Dear Parish Clerk,

Thank you for your interest in hosting Play in the Park during 2023.  I can now confirm that the following sessions will be provided at your chosen venue(s):

**Summer Holiday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Venue** | **Extras** | **Cost to Parish** |
| Wednesday 16th August | 10.00am-12.00pm | Great Waltham Recreation Ground | Inflatable Assault Course  Inflatable Disco Slide  Staff | All day price  All day price  £120.00 |
| Wednesday 16th August | 13.00pm-15.00pm | Great Waltham Recreation Ground | Inflatable Assault Course  Inflatable Disco Slide  Staff | £240.00  £240.00  £120.00 |

**Total £720.00**

**General Information**

A team of Play Workers has been carefully selected to deliver quality activity at your chosen venue. The Play Team will bring all the necessary equipment to your venue and deliver two hours of sports, games, arts, crafts and play. All Play in the Park staff will have received relevant training, and received a DBS check.

The Play Team will arrive 30 minutes before the session is due to start and will stay at the venue until all children have left or been collected. In the unlikely case that no children turn up, the Play Team will remain at the venue.

**Advertising**

* Play in the Park will be advertised using various forms, including: electronic posters and leaflets, emails, schools, social media and free listing websites.
* Please advertise the Play scheme via your noticeboards, social media pages, website, and any other forms you feel necessary.
* You will shortly receive two electronic versions of our poster. One generic and the other with your specific session dates and any extras you have requested.
* We are not sending out any paper copies of our leaflets or posters this year but please feel free to print these yourself and display around your parish.

**Payment**

* Each two hour session costs £120.00
* Extra services will be provided as per the above table, for which you will be recharged at the stated cost.
* Chelmsford City Council will send you an invoice after your last session has taken place for each holiday.

Please note that the following payment terms apply:

* If a session is cancelled by you, the Parish or Town Council, after the Easter or Summer school holiday starts; you will be charged the full amount.
* If a session is cancelled in advance by Chelmsford City Council due to bad weather, you will not be charged.
* If a session is cancelled part-way through by Chelmsford City Council due to bad weather, you will be charged pro-rata. (NB. We endeavour to run the sessions during most weathers, so this may only happen in extreme circumstances where gazebos cannot be used for shelter.
* During good weather or where there is an indoor area available, even if no children attend the Play Workers will stay until the end of the session and you will be charged the full amount.
* All Extras are subject to their own cancellation policies, which are listed on the booking form.
* If a session is cancelled in advance by Chelmsford City Council due a change in government guidelines or a tightening of the lock down precautions during the current pandemic, you will not be charged.

I hope that your sessions are successful and that the children enjoy Play in the Park.

If you have any questions, please do not hesitate to contact me on 01245 606977 or email: [PlayInThePark@chelmsford.gov.uk](mailto:PlayInThePark@chelmsford.gov.uk)