

Dittisham Parish Council

Use of The Ham: A guide

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Version dated 18 August 2026

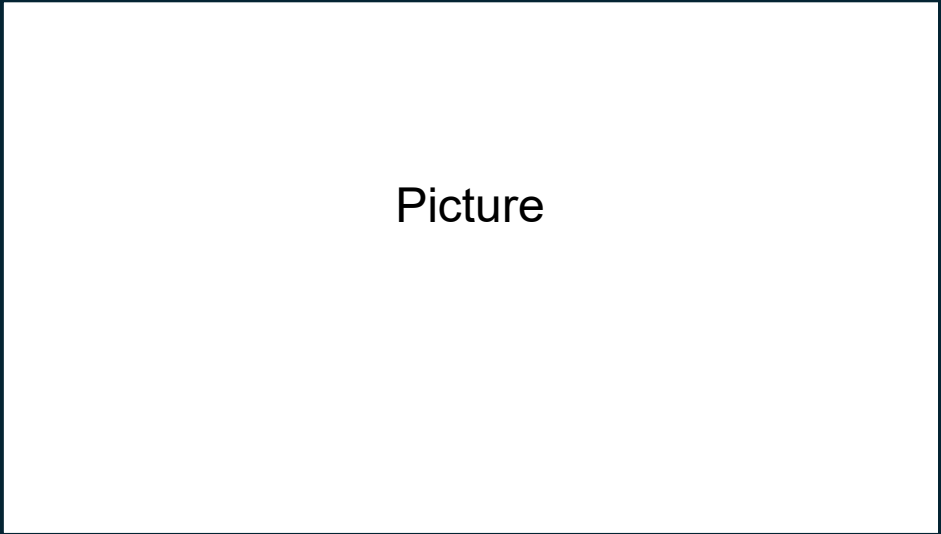
Use of The Ham: A Guide

The Ham is large green area in the village of Dittisham, surrounded by trees, and with a fantastic view of the Dart.

Residents and visitors alike enjoy to walk (with and without dogs), to sit on the benches and take in the view, to have a picnic, and to let the children play in the playground. There is a car park owned and run by the Parish Council with all profits going back in to help pay for community projects such as maintaining and improving The Ham. There is also a toilet block.

Because of its location, the Parish Council receives enquiries from people interested in hiring The Ham for events. This is permitted subject to the Parish Council's 'Use of the Ham' policy.

The Parish Council has put together this document as a guide to anyone interested in hiring The Ham.



Picture

Contents

On the following pages you'll be able to find:

- 1. Information for Potential Hirers of the Ham** This provides a short summary overview of where The Ham is located, what facilities it has, what events it is suitable for and what activities would not be permitted. There is also some information about circumstances in which vehicles could be allowed onto The Ham.
- 2. The Use of The Ham Policy** This lays out what is permitted and how the Parish Council makes decisions on applications, including fees and charges.
- 3. The Ham Hire Application Form** This provides guidance on the Application Form that should be filled out and submitted by anyone wishing to hire The Ham.
- 4. Ham Hire Terms and Conditions** Agreement to these is a requirement of hire.
- 5. The Ham Map – Plan A** All hire requests must submit a layout plan with your Ham Hire Application Form.
- 6. Risk Assessments** All applications must submit a risk assessment. Guidance and a standard template is provided.
- 7. Waste Management** Guidance on how to complete a simple plan to manage any waste created by events taking place on The Ham.

1: Information for potential hirers of The Ham

Dittisham Parish Council owns and maintains The Ham and the Ham Car Park on behalf of the Parish of Dittisham. It is the sole authority to grant or deny permission for any activity held on The Ham. Organisations or individuals seeking to use The Ham must obtain such permission stating the purpose and type of activity The Ham is requested to be used for.

An Application Form and Terms and Conditions of Hire document are included with this Information Sheet to assist you in assessing the suitability of The Ham for your proposed event.

Should you wish to proceed with a hiring, please complete the form and return it to the Parish Clerk whose address and Email contact details are included on the Application Form.

Location and Size

The Ham is approximately 2.35 Acres in size and can therefore accommodate events large and small. A diagram is included to indicate its location within the Village and its shape.

A Pay & Display Car Park holding up to 30 vehicles is located adjacent to The Ham. Charges will apply to each vehicle using the Car Park. With prior agreement, it is possible to reserve a limited number of spaces for your event.

The Ham will normally be hired in part only, the area for the event being designated by the Parish Council prior to the event taking place and following discussion with the event organiser.

Suitable Events

The Ham space is ideal for many events both Private and Commercial, including:

- Wedding Receptions
- Birthday Parties
- Charity Fund Raisers
- Village Days
- Sports Activities

As the land is owned by the Parish Council, Political Rallies will not be permitted. Due to the proximity of the Ham to residential properties, events that would generate high levels noise such as a Music Festival also will not be granted permission.

For other events where Music will be played, live or recorded, we ask that volume levels are kept at a reasonable level due to the Ham's proximity to residential property. No music, live or recorded, shall be played after 11pm without express permission of Dittisham Parish Council.

