



TERMS AND CONDITIONS OF HIRE OF OPEN SPACE AT SOUTHONS FIELD, MAIDSTONE ROAD, MARDEN

Southons Field will be available to hire for outdoor events (agreed on a case-by-case basis by Marden PC's Open Spaces Sub-Committee) by Parish based community organisations and Marden residents. Village charities, organisations, societies and community led groups where any profits would be distributed within the parish would not be charged for the hire of the field. Private or commercial hire would still be charged at the agreed rate. Please contact Alison on clerk@mardenkent-pc.gov.uk with any enquiries.

Southons Field may be used for occasional parking for events subject to a case-by-case agreement by the Open Spaces Sub-Committee. *Please note that if this is required a separate form for parking should be submitted to Marden Parish Council*

Sporting activities on Southons Field will be at the discretion of the Open Spaces Sub-Committee.

No dogs, other than Assistance Dogs, will be allowed on Southons Field.

No cars, other than by previous arrangement, to be allowed on Southons Field. If permitted then these need to be kept to the periphery of the field and at a location specified by the Parish Council.

No barbeques will be lit on Southons Field other than by previous arrangement with the Open Spaces Sub-Committee.

No drones or model aircraft to take off, or land, at Southons Field.

No drones or model aircraft to fly over Southons Field without prior agreement of the Open Spaces Sub-Committee.

The use of loud music and/or alcohol will be at the discretion of the Open Spaces Sub-Committee and, if allowed, the hirer to adhere to the conditions in the Premises Licence. Hours covered by the licence are 2pm to 10pm Fridays, Saturdays and Sundays. Agreement of any selling of alcohol or playing of amplified music outside these times need to be made to the Open Spaces Sub-Committee prior to booking the event. Any additional costs will be paid to Marden Parish Council if relevant.

Southons Field should be kept clear of litter and litter bins should be used. All event hirers to clear the site prior to leaving and take away any litter/rubbish from the site after the event.

Please ensure that all attendees at your event are notified (via posters/social media if a public event) that parking should be in Marden car park. No vehicles should be parked on Maidstone Road due to resident parking.

Full details of the event to be given to the Open Spaces Sub-Committee prior to booking including (a) reason of event; (b) start and end times; (c) any amplified music or speaking; (d) parking; (e) erection of tents / gazebos / marquee; (f) bouncy castle; (g) access prior and after the event; (h) any vehicles requiring access to field; (i) sale of alcohol during times of Premises licence; (j) if a Temporary Events Notice (TENs) application is to be made

Any vehicle movements on the field, either parking or delivering etc, will need to be marshalled accordingly and access forbidden for overtaking, passing or stopping on driveways of houses along entrance road.

Any posters/publicity advertising the event, if public, will be provided to the Open Spaces Sub-Committee prior to publicising.

A copy of the public liability insurance and risk assessments, including those from external companies (ie barbeques, bouncy castles, outside bars) will be given to the Open Spaces Sub-Committee no later than one week prior to the event.

If a bouncy castle is to be used, hirers should note that there is no electricity on the site and generators will also need to be hired (all at a cost to the hirer). Insurance certificate to be provided to the Parish Council prior to the event.

Bouncy castles should be positioned away from residential properties and placed to the left-hand side of the field near to the beacon.

Picnic areas/parties should be to the left hand side of the field and not in the vicinity of residential properties.

Southons Field is open from dawn to dusk and the gates will be locked outside of these times (see below). The Parish Council cannot accept liability for any person/equipment left on the field after the advertised times. If your event is outside of these times arrangements will need to be made regarding access etc with the Parish Council

Notification to be given to the Open Spaces Sub-Committee if requiring the closure of Southons Field to members of the public during a private event.

The Open Spaces Sub-Committee will arbitrate in the event of any damage incurred or litter left on the field. Marden Parish Council will seek to recoup reasonable costs if necessary.

The Clerk/Deputy Clerk and two Councillors will have final say on the condition of the field if wet and will be at the discretion of these representatives of the Council to cancel the event if deemed necessary.

There is no electricity, water or toilets at Southons Field.

Marden Parish Council Responsibility:

The Parish Council insures any building and third party liability of all users of the field.

Undertakes regular safety inspections of the play equipment.

Maintains the pavilion, fencing, hedging, notice board and other assets on the field.

Undertakes risk assessments of the field and entrance prior to any event

Holds a Premises Licence for the sale of alcohol and playing of music between 2pm and 10pm on Fridays, Saturdays and Sundays. A copy will be provided to any hirer if required.

Field Information

Event hire for exclusive use of the field –

Fees – 1st April 2026 to 31st March 2027

Hourly rate: £20.00 / ½ day (up to 4 hours): £75.00 / Over 4 hours: £150.00

Field Opening and Closing

February and March: 8am to 6pm (or dusk if earlier)

April to August: 7am to 8pm

September and October: 7am to 7pm

November to January: 8am to 4pm