

Parks and Open Spaces Events Policy

Cultural and
Community
Services

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Version Control

Version	Description of version	Effective Date

Approvals

Approved by	Date

Associated Documentation

Description of Documentation	
Hire of Open Spaces for Events - Booking Form	Regulations and Booking Form for the Hire of Parks and Open Spaces for Personal/Fitness Training
Hire of Open Spaces for Events - Guidance Document	Parks and Open Spaces Hire Fees
Event Risk Assessment Template	

1.0 Introduction

- 1.1 South Derbyshire District Council acknowledges the value and benefit which a diverse and well-designed events programme in parks and open spaces can bring to residents of the District, and the economic benefits and opportunities these events may bring to the Council and local traders. This Policy is provided to assist the decision making process behind building a sustainable and varied programme of events on Council owned parks and open spaces. It also seeks to protect the community and parks and open spaces infrastructure from any negative impacts which events may cause. This Policy aims to guide:
- a) The number of events that can be held in each park/open space to ensure a varied calendar of events across sites.
 - b) The size of events that can be held in each park/open space to ensure that the appropriate site is used for the size of the event.
 - c) The nature of events that can be held in each park/open space to ensure that any site restrictions/bylaws are taken into consideration when approving an event.
- 1.2 This Policy also aims to communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event in any park or open space managed by South Derbyshire District Council.
- 1.3 Whilst the main focus of this Policy is for those events taking place within the District Council's parks and open spaces, it is considered that many of the recommendations, objectives and operational matters are equally relevant to events being staged within other localities.

2.0 Supporting Documentation

- 2.1 This Policy should be considered within the context of the other documents which are referred to below. These underpin and provide the detailed procedures and protocols which support this policy document.
- Hire of Open Spaces for Events - Booking Form
 - Hire of Open Spaces for Events - Guidance Document
 - Regulations and Booking Form for the Hire of Parks & Open Spaces for Personal/Fitness Training
 - Parks and Open Spaces Hire Fees
 - Conditions of letting

3.0 Definition

- 3.1 Any organisation or individual wanting to make an event booking be it for commercial, charitable or community use, must adhere to the requirements of this policy and its supporting documents.
- 3.2 This Policy does not apply to regular booking by sports club (e.g. football matches, tennis, bowls etc.) unless undertaken as part of a sporting tournament. It does however include those wishing to make bookings for running clubs, organised cycling, fitness classes and personal/group training.

4.0 Aims

4.1 It is intended that this Policy will balance the interests of residents and businesses and allow the District Council to:

- Minimise, mitigate and manage the impact on parks and open spaces and surrounding areas.
- Encourage events that have strong community benefit and engagement.
- Support community event organisers and parks and open spaces user groups, through the development of tools and resources to streamline the application process.
- Assist in the development of events that support strategic priorities.

5.0 Objectives

5.1 The key objectives of this Policy and related documents are to:

- Ensure all events are run effectively and comply with relevant legislation.
- Ensure the health and safety of event attendees, the wider public and for those working at the event.
- Protect the reputation and promote a positive image of the district of South Derbyshire.
- Ensure that events are only approved if organisers can clearly demonstrate they are able to deliver effective planning of an event, which is robust and safety focussed.
- Encourage, facilitate and initiate events which align with the District Council's strategic priorities.
- Encourage and initiate events which involve community participation and delivery.
- Ensure that every effort is made to avoid damage to the Park or Open Space and its contents and should damage occur, that appropriate bond monies are held for the purpose of rectification.
- Ensure that all pre-event consultation with stakeholders (where required) is carried out in a timely and considered manner.
- Encourage a diverse range of community and commercial events which have a wide appeal for residents of the district as well as tourists and visitors.
- Minimise disruption to local residents, business and transport networks through best practice management.
- Promote the use of the Council's parks and open spaces as a venue for events.