Marquees, gazebos, stalls, small bouncy castles etc. are acceptable for erection on The Ham, subject to adequate insurance, prior risk assessment and adult supervision during an event.

It is NOT permitted to light fires, bonfires or use low-level barbeques on The Ham. Suitable precautions must be taken to protect the grass surfaces from heat should high level barbeques, pig roasts or other cooking devices be used. The Event Organiser will be expected to pay for any damage caused through their use.

The use of glass drinkware is NOT permitted unless the event has flooring installed. The use of reusable (not single use) plastic is encouraged.

Note that the Parish Council cannot accept any responsibility for property or equipment associated with the event (marquees, generators etc.) so we require the Event Organiser to take out suitable insurance against loss, damage and third party liability.

Facilities

Potential Hirers should be aware that there are limited facilities available on The Ham.

There is a Public Toilet with a male WC (one toilet and two urinals) & a female WC (one toilet), and one unisex disabled access toilet. For larger events the hire of Portaloos is recommended.

Note that the Public Toilet is the only source of fresh water on The Ham. There is no outside water tap on the Ham.

There is no power available on The Ham so any event requiring electricity will need a generator, to be provided by the Event Organiser.

Organisers are responsible for the disposal of rubbish after an event. There are no local facilities so all rubbish must be taken away and disposed of responsibly.

Vehicles on The Ham

Subject to weather conditions and prior permission, certain vehicles may be allowed onto The Ham during an event – St Johns Ambulance, Ice-cream vans or other catering vehicles for example - but please note that after extended wet weather, this may not be possible due to parts of the ground becoming waterlogged. There is sufficient hard-standing in the car park alongside The Ham for this not to be an issue in most cases.

Vehicles will also be allowed onto the Ham for unloading and loading during event set-up and tear-down, again, subject to weather and ground conditions.

Vehicle access to, and vehicle movement across The Ham (except for the car park) is not permitted during the event.

Any other questions?

If we have not answered all of your questions here, please don't hesitate to contact the Parish Clerk who will be happy to help.

2: Use of The Ham Policy

1. General

- a) The Ham can be booked for overnight stays in the car park/ camping and for events subject to this Policy.
- b) No 'in principle' agreement to hire will be given.
- c) At the discretion of DPC, dates may be reserved for a reasonable time whilst applications are completed and decided upon.
- d) The Use of The Ham Policy may be subject to change.

2. Area For Use

- a) Area available for use is shown on Plan A, in section 5.
- b) The Ham Hire Application will specify the location and size of marquee, all other installations, and total area of the Event.
- c) The area made available accommodates a maximum marquee size 12x24 metres.
- d) Camping shall not take up more than 10% of areas of the event.

- e) A 10-metre wide zone along the river front shall be kept clear for Public Access.

3. Event Types

- a) Community events - for example, Regatta day or a 'village day', parish groups
- b) Non - Commercial Residents' events
 - i) Weddings
 - ii) Other private events
- c) Other Non-Commercial Events – eg Blackawton Primary School, non-parish charity
- d) Commercial Events

4. Pricing

- a) Community Events – no charge, on the basis that no damage or loss occurs as a result of the event.
- b) Residents' events – Non Commercial
 - i) Charges are applied every day the use of The Ham is restricted by the event – therefore set up and tear down days are charged for.
 - ii) £250 per day.
- c) Other Non-Commercial Events – eg Blackawton Primary School, non-parish charity -

case by case basis

- d) Commercial events - case by case basis
- e) Payment Terms – 30 days of DPC providing a signed agreement. Failure to pay results in cancellation of booking.
- f) Cancellation Fees
 - i) Fees are non refundable if cancelled within 28 days of event
 - ii) Cancellations must be in writing to the email address shown on the Hire Agreement.
 - iii) No refunds will be made in the event of interruption or cancellation by the Hirer after commencement of the Hire.

5. Damage deposit

- a) At the discretion of DPC and having regard to the event type, a damage deposit may be required.
- b) Damage deposits are refundable subject to all hire Terms & Conditions being met.
- c) An amount may be retained if The Ham or its Fixtures and Fittings are damaged as a result of the event taking place.

- d) If the necessary damage reparations exceed the value of the retained deposit, further charges may be made to the hirer.

6. Frequency of hire event

- a) Five events per year.
- b) Minimum period 19 days in between event i.e. two free weekends between events.
- c) No event will use The Ham for more than five consecutive days in total (set up and take down must be included in these days).

7. Decision Criteria

- a) The Ham was donated to the Parish specifically for the benefit of Parishioners and the Parish.
- b) All requests for the use of The Ham will be considered alongside the spirit of the Covenant in the Title. The Covenant reads: “to permit The Ham to be appropriated and used for the maintenance and improvement of the physical well being of persons resident in the Parish of Dittisham aforesaid by the provision of facilities of physical training and recreation”.
- c) **General**
 - i) Specific approval from DPC is required for all overnight stays in the car park, camping on The Ham, and all planned events.
 - ii) **WEDDINGS**
 - 1. Wedding bookings are available if one of the people getting married is a resident or the son/daughter of a resident.
 - 2. Wedding bookings will be considered if the person being married has a strong connection to the Parish.

