

Parks and Open Spaces Events Policy 2006

1.0 Introduction

The purpose of this document is to provide guidelines and set out procedures for the booking and running of events in the Borough's parks and open spaces. This document replaces the previous Parks and Open Spaces event policy (25th Feb 2003)

It is intended that this policy establishes the importance of events in relation to the core council objectives that are contained within the Community Plan.

It is hoped that this policy will help Council officers and those wishing to stage events in the Borough's parks and open spaces to better organise and manage these.

This document addresses, in particular, pre-event planning and consultation so as to ensure that events;

- are safe and enjoyable for those attending
- are properly planned
- do not unreasonably disrupt the lives of local residents and other park users
- damage to sites is minimised and appropriate restoration work is carried out.

2.0 Events and the Community.

- Events can be an important element in the process of building up a sense of community.
- Events in parks can promote people's awareness of the facility, which in turn can lead to increased usage.
- Promoting increased positive use of parks is an important part of reducing the fear of crime in parks.
- Appropriate events that are well managed will promote a positive image of the borough.
- Events can provide recreational opportunities for residents and visitors.
- Well-managed events that have been appropriately consulted on can provide an annual income.
- Local events can help to serve local economies.

3.0 Management Principles

In order to ensure that the aims that have been discussed above are achieved, the present processes have been reviewed and procedures and protocols have been updated.

- The effect of an event on local residents and other users of parks and open spaces should be carefully considered prior to a letting being agreed
- The nature and content of events should not conflict with the aims of the Community Plan.
- The nature and content of events should reflect well on the Council and local stakeholders
- Consultation should be carried out in accordance with the agreed guidelines.
- Public safety is of paramount importance
- All precautions should be taken to limit damage to the Borough's parks and open spaces to a minimum.
- Any damage caused should be rectified as quickly as possible at the event organiser's expense.
- Events should be well managed, safe and meet the Council's requirements.

4.0 Criteria to be considered prior to the confirmation of an event booking

The following criteria should be considered before confirming the booking of an event

- Appropriate consultation has been carried out with local ward Councillors, the Cabinet Member for the Environment and key stakeholders e.g. a Friends group if one is in existence.
- The likely effect on park users local residents and wildlife
- Possible damage to ground, infrastructure or ecology of a park or open space
- Any legal constraints

- If the application is for a repeat of a previous event, a review will be carried out as to the success of the previous event and such information will be included in the consultation. This review will consider complaints, adherence to conditions and the impact on the local environment.
- The timing of an event and its duration
- Size of proposed venue, the number of people who are attending or who are estimated to attend. In relation to this, the organiser should make it clear to the appropriate Council officer the various ways that the event will be advertised.
- The quality and content of an event.
- Car parking implications and possible impact on transport infrastructure.
- An organiser's commitment to equal opportunities, in particular access for people with disabilities.
- Licensing implications

5.0 Conflict of users

If an application is given permission, officers will ensure that any potential conflict of users is minimised by ensuring that all user groups have been informed of the event, and if necessary it will be made clear to the organisers of the event the areas of the site that they are free to use and where they will not be permitted to occupy.

6.0 Hours of operation

Operating hours and times for 'setting up' and dismantling will be negotiated between event organisers and Council representatives on an 'ad hoc' basis.

7.0 Noise

When required, arrangements will be made with the Environmental Health Section's Noise Team to set maximum noise levels. Any cost that is incurred will be met by the organisers of the event.

8.0 Licensing

The Environment Department can apply for parks to become licensed premises in relation to music, dance and theatre. This is currently being considered.

If a proposed event in any parks requires licensing, the process that needs to be followed is dependent on the size of the event.

8.1 A Temporary Event Notice (TEN)

This relatively simple process applies to licensable events at which no more than 499 people will be at an event at any one time.

- An application for a TEN has to be submitted to the Licensing section and the local police a minimum of ten working days before an event is to happen. Only the police can turn down the application.
- There is a maximum of 12 TEN's per annum for any one site. It is not envisaged that this will create any problems since it is highly unlikely that we will have more than a few applications for licensable events on any one site.
- It is suggested that an application will need to be made to the Parks and Open Spaces Service at least 4 weeks before the date of an event for which a TEN is applicable.
- **Cost:** A Temporary Event Notice will cost the applicant £21

8.2 A Premises Licence (time limited)

This is a more complicated process that has to be followed for events that are held in 'premises' that have not been licensed i.e. parks that the Parks and Open Spaces Service has not 'licensed'.

