Policy** – amended to policy format, removed Dart 10K conditions, moved hire fee to Fee Schedule
2. **Hire Agreement** – add ‘and invoice’ in section 4 d) and section 5 with reference to provision of a signed agreement
3. **Dart 10K Hire** – extra event specific conditions
4. **Site Layout Plan**
  - still to be updated. Policy 2(a) Requires: a Plan which shows the areas available for booking, marquee zone and camping zones
5. **Terms and Conditions**
  - 10 b, 19 – changes when evidence of insurance is due for consistency with hire agreement
  - 13 – Changed to ‘under the legal age for service of alcohol’.
  - 14 Updated to generalise checks to work with Children
  - 18 End of hire – changed to refer to withholding all or a part of the Damage Deposit and Hiring Fee
6. **Fee Schedule** –
  - copied text from the policy
  - added may require a damage deposit to apply to all events
7. **Risk Assessment Guidance** – OK. No Change.
8. **Information Sheet**
  - diagram required - refers to but doesn't include a diagram is included to indicate its location within the Village and its shape
  - removed specific charge
  - removed specific number of car parking spaces that can be reserved
  - removed no charge for set up and tear down days
  - removed s'hower facility'