- iii) The deciding factor will be the type of Event - not the Event organiser. For example – a commercial event booked by a parish resident is still a commercial event.

d) Camping

- i) The default position is that overnight parking and use of a vehicle as accommodation overnight is not permitted.
- ii) Permission may be considered if:
 - The person making the request has a strong connection to the Parish; or
 - There is a benefit to the Parish; or
 - The camping is associated with a community event in the Parish. (For example the South West Gaffers to Regatta); or
 - The camping is associated with a commercial event which is generating significant revenue for the benefit of the Parish.
- iii) Any approval will specify the area which can be used and the number of tents permitted.

e) Parking

- i) With prior agreement, it is possible to reserve a limited number of spaces for your event.

- ii) Charges will apply to each vehicle using the Car Park

8. Insurance

- a) As standard an Insurance Certificate demonstrating Public Liability Insurance for all aspects of the event, with a minimum limit of indemnity of £5 million is required for all bookings.

9. Balloons, Chinese Lanterns & Fireworks

- a) The release of balloons, Chinese Lanterns or similar is NOT permitted.
- b) Fireworks are not permitted

10. Oversight

- a) DPC will monitor the overall impact of all approvals.
- b) The Clerk is required to keep a record of request to hire The Ham, DPC's decision, the reason for DPC's decision and a post Event debrief.

11. Event Specific Terms & Conditions

- a) DPC will consider each event on a case by case basis and may require Event specific conditions.

PICTURE

3: The Ham Hire Application Form

The following pages introduce the Application Form to be filled out by all hirers. Editable copies of this form are available from the Parish Council's website and from the Clerk.

See notes and call out boxes to help you find relevant information you need to fill in the form.

Application to Hire The Ham				
Please complete all applicable fields				
1. Hirer				
a) Organisation				
b) Authorised representative				
Or				
c) Private individual				
d) Address				
e) Telephone	Home:			
	Work:			
	Mobile:			
f) Email				
g) Preferred method of contact				
2. Event details				
a) Type of Event (please circle)	Community	Non-Commercial Resident	Non-Commercial Other	Commercial
b) Further details				
c) Area Hired	Please submit a completed Site Layout (Plan A). The Plan must specify location and size of all marquees, tents, any other placements, within the total area specified by DPC for Events based on the approved scaled plan			
d) Expected Numbers				
e) When will attendees arrive?				
f) When will attendees depart?				
g) Entry/Ticket fee				
h) Will products be sold at the event? Please give details				
i) Parking Requirements:	Any hire of the car park is not an exclusive guaranteed use - however DPC will make its best effort to ensure any reserved spaces are available for the Event			
j) Number of vehicles associated with the event.				
k) Types of vehicles				
l) How will parking and safety be managed?	Traffic management of the event is the responsibility of the			

See page 5 'Event Types'

See page 14

See T&Cs about 'Vehicles' on page 10, and notes about safely moving vehicles on page 15

event organiser.	
m) Broadcasting or amplifying equipment:	
n) Other Requirements:	
o) Period of Hire:	Start: End: Must include set up/set down time. A fee is charged for all days with an impact on The Ham.
p) Is there a benefit to the Parish?	
q) How many people benefit?	
r) Does the event support public health and wellbeing? How?	
s) What will be done to make the event sustainable?	
t) Other benefits	
3. Documents to provide with the booking request:	
☐ This application form	☐ Site Layout Plan ☐ Risk Assessment. ☐ Waste Management Plan
☐ Insurance Certificate demonstrating Public Liability Insurance for all aspects of the event, with a minimum limit of indemnity of £5 million, required at least 30 working days prior to the event. The booking is conditional on the demonstration of adequate public liability insurance unless otherwise agreed in writing with DPC.	
4. Terms and Conditions	
a) The hirer agrees to observe and perform the provisions and stipulations contained or referred to in the attached 'Terms and Conditions for Hirers' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed.	
b) Hirer to set up / set down as agreed.	
c) Hirer wholly accepts full and unequivocal liability for any bouncy castle or similar activity on the Council's land.	
d) Bookings are conditional on receipt of payment within 30 days of DPC providing a signed copy of the hire agreement and an Invoice.	
e) If land / premises booked for an event are not left as they were found, then the Council reserves the right to carry out remedial works at its own cost and recover these costs from the event organiser.	
f) Under the Licensing Act 2003 various types of event (for example the sale of alcohol, food and certain types of entertainment) require specific licensing to be in place – under what is called a Temporary Events Notice (TEN). Organisers are responsible for making sure that all necessary notices are obtained and that no illegal event takes place on the land. The event organizer is required to provide a copy of the TEN to DPC not less than 30 days before the event.	
g) Data Protection: The hirer consents to the information provided in relation to an event booking being held by the Council and used for purposes related to the hiring event. The Council may share the information as necessary to consider and manage the hire, for example with other organisations, including but not exclusively DPC's insurer and Devon Air Ambulance.	

