

# THE WEST STOCKWITH GERTRUDE MORRIS MEMORIAL HALL CHARITY

## GERTRUDE MORRIS MEMORIAL HALL CAR PARKING PERMIT PROCESS

### INTRODUCTION

This procedure explains how parking permits are distributed and managed by the secretary of the Charity for the area of land at the front of the village hall. This process is in place to ensure that all cars using the area are removed for any event taking place.

### RULES OF USE

The permit will be issued on a car-by-car basis up to a maximum of 4 cars and may only be used by that resident only. When an event is taking place at the village hall, the owners **MUST REMOVE** the cars until the event is over to allow visitors access to the parking area.

The permit will be valid for 12 months.

The charge will be £80.00 from the date of agreement.

### HOW TO APPLY FOR A PARKING PERMIT

If you wish to apply for a parking permit, please email the Secretary of the Charity at [gmhvillagehall.weststockwith@outlook.com](mailto:gmhvillagehall.weststockwith@outlook.com) or write to him at Benedict Cottage, Canal Lane, West Stockwith DN10 4ET.

Please provide your name and a contact address or email address, in order for the request to be acknowledged within 3 working days and to keep you informed of its progress.

The Secretary will present the request to the Charity for consideration.

Once authorised, an agreement will be produced and signed by the Secretary and then passed to the applicant for signature.

A copy of the agreement is included in this policy as appendix A

**Appendix A**

**THE WEST STOCKWITH GERTRUDE MORRIS  
MEMORIAL HALL CHARITY**

**CAR PARKING PERMIT AGREEMENT**

AN AGREEMENT made on ..... between The West Stockwith Gertrude Morris Memorial Hall Charity (hereinafter called “the Charity”) of the part and ..... [Name and address] (hereinafter called “the Permit Holder”) of the other part.

WHEREBY: The Charity agrees to let, and the Permit Holder agrees to take on, a yearly agreement from 1<sup>st</sup> January 2024 at the yearly amount of £80.00 payable to the Charity in advance. This applies to vehicle registration: ..... Another vehicle, up to 3.5 tonnes, may be substituted for the permit holder's vehicle provided a permit is clearly displayed and can be seen through its front windscreen.

1. The Permit Holder hereby agrees with the Charity as follows:
  - a) To pay the annual fee hereby reserved in advance and without any deduction before the first day of January in each financial year.
  - b) All Permit Holders must ensure that, when notified by the Charity, to remove the car in readiness for an event to take place.
  - c) To use the parking area for a vehicle and for no other purpose.
  - d) Not to cause or allow any nuisance or annoyance to other Permit Holders or obstruct or encroach on any path or roadway.
  - e) That the Permit Holder shall inform the Charity forthwith of any change of their address and/or their vehicle registration.
  
2. This agreement may also be determined in any of the following manners:
  - a) By either party giving to the other 3 months’ notice previous in writing expiring in any year.
  - b) By the Charity giving one month’s notice in writing to the Permit Holder if it appears to the Charity that there has been a breach of the conditions and agreements on the part of the Permit Holder.
  
3. Any notice required to be given by the Charity may be served on the Permit Holder either personally or by leaving it at their last known place of abode or by registered letter sent by the recorded delivery service addressed to them there. Any notice required to be given by the Permit Holder to the Charity shall be sufficiently given if signed by the Permit Holder and sent to the Secretary of the Charity.

IN WITNESS whereof the parties hereto have hereunto set their hands the day and year first before written.

SIGNED by .....  
Secretary, The West Stockwith Gertrude Morris Memorial Hall Charity

Signature of Permit Holder

.....

In the presence of: .....  
(Signature of Independent Witness)

Address of witness

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