6.0 Scale and Type

6.1 To first determine whether an activity should be formalised into an event in its own right, the organiser is asked to consider whether the proposal hits one or more of the following trigger points:

- The event introduces any formalised infrastructure onto the park/open space, using a large area which impacts on general public usage (to include gazebos/tables/chairs etc.)

- Whether the event attendees are anticipated to exceed 50 in number and thereby removing space for others, not associated with the event, to use for normal recreational pursuits.
- Includes a fee to enter (where permitted).
- A transaction to buy or supply a service takes place.
- The scale of the activity is beyond permitted recreational use of the park/open space.

6.2 Once determined using the above triggers, the scale of events in the Council's parks and open spaces are defined according to the following table (Table 1), which outlines the parameters that South Derbyshire District Council works to in classifying event scale and impact.

6.3 If the estimated capacity/scale of an event is very close to the limit of the classification type (i.e. large, medium etc.), officers reserve the right to choose the category the event is best placed.

6.4 Community/Charity Events

Community events are those which are organised by the community or voluntary groups, in support of the community for the benefit of the District or local residents. A community event must always be offered with no entrance fees to the public. Fees where levied for community and third sector stallholders will be set at an affordable and accessible level.

Charity events should be for the benefit of a Registered Charity. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity. Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.

Where a park/open space has a 'Friends of' group who work with the Council in helping to oversee the maintenance, development and enjoyment of a Council site, an application for events by these groups should be supported by the Council. In recognition of the invaluable role played by such groups, hire fees will not be charged for such events however administration costs may be incurred.

6.5 Commercial Events

This category is for all events which the organiser has the intention to generate a profit. Commercial events are typically accessible to the general public, but in some cases will include events which have an entrance fee attached to enter a closed area to partake in the activity. This category includes funfairs and circuses although these have separately defined hire costs within the fee structure. Although commercial activity has a defined fee structure, the District Council also reserves the right for officers to have delegated authority to negotiate the best deal, where there is a major impact or significant commercial return anticipated.

Table 1 – Commercial & Community/Charity Events

Classification of proposed event	Size and definition of event
Large	Likely to be between 5,000 – 10,000 attendees at any one time Has a footprint of 30-50% of land area Potential for some ground reinstatement Change of use some areas restricted for the duration Some impact on surrounding environment Temporary structures with build/take down period of between 3-7 days
Medium	Likely to be between 500 – 5,000 attendees at any one time Has a footprint of 30-50% of land area Some change of use not sole. Temporary Unlikely to involve ground reinstatement Minimal impact on surrounding environment Minimal infrastructure build period of 1 day
Small	Likely to be up to but no more than 499 attendees at any one time No or minimal impact on other users No measureable impact on surrounding area Unlikely to cause damage Minimal infrastructure build period on the day

6.6 Organised Fitness Training

Activities in this category may include organised groups that operate with or without a charge to those attending the activity. Please see Hire of Parks and Open Spaces for Personal/Fitness Training document for further details.

6.7 There are a number of events that the Council does not accept within its parks/open spaces these include but are not limited to:

Corporate/Private Events - There is no provision for private events such as private parties, weddings or corporate events on any South Derbyshire District Council park/open space.

Car boot sales

Release of Chinese Lanterns

Bonfires – the Council does not play host to any bonfires within its sites

Events with animals – The Council does not allow animals to be awarded as prizes at fetes/funfairs. Animals which are ancillary to an event are acceptable as long as appropriate welfare conditions are considered. Please seek additional permission from the Council prior to your event.

Barbecues – are not generally permitted on Council parks and open spaces. Please see Appendix 2, paragraph 8 for further details.

Any event which solely promotes the use of alcohol or smoking of any nature.

Any event which may be construed as showing or encouraging any type of prejudice (for example, racial, sexual, religious) according to the Equality Act 2010.