See 'Frequency of Events' on page 5 that outlines policy on hire periods

See page 14

See page 15

See page 16

These are all laid out on pages 10 - 13

5. Hire Agreement	
Hire Fee	£
Damage deposit	£
Terms	30 days of DPC providing a signed agreement and Invoice. Failure to pay results in cancellation of booking.
AS WITNESS the hands of the parties hereto:	
Signed on behalf of Dittisham Parish Council:	
Print name:	
Signed on behalf of the hirer:	
Print name:	
<i>A separate invoice will be issued by Dittisham Parish Council</i>	

The Hire Fee and Damage Deposit will be calculated dependent on answers given on the form, on the availability of The Ham and on agreement of the Parish Council.

An invoice will be produced when all parties have signed the Hire Agreement

4. Ham Hire Terms and Conditions

Dittisham Parish Council owns and maintains The Ham and the Ham Car Park on behalf of the Parish of Dittisham. It is the sole authority to grant or deny permission for any activity held on The Ham. Organisations or individuals seeking to use The Ham must obtain such permission stating the purpose and type of activity The Ham is requested to be used for.

The Parish Council reserves the right as owners of The Ham to add, remove or modify the following Terms and Conditions at any time. It also maintains discretionary powers to intervene at any time prior to or during an event in order to control event proceedings or cause the event to cease or be postponed.

The Ham will normally be hired in part only, the area for the event being designated by the Parish Council prior to the event taking place.

These Standard Conditions apply to all hiring of The Ham. If the Hirer is in any doubt as to the meaning of the following, the Parish Clerk should immediately be consulted.

1. Age and Responsibility

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being in charge of the activity on The Ham at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of The Ham are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of The Ham; its care; safety from damage (however slight) or changes of any sort; and the behaviour of all persons using The Ham whatever their capacity. To ensure proper supervision of car parking arrangements to avoid obstruction of the Car Park, the lane (Ham Lane) leading to the Car Park and the emergency

access gate (adjacent to the toilet block) to The Ham. As directed by the Parish Clerk, the Hirer shall make good or pay for all damage (including accidental damage) to The Ham or to the fixtures and fittings thereon.

3. Use of The Ham

The Hirer shall not use The Ham for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use The Ham or allow The Ham to be used for any unlawful purpose. Not to engage in activities that could render invalid any insurance policies.

4. Vehicles

Private and commercial vehicles shall not be allowed onto The Ham at any time except when used for transporting equipment and materials for an event or unless they are an integral part of the event. Additionally, access will only be permitted if surface conditions on The Ham are considered suitable at the time. All vehicles shall be removed from

The Ham immediately they have offloaded or loaded their equipment and/or materials.

5. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to The Ham in contravention of the law relating to gaming, betting and lotteries.

6. Licensable activities

The Hirer shall ensure that a relevant Performing Rights Society Licence permitting the use of copyright music or plays in any form is in place.

Alcohol shall only be served in accordance with current legislation and guidance.

7. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of The Ham by the Local Authority, the Licensing Authority, the event Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

8. Means of escape

All means of exit from The Ham must be kept free from obstruction and immediately available for instant free public exit.

9. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

The use of glass drinkware is NOT permitted unless the event has covered flooring. The use of re-usable plastic glasses (not single use) is encouraged.

10. Powered appliance safety

The Hirer shall ensure that any electrical or other powered appliances brought by them to The Ham and used there shall be safe, in good working order, and used in a safe manner. In the case of electrical appliances these must be used in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

11. Insurance and indemnity

- (a) The Hirer shall be liable for:
 - (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of The Ham including the fixtures and fittings
 - (ii) all claims, losses, damages and costs made against or incurred by the Parish Council, its employees, volunteers, agents or invitees in respect of damage or loss of property or injury to

persons arising as a result of the use of The Ham (including the storage of equipment) by the Hirer, and

- (iii) all claims, losses, damages and costs made against or incurred by the Parish Council, its employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of The Ham by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Parish Council and its employees, volunteers, agents and invitees against such liabilities.

- (b) The Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Parish Clerk no later than 30 working days prior to the event. Failure to produce such policy and evidence of cover will render the hiring void.

The Parish Council is insured against any claims arising out of its **own** negligence.

12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to the Parish Clerk **as soon as** possible. Any failure of equipment belonging to the Parish Council or brought in by the Hirer must also be reported to the Parish Clerk **as soon as possible**

13. Explosives and flammable substances

The hirer shall ensure that highly flammable substances are not brought onto, or used on any part of The Ham.

Fireworks and Chinese lanterns are NOT permitted.

14. Drunk and disorderly behaviour and supply of illegal drugs

Drunk and disorderly behaviour shall not be permitted either on The Ham or in its immediate vicinity. Alcohol shall only be served in accordance with current legislation and guidelines. No illegal drugs may be brought onto The Ham.

15. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children comply with the provisions of The Children Act of 1989 and any amendments and, other checks which might be required by the government at the time.

16. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at The Ham.

17. Sale of goods

The Hirer shall, if selling goods on The Ham, comply with Fair Trading Laws and any code of practice used in connection with such sales.

18. Cancellation

If the Hirer wishes to cancel the booking within 28 days of the event, repayment of the fee shall be in accordance with the provisions set out in 2. 'Use of The Ham Policy' under heading 4: 'Pricing'. The Parish Council reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the Parish Council reasonably considering that
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at The Ham as a result of this hiring
- (b) The Ham becoming unfit for the use intended by the Hirer
- (c) a disaster requiring use of The Ham for Emergency purposes.

In any such case the Hirer shall be entitled to a refund of any deposit already paid to the Parish Council. The Parish Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

19. End of hire

The Hirer shall be responsible for leaving The Ham and surrounding area in a clean and tidy condition, properly secured unless directed otherwise. In case of non-compliance, the Parish Council shall be at liberty to withhold all or a part of the Damage Deposit and Hiring Fee or make an additional charge for the purpose of rectification.

20. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, be respectful of surrounding residents.

Music

No music, live or recorded, shall

be played after 11pm without express permission of Dittisham Parish Council.

21. Stored equipment

The Parish Council accepts no responsibility for any stored equipment or other property brought on to or left at The Ham. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Parish Council may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to The Ham for the purposes of the hiring.

This may result in the Parish Council disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charging to the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

22. No alterations

No alterations or additions may be made to The Ham nor may any fixtures be installed or attached in any way without the prior written approval of the Parish Clerk. Any alteration, fixture or fitting or attachment so approved shall become the property of the Parish Council unless removed by the hirer who must make good to the satisfaction of the Parish Council any damage caused to the premises by such removal.

23. No rights

The Hiring Agreement only constitutes permission for temporary use of The Ham and confers no tenancy or other right of occupation on the Hirer.

24. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given. These Standard Conditions together with any Special Conditions imposed by the Parish Council and defined on the Ham Hire Agreement or any other terms and conditions that the Parish Council may from time to time deem necessary shall form part of the terms of the Ham Hire Agreement unless specifically excluded by agreement in writing between the Parish Council and the Hirer.

Picture

5. The Ham Map

All hire requests are expected to submit a layout plan with your 'Ham Hire Agreement' form. If you don't have the ability to do this digitally, you can print out the map and draw your layout plan on it, take a picture and send it along with your application.



6. Risk Assessment

A **hazard** is something that could cause harm. **Risk** is the chance of something going wrong and how serious the consequences could be.

Dittisham Parish Council asks you to draft a risk assessment as part of your hire application to help you think ahead about what could go wrong at your event and what you can do to keep people safe.

A Risk Assessment template is available for you, that includes some worked examples of hazards and risks that might be relevant to your event, and some thoughts about what simple measures you might put in place to help reduce the risk of serious harm.

Here are some examples of things that the Parish Council would like you to think through:

Slips, trips or falls

- Keep walkways, entrances and exits clear of obstacles
- Tape down cables that run

across walkways

- Remove or clearly mark trip hazards like ropes, marquee stakes, holes, tree roots etc.
- Have equipment on hand to quickly clean up any spills
- Clearly mark any changes in ground levels (i.e. between grassy areas and entry to floored marquees)

Safely moving vehicles

- Restrict vehicle movements to agreed times, such as before and after attendees arrive at the event
- Keep vehicle speeds slow, using hazard lights and even having someone in high viz walking in front
- Avoid reversing where possible; use a one-way system if practical.

Waterside hazards

- Design the site layout to discourage access to the waterside
- Clearly inform guests that entry to the river is prohibited
- Require children to be under the supervision of parents or that ratios of staff to young participants are appropriate
- Provide suitable lighting to increase visibility of the riverbank.

Fire risk

- Keep flammable materials away from naked flames, heaters or cooking equipment
- Ensure BBQs, generators or other heat sources are safely positioned and/or supervised
- Don't overload electrical sockets
- Know what your fire evacuation processes are; how would someone raise the alarm and would everyone know what to do?

First aid

- Have a first aid kit available
- Depending on the scale of your event, consider appointing a qualified first-aider
- Make sure the appropriate responsible people know how to contact first aid or emergency services
- Keep emergency access routes clear for ambulances.

Weather conditions

- Monitor weather conditions before the event
- Consider whether you will postpone, stop or cancel an event if conditions become unsafe
- Stop using or dismantle temporary structures if they

become unsafe

- Advise guests to prepare to take precautions for extreme weather; whether that's keeping hydrated and applying sunscreen if very hot, or to wear suitable clothing if very wet or cold
- Provide shade if hot or warm shelter if cold or wet
- Keep paths or activity areas safe if they become flooded, slippery or muddy.

