

**MEMORANDUM OF UNDERSTANDING BETWEEN NEW ALRESFORD TOWN COUNCIL AND
ALRESFORD MUSIC FESTIVAL COMMITTEE FOR THE EXTENT OF CONDITIONS FOR ALRESFORD
MUSIC FESTIVAL COMMITTEES USE OF ALREBURY PARK FACILITIES**

Preamble

1. The Alresford Music Festival is held annually on a Saturday in the summer in early June. It is normally the first weekend after the spring half-term school holidays.

Use of Facilities

2. New Alresford Town Council (NATC) gives the Alresford Music Festival Committee (AMFC) permission to use:

| Item | Clarifications/condition |
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| <p>Arlebury Park for the period from first light on the Tuesday Preceding the festival to 2359 hours on the Tuesday following the festival.</p> | <p>‘Arlebury Park’ means all the ground from southern extremity by the Alresford Recreation Centre and tennis courts to the northern extremity by the fence by the path along the river.</p> <p>The Festival arena is to be sited between the ARC and the hedge to the south of the petanque piste.</p> <p>A clear path is to be maintained to the east of the arena so that walkers can use the Wayfarers walk.</p> <p>AMFC is to agree with the Town Football Club that the fence around the pitch will come down on the festival week.</p> <p>It is agreed between AMFC, NATC and Alresford Town Football Club that the main football pitch and the smaller youth football pitch are both included in the festival main arena. AMFC will not need to liaise with ATFC on the continuing use the main football pitch.</p> <p>NATC to take responsibility for advising and liaising with both Perins School in respect of the Festival date so that any cricket fixtures do not conflict with the Alresford Music Festival (including the agreed build and clear up days either side of the festival weekend).</p> <p>AMFC will have sole use and access of the ARC grounds from the Tuesday before the festival through to Monday after the festival. AMFC will have sole hire of the building and its rooms from Friday before the festival through to Sunday after the festival.</p> |

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| | The areas outside the Festival arena are to remain accessible to the public at all times except for the track to the west of the main football pitch as this is restricted to Festival access only from Saturday 06.00 until 12.00 on Sunday). Exceptions may be allowed if coordinated with AMFC. |
| Changing Rooms 1 and 2 | This is for the temporary storage of Festival equipment such as signage and tools. Including the storage of alcohol from bar. No large items of heavy machinery to be stored. NATC will provide keys to the dressing rooms. Keys to be provided on the Tuesday before the festival. |
| ARC Keys | Keys will be provided to a nominated key holder of the AMFC on the Thursday before the festival so that arrangements can be made inside the ARC. |
| ARC Rooms | AMFC reserve the right to hire all the rooms in the ARC from Friday through to Sunday of the Festival weekend. |
| The ARC car park from Friday 18.00 hours to 12.00 hours on the Sunday of the Festival. | NATC will close the ARC car park to the public for this period. NATC will permit use of the Stratton Bates Recreation Ground for Festival car parking from 08.00–23.59 on the Saturday of the Festival. |
| Water from the ARC supply. | NATC to allow use of water supply from ARC from Thursday to Sunday. AMFC is to meet the event licensing authority's water treatment requirement. |
| Power from the ARC supply to enable the construction of the stages before generator power is connected. | NATC to allow the use of ARC power to enable the construction of stages from Tuesday until noon on Sunday. |
| Floodlighting for the period during which customers are leaving the arena. | Use of the floodlights is permitted to AMFC and operation of lights to be coordinated with Alresford Town Football Club. |
| Camping. | NATC will permit camping on the lower rugby pitch as agreed with the Alresford Rugby Club. Access to the campsite will be permitted through the lower gate from 18.00 on Friday until 12.00 on Sunday. |

General Terms and Conditions

3. The AMFC is to:
 - a. Request permission annually for the use of facilities in accordance with this MOU as the exact date is known each year
 - b. Arrange Public Liability Insurance
 - c. Secure a Public Event Licence from Winchester City Council
 - d. Make good any damage to the grounds or buildings directly caused during the festival
 - e. Leave the grounds and buildings used during the festival in as clean and tidy condition as found before the Festival preparation began.
 - f. Keep the town clerk and the grounds contractor fully briefed on the plans for and execution of the build up and removal of Festival equipment.
 - g. The AMFC will reimburse Alresford Town Football Club for any damage to the condition of the main pitch resulting from AMF activity.
 - h. Any complaints or incidents resulting from the AMF will be handled by AMFC and where appropriate compensation will be made to residents. Should NATC be required to resolve or compensate for any issues arising from the AMFC then AMFC will make full restitution to the council.
 - i. AMFC to organise, hold and advertise their annual post festival parties/events at the ARC
 - j. NATC reserves the right to curtail, with immediate effect, any of these conditions if it proves to be problematic to the residents of Alresford, with reasonable compliments upheld.
 - k. NATC reserves the right to make a charge for the use of the grounds. A schedule of fees will be assessed annually.
 - l. AMFC will erect a tent on the grass next to the football hut and tennis courts
 - m. AMFC will set-up a registration desk by front doors of ARC
 - n. NATC to mow grass on Monday before festival
 - o. NATC and AMFC to consider lopping trees with a contractor based on health and safety basis, ahead of festival (but not during festival week) AMF to pay for this
 - p. NATC to avoid any non-emergency maintenance in Arlebury Park, on The Avenue near entrance or at entrance to Arlebury Park during festival week
 - q. AMFC allowed to put signs at entrance of Arlebury Park.
 - r. Access to tennis courts by foot only (no parking in Arlebury Park) from 18.00 on Friday until 12.00 on Sunday

Contingencies

While this is intended to be a complete list of arrangements, inevitably there will be contingencies requiring minor variations. These are to notified to and coordinated with the Town Clerk.

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Chair, Alresford Music Festival Committee

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Alresford Music Festival

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Chair, New Alresford Town Council

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Town Clerk, New Alresford Town Council