- The process is identical to that which needs to be followed when applying for an annual Premises Licence.
- Applications need to be submitted at least 6 months before the licence can come into effect. The following agencies need to receive exact copies of the application on the same day as it is submitted to the Licensing Department – Fire Brigade, Environmental Health, Trading Standards, Social Services, the Planning Department and the police
- From the day after submitting the application to the licensing department, the application will need to be advertised by erecting 'blue' notices at regular intervals around the site. These will need to stay in place for a total of 28 days. This will need to be monitored and if signs are removed they will need to be replaced. An advert will also need to be placed in the Public Notices section of the local newspaper. This

will reproduce the format of the 'blue notices' and can be supplied by the Licensing section.

- It is suggested that applications for large events (where an audience of more than 500 people is anticipated at any one time) should be received by the Parks and Open Spaces Service a minimum of 12 weeks before an event is due to be held.
- **Cost:** A Premises licence, whether for a year or a day, will cost between £100 and £635. This is dependent on the rateable value of a property. Relating to parks this is not yet certain, although it is believed that a park or open space would have a rateable value of zero. Assuming that this is the case the Premises License fee should be the minimum fee of £100.

8.3 Alcohol

It has been decided not to include the sale of alcohol in any of the parks' applications for Premises Licenses.

- Alcohol can be sold at a parks event under a TEN. The Licensing department has agreed that the TEN would apply to the area in which the alcohol was being served i.e. a marquee – this would be unlikely to contain more than 500 people at any one time.
- Anyone can sell alcohol under this arrangement.
- A holder of a Personal License can apply for up to 50 TENs per annum but can have only 12 on one site

8.4 Events not requiring a licence

Most 'community' events that do not currently require a license will be unchanged as a result of the new legislation.

- Up until now, there have been community events at which there has been music or dance entertainment. This has previously been deemed not to be the main attraction of these events and, as such, it has been agreed with the Licensing Section that the events would not require Entertainment Licenses.

The changes to the licensing laws will mean that if there is any music or dance at an event, that event will now need to be licensed.

9.0 Classification of Events

9.1 Commercial events

For the purpose of this policy, these are events that are not organised by the community, voluntary, not for profit groups or charities.

The following will be classified as commercial:

- Corporate event
- Marketing and promotional activities for profit making organisations.
- Funfairs and circuses and any event that aims to make a profit from the activity.
- Private lets e.g. a wedding reception/private party.

9.2 Community Events

These are events that are organised by Community or voluntary groups in support of the community or local businesses. This includes events organised by the Council, Town Centre Managers or their agents.

- This category also includes events that are organised by charities.
- Events will usually need to benefit borough or local residents to fall into this category.
- Events run by a commercial company for charitable fund raising e.g. bike rides would normally fall into this category.

9.3 Camping

The council will consider any applications for camping on their individual merits. In principle the council will allow camping by a recognised organisation e.g. scouts, but will not permit private camping on any of its sites.

Any authorised camping will be subject to consultation and will have limitations place upon it e.g. duration and numbers.

9.4 Circuses

The council is committed to only allowing circus's which have approval from the RSPCA, and will only allow domestic animals to be used in any performances.

10.0 Fees and charges

The authority will set an annual scale of fees and charges for parks events. The fees will be dependent on the type of event, the numbers of people attending and the duration of the event.

The following will apply:

- Provisional bookings will only be made after the section has received a completed application form
- A reinstatement bond (when applicable) must be paid in advance of the event when the fee is payable. This will be used to repair any damage to the park that is caused as a result of an event.
- Full payment of the fee and the reinstatement bond should be made at least four weeks before the event.

11.0 Points to consider

- Deposits for large events will be calculated according to the size and nature of the event and the possible damage that could be caused.
- If the Council needs to clear litter or debris from a site after an event, or repair ground or infrastructure after it has been damaged as a result of an event, the cost of the work plus a management fee of 10% will be deducted from the deposit.
- Officers will have the discretion to waive or vary fees for an event with written agreement from the director of Environment in such cases.
- Events that are organised by community/charitable organisation will be charged at a discretionary rate.

12.0 Late Applications

Late applications will only be accepted for small events which do not require a licence and officers will make every possible effort to carry out a consultation with ward councillors and the cabinet member for environment.

Any late application for an event that is deemed to require a licence will not be permitted

13.0 Management of Events

Organisers of events must ensure that health and safety legislation is followed by their own organisation and by sub-contractors.

Dependent on the size and classification of an event, the documents required will be;

- Crowd Management
- Emergency / fire procedure
- Risk assessments
- Equal Opportunity Statement
- Event Communication
- Lost Child Procedure
- Food Hygiene certification
- Waste Management
- Site Plans
- Provision of First Aid

All event organisers should ensure that they conform to:

- Health and Safety at Work Act 1974
- RIDDOR 1995
- The Children's Act 1989
- Fire Precautions Act 1971
- The Event Safety Guide