Hygiene considerations

- Provide suitable toilet facilities for your event, and have a plan to keep them clean
- Use reputable caterers with relevant training and hygiene certificates
- Put adequate waste management controls in place – number of bins and how regularly they will be emptied, and where.

This list is not exhaustive, you might also want to consider **managing food allergies** if providing catering, or **safeguarding arrangements for children or vulnerable adults**, for example.

If you need any help, get in touch with the Clerk.

7. Waste Management

Dittisham Parish Council asks all hirers to consider how waste produced from events will be managed and disposed of. This is to prevent litter, to protect the environment and to keep the area safe.

Hirers are responsible for dealing with all the waste that their event creates.

A Waste Management Plan doesn't need to be complicated. A simple editable form is provided which prompts hirers to consider the following questions:

What types of waste will your event produce? (Please circle)	Food waste	General waste <i>Food packaging, contaminated materials</i>	Recyclable waste <i>Cardboard, paper cans, glass, plastic</i>	Hazardous waste	Other
	If you've answered 'Hazardous' or 'Other' above, please give a few more details here:				
How will waste be collected, stored, and disposed of at the end of your event?	<i>How will you prevent litter or pollution during your event? Will you separate waste? Will bins need to be regularly emptied? Who will take it away from the site?</i>				
Are you taking any measures to reduce the amount of waste your event generates?	<i>For example, reducing packaging, reusing materials, using digital documents rather than printing etc.</i>				
Who is taking responsibility for waste management?					

This is the final piece required should you wish to submit a hire request.

Any questions?

Contact the Parish Clerk
parishclerk@dittishamparish.co.uk

Application to Hire The Ham

Please complete all applicable fields

1. Hirer

a) Organisation	
b) Authorised representative	
Or	
c) Private individual	
d) Address	
e) Telephone	Home: Work: Mobile:
f) Email	
g) Preferred method of contact	

2. Event details

a) Type of Event (please circle)	Community	Non-Commercial Resident	Non-Commercial Other	Commercial
b) Further details				
c) Area Hired	Please submit a completed Site Layout (Plan A). The Plan must specify location and size of all marquees, tents, any other placements, within the total area specified by DPC for Events based on the approved scaled plan			
d) Expected Numbers				
e) When will attendees arrive?				
f) When will attendees depart?				
g) Entry/Ticket fee				
h) Will products be sold at the event? Please give details				
i) Parking Requirements:	Any hire of the car park is not an exclusive guaranteed use - however DPC will make its best effort to ensure any reserved spaces are available for the Event			
j) Number of vehicles associated with the event.				
k) Types of vehicles				
l) How will parking and safety be managed?	Traffic management of the event is the responsibility of the			

	<i>event organiser.</i>		
m) Broadcasting or amplifying equipment:			
n) Other Requirements:			
o) Period of Hire:	Start:		
	End:		
	<i>Must include set up/set down time. A fee is charged for all days with an impact on The Ham.</i>		
p) Is there a benefit to the Parish?			
q) How many people benefit?			
r) Does the event support public health and wellbeing? How?			
s) What will be done to make the event sustainable?			
t) Other benefits			
3. Documents to provide with the booking request:			
☐ This application form	☐ Site Layout Plan	☐ Risk Assessment.	☐ Waste Management Plan
☐ Insurance Certificate demonstrating Public Liability Insurance for all aspects of the event, with a minimum limit of indemnity of £5 million, required at least 30 working days prior to the event. The booking is conditional on the demonstration of adequate public liability insurance unless otherwise agreed in writing with DPC.			
4. Terms and Conditions			
a) The hirer agrees to observe and perform the provisions and stipulations contained or referred to in the attached 'Terms and Conditions for Hirers' for the time being in force and displayed as required (an understanding of which the HIRER acknowledges) together with any special conditions imposed. b) Hirer to set up / set down as agreed. c) Hirer wholly accepts full and unequivocal liability for any bouncy castle or similar activity on the Council's land. d) Bookings are conditional on receipt of payment within 30 days of DPC providing a signed copy of the hire agreement and an Invoice. e) If land / premises booked for an event are not left as they were found, then the Council reserves the right to carry out remedial works at its own cost and recover these costs from the event organiser. f) Under the Licensing Act 2003 various types of event (for example the sale of alcohol, food and certain types of entertainment) require specific licensing to be in place – under what is called a Temporary Events Notice (TEN). Organisers are responsible for making sure that all necessary notices are obtained and that no illegal event takes place on the land. The event organizer is required to provide a copy of the TEN to DPC not less than 30 days before the event. g) Data Protection: The hirer consents to the information provided in relation to an event booking being held by the Council and used for purposes related to the hiring event. The Council may share the information as necessary to consider and manage the hire, for example with other organisations, including but not exclusively DPC's insurer and Devon Air Ambulance.'			