There may also be other types of events that would be deemed unsuitable to be held on Council owned or managed land. The Council needs to give due regard to the letting of space and the impact and consequences of the event on other users of their sites. If there is any doubt as to the suitability of an event, it will be escalated to the Senior Management Team for consultation and advice.

7.0 Event Application, Booking and Approval Process

7.1 Application Process

A comprehensive application and approval process ensures that parks and open spaces events are only approved once all steps in the process have been correctly carried out by the applicant. The application process is outlined in the District Council's website.

Event applications must be received within the lead time stipulated below to allow the District Council to complete any event consultation required and the application process. Should applications not be received within these lead times, event proposals may be declined.

Scale	Application to be received
Large Scale	At least 6 months
Medium Scale	At least 3 months
Small Scale	At least 6 weeks before

No more than one event will normally be approved on the same day in each park or open space. Should multiple applications be received for the same park or green space on the same date, one or both organisers may be offered an alternative date or location. Event organisers may sometimes be required to move venue or date for other reasons.

Applications will be checked for completeness and, if verified in line with this policy, may be subject to consultation. Consultation may include all stakeholders, but is not limited to, other Council departments, Ward Councillors, the Police, Derbyshire County Council Emergency Planning Team.

Please Note: Events will only be permitted on District Council grassed land between Easter and late October (weather permitting). Events on hard standing can be held year long.

7.2 Approvals

Once approved, events can be promoted through the events calendar on the District Council's website, the District Council's 'What's On' guide and through local notices.

Formal event debriefs may be called for large and regular events. These meetings may include representatives from the District Council's Cultural and Community Services, Ward Councillors (who may put forward any issues that may have been raised as concerns by residents), the Police and any other staff from specific departments who may be needed for their feedback or advice.

The District Council's decision on whether to approve or refuse any event after all considerations have taken place shall be considered to be final. An applicant having held a previous event does not make any presumption in favour of it being accepted as an annual occurrence. A range of 'template' style documents have been produced to assist less experienced event organisers and community groups through the event design and delivery process. Further advice and guidance can be found at:

<https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events>,
<https://www.derbyshireprepared.org.uk/get-involved/hosting-public-event/> and
<http://www.hse.gov.uk/event-safety/index.htm>

7.3 Events which would not be granted approval

Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set out in the Terms and Conditions of hire of open spaces, or are considered to have a detrimental impact on the 'normal use' of the park or open space. Failure to comply with the Terms and Conditions will prejudice future event applications.

Further reasons for refusal may include:

- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.
- Any event which does not provide adequate documentation or certification as required.
- Any event which is refused support by one of the Emergency Services.

South Derbyshire District Council reserves the right to impose additional conditions regarding a booking.

The following principles will be applied to the timing and frequency of events:-

- No more than one event will normally be approved on the same day in each park or open space.
- The timing of events approved will be structured to maintain a balance between events and informal/casual use of parks and open spaces.
- There is a general presumption against events taking place on consecutive weekends in any park or open space.

8.0 Appeals

- 8.1 Appeals may be submitted in writing to the Head of Cultural and Community Services within 14 days of permission for an event not being granted. Thereafter one further appeal may be submitted to the Strategic Director (Service Delivery) within 28 days whose decision will be final.

9.0 Licensing

9.1 If the event is on local authority premises' but provided by a third party then a licence is not required for live or recorded music between 8am and 11pm provided that:

- It is performed in front of an audience of no more than 500 people; and
- The third party has the written consent of the local authority.

A licence will still be required for the sale of alcohol, boxing and wrestling events, plays, films, performance of dance, late night refreshment, events with over 500 people and events with live or recorded music from 11pm to 8am.

No licence is required for any entertainment provided by or on behalf of a local authority on local authority premises between 8am and 11pm.

9.2 Temporary Events Notices (TENs)

Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities. It must be noted the TENs are only for 499 people at any one time including staff and performers.

For an application form and further information please contact the Council's Licensing Section on 01283 595716 or more information can be found on the Council's website.