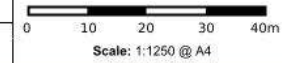
5. Hire Agreement	
Hire Fee	£
Damage deposit	£
Terms	30 days of DPC providing a signed agreement and Invoice. Failure to pay results in cancellation of booking.
AS WITNESS the hands of the parties hereto:	
Signed on behalf of Dittisham Parish Council:	
Print name:	
Signed on behalf of the hirer:	
Print name:	
<i>A separate invoice will be issued by Dittisham Parish Council</i>	

The Ham Map (Plan A)

Dittisham

Author: C. Radford

Date: 21/08/2026



PARISH
ONLINE



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

Application to hire The Ham, Dittisham Risk Assessment

Event name:

Date of Assessment: **[Date completed]**

This assessment was prepared by: **[Name]**

About risk assessments

- A **hazard** is something that could cause harm. **Risk** is the chance of something going wrong and how serious the consequences could be.
- We ask you to draft a risk assessment to help you think ahead about what could go wrong at your event and what you can do to keep people safe.
- Prompts are provided below, please delete or augment this depending on what is relevant to you.

Short summary description of your event:

Hazards, Risk and Mitigation

Area	Hazard/Risk identified	Risk level High/ Medium/ Low 3/2/1	Potential impact H/M/L 3/2/1	Risk x Impact	Control Measures	Review/ Further action
<i>This might include: Slip and trips Heavy lifting Electrocution etc</i>	<i>Use this box to give details of the hazard and who would be affected</i>	<i>Give a score depending on the likelihood of the risk coming about</i>	<i>Give a score depending on the severity of the impact</i>	<i>Multiply the risk level and the impact level</i>	<i>Tell us about the reasonable/practical measures you will have in place.</i>	<i>Tell us about any further actions you need to take</i>
WORKED EXAMPLE: <i>Slips, trips or falls</i>	<i>Uneven ground, wet grass, hidden holes, or obstructions (e.g. cables, equipment)</i>	<i>3</i>	<i>2</i>	<i>6</i>	<i>PROMPTS for you to consider:</i> <i>Will:</i> <i>walkways, entrances and exits be kept clear of obstacles?</i>	<i>Final walkthrough to be conducted on event day prior to guest arrival.</i>

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	<i>could result in slips, trips, or falls of all visitors, particularly in poor weather or low light conditions.</i>				<i>cables that run across walkways be taped down?</i> <i>trip hazards like ropes, marquee stakes, holes, tree roots etc. be clearly marked or fenced off?</i> <i>equipment be on hand to quickly clean up any spills?</i> <i>changes in ground levels (i.e. between grassy areas and entry to floored marquees) be clearly marked?</i>	<i>Ongoing monitoring throughout event by organiser and staff/volunteers.</i>
WORKED EXAMPLE: Vehicle Movement	<i>Movement of supplier vehicles and guest drop-offs may create collision risks with pedestrians.</i>	2	2	4	PROMPTS for you to consider: <i>Will:</i> <i>vehicle movements be restricted to agreed times, such as before and after attendees arrive at the event?</i> <i>drivers be instructed to keep vehicle speeds slow, using hazard lights</i> <i>marshalls be in place in high viz, to escort vehicles, or keep public clear if reversing/manoeuvring?</i>	<i>Brief suppliers on access arrangements. Monitor compliance on event day.</i>
WORKED EXAMPLE: Waterside hazards	<i>The proximity of the River Dart presents a risk of individuals entering the water, slipping on the riverbank, or falling into the river, particularly in low light conditions or where alcohol has been consumed. This could result in serious injury or drowning.</i>	2	3	6	PROMPTS for you to consider: <i>Will:</i> <i>the site layout be designed to discourage access to the waterside?</i> <i>guests be clearly informed (via announcement or pre-event literature) that entry to the river is prohibited?</i> <i>children be required to be under the supervision of parents or that ratios of staff to young participants are appropriate?</i> <i>suitable lighting be provided to increase visibility of the riverbank?</i>	<i>Event organiser and designated responsible persons to monitor compliance throughout the event, particularly during evening hours. Any unsafe behaviour to be addressed immediately.</i>

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<i>WORKED EXAMPLE:</i> Fire risk	<i>Risk of fire from catering equipment, candles, generators, or electrical faults, potentially leading to injury or property damage.</i>	2	3	6	<i>PROMPTS for you to consider:</i> <i>Will:</i> <i>flammable materials be kept away from naked flames, heaters and cooking equipment</i> <i>BBQs, generators or other heat sources are safely positioned away from other flammable structures and supervised?</i> <i>electrical sockets be loaded correctly? (i.e not overloaded)</i> <i>everyone know what the fire evacuation processes are? How would someone raise the alarm, who would call the fire service and would everyone know where to go or what to do? For example: Someone on the PA announce there is a fire and to calmly assemble at The Ham Car Park. The event organiser to call the fire brigade.</i>	<i>Fire safety briefing to staff/volunteers and suppliers. Emergency procedures confirmed prior to event.</i>
<i>WORKED EXAMPLE:</i> First aid	<i>Injury or illness requiring immediate treatment.</i>	2	3	6	<i>PROMPTS for you to consider:</i> <i>Will:</i> <i>a first aid kit be available?</i> <i>there be a qualified first aider present (i.e. depending on the scale of the event - an individual, or organisation – like St John’s ambulance)?</i> <i>an appropriate/responsible person know how to contact first aiders or emergency services?</i> <i>emergency access routes be kept clear for ambulances?</i>	<i>Confirm trained first aider prior to event.</i>
<i>WORKED EXAMPLE:</i> Severe weather conditions	<i>Adverse weather (rain, wind, or cold) could create unsafe conditions, including slippery surfaces,</i>	3	2	6	<i>PROMPTS for you to consider:</i> <i>Will:</i> <i>a professional marquee provider install a weather-rated structure with appropriate anchoring?</i>	<i>Final weather check 48 and 24 hours prior. Decision thresholds agreed with marquee provider.</i>

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	<i>structural risks to marquee, or guest health and wellbeing</i>				<i>weather conditions be monitored before the event?</i> <i>You consider postponement, stopping or cancelling an event if conditions become unsafe?</i> <i>temporary structures be evacuated or dismantled if they become unsafe?</i> <i>guests be advised in advance to take precautions for extreme weather; whether that's keeping hydrated and applying sunscreen if very hot, or to wear suitable clothing if very wet or cold?</i> <i>shade be provided if very hot, or a shelter be provided if cold or wet?</i> <i>paths or activity areas be made safe or cordoned off if they become flooded, slippery or muddy?</i>	
WORKED EXAMPLE: Hygiene considerations	<i>Insufficient or poorly maintained facilities could lead to hygiene issues.</i>	2	2	4	PROMPTS for you to consider: Will: <i>sufficient/ suitable toilet facilities be provided for the numbers of guests? How will they be kept clean?</i> <i>reputable caterers with relevant training and hygiene certificates be contracted?</i> <i>an adequate waste management plan be in place?</i>	<i>Request evidence of hygiene certification.</i> <i>Monitor site during event.</i>
WORKED EXAMPLE: Heavy lifting	WORKED EXAMPLE: <i>Risk of injury to staff, suppliers or volunteers during setup or breakdown activities.</i>	2	2	4	PROMPTS for you to consider: Will: <i>All heavy lifting be undertaken by professional suppliers, monitored by their management?</i> <i>Individuals be instructed/briefed not to lift beyond their capability and to use appropriate techniques?</i>	<i>Supplier responsibility OR /event organiser include in volunteer/staff briefing.</i> <i>Monitor during setup and breakdown.</i>

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<i>WORKED EXAMPLE:</i> Risk of electrocution	<i>WORKED EXAMPLE:</i> Cable junctions exposed to elements, getting wet. Event staff and public at risk.	2	2	4	<i>PROMPTS for you to consider:</i> - When installing cables will all junctions be put away from public areas and will you provide appropriate cover incase of rain? - Will the Event co-ordinator include checks in walk round prior to opening the event to the public?	<i>Pre-event inspection of all electrical installations.</i>
<i>WORKED EXAMPLE:</i> Safeguarding of children and vulnerable adults	<i>WORKED EXAMPLE:</i>	2	3	6	<i>PROMPTS for t you consider:</i> <i>If a small/private event, will:</i> - The hirer take overall responsibility for safeguarding? - children remain under the supervision of their parent/carer? - Children be prevented from accessing hazardous or restricted areas? - adequate lighting and safe access/exit routes be provided? - a clear procedure be in place for dealing with lost or separated children? - any concerns be recorded and reported to the appropriate person or emergency service? <i>If a larger event:</i> <i>Will:</i> - there be a designated safeguarding lead? - safeguarding procedures be in place and all staff/responsible volunteers aware of them?	<i>Communicate expectations to guests in advance.</i> <i>Event organiser include in volunteer/staff briefing.</i>

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Application to hire The Ham, Dittisham

Waste Management Plan

Dittisham Parish Council asks all hirers to consider how waste produced from events will be managed and disposed of. This is to prevent litter, to protect the environment and to keep the area safe. **Hirers are responsible for dealing with all the waste that their event creates.**

Your Waste Management Plan doesn't need to be complicated. The following form has been provided to help prompt you to consider the types of waste your event may generate and how this waste will be managed, collected and disposed of responsibly.

Event name:					
What types of waste will your event produce? (Please circle)	Food waste	General waste <i>Food packaging, contaminated materials</i>	Recyclable waste <i>Cardboard, paper cans, glass, plastic</i>	Hazardous waste	Other
	If you've answered 'Hazardous' or 'Other' above, please give a few more details here:				
How will waste be collected, stored, and disposed of at the end of your event?	<i>How will you prevent litter or pollution during your event? Will you separate waste? Will bins need to be regularly emptied? Who will take it away from the site?</i>				
Are you taking any measures to reduce the amount of waste your event generates?	<i>For example, reducing packaging, reusing materials, using digital documents rather than printing etc.</i>				
Who is taking responsibility for waste management?					