Additional advice and information on licensing is available from www.gov.uk

10.0 Terms and Conditions

10.1 A comprehensive set of Terms and Conditions exists for the hire of South Derbyshire District Council's parks and open spaces. This communicates to the event organiser their obligations and they are asked to sign them once an event has been agreed in principle. Their compliance will be monitored and failure to comply will prejudice future event applications.

11.0 Pricing Policy/Fees & Charges

11.1 A pricing policy exists to cover events in parks and open spaces. The fees and charges schedule will be reviewed annually.

11.2 If events require Council staff to be present or work outside of normal working patterns (e.g. to open or lock a park outside of normal hours) then extra fees may be levied.

11.3 Current fees and charges can be found on the District Council's website.

Appendix 1 - Event Number and Limits by Location

South Derbyshire District Council is responsible for managing a number of parks and open spaces across the District. Its parks and open spaces in the urban core of Swadlincote are the most requested sites for events due to their location and infrastructure. Frequency and suitability of sites for events are detailed in the table below. These are the maximum number of events in addition to any District Council run events on the named sites.

Park/Open Space (max no. of events)	Small up to 499	Medium 500 - 4999	Large 5000 +	Fitness Organisations
Maurice Lea Memorial Park (6)	4	2	2	No more than 6 operators per annum
Gresley Common (6)	4	4		
Woodhouse Recreation Ground (4)	4	4		No more than 2 operators per annum
Eureka Park (6)	4	2	2	No more than 6 operators per annum
Newhall Park (6)	4	2	2	No more than 6 operators per annum
Oversetts Recreation Ground (4)	2	2		No more than 2 operators per annum
Chestnut Avenue Recreation Ground - Midway Community Centre grounds (4)	2	2		No more than 2 operators per annum
Other open spaces under SDDC management	4	Dependent upon site size (but no more than 2)		No more than 2 operators per site per annum

Please note that Maurice Lea Memorial Park, Woodhouse Recreation Ground and Gresley Common are subject to the 1876 Commons Act which places restrictions on use of the land.

It is notable that it is not possible to devise an event size/scale limit purely based on the size of a park or open space as only portions of each site may only be suitable for the delivery of events. In principle the larger sites are able to support more events than smaller sites but without exceeding the capacities set out in the table above.

Applications are particularly encouraged for parks and open spaces which do not have many established activities and/or which are situated within new development areas and help build the strength, resilience and cohesion of new communities.

Appendix 2: Further Event Management Information

1. Health and Safety

Each and every event organiser is responsible for health and safety at its event and must demonstrate that it is adhering to all relevant health and safety legislation. It must complete comprehensive risk and fire risk assessments for its event, and submit them together with hygiene certificates, food safety plans for all caterers and proof of Food Hygiene Rating of 3 or more. Where appropriate, safety certificates will require to be submitted (e.g. for fairgrounds, bouncy castles, marquees, gas, PAT testing etc). Sub-contractors that are engaged by the organisers must also provide relevant documentation.

South Derbyshire District Council recommend event organisers use NCASS Connect (free of charge) for sharing relevant information with traders/local authorities.

<https://www.ncass.org.uk/eho-area/home>

2. Pre and post inspection

Inspections of the event site will be undertaken both prior to and following an event by a representative from Cultural and Community Services. Should any damage or reinstatement work be required, monies from your deposit will be used. Should the deposit amount be insufficient to cover the cost of any reasonable reinstatement works, the event organiser will be responsible for the shortfall.

3. Fly Posting

Fly posting is illegal and the District Council has a policy of prosecution. Failure to comply may prejudice future event applications.

4. Bond and Deposit Payments

Bond and deposit payments are detailed within our schedule of fees and charges that apply for parks and open spaces. The District Council, however, reserves the right to adjust the amount of deposit required dependent upon the type of event/activity taking place.

5. Waste Management Conditions

Event organisers are responsible for the collection and storage of rubbish throughout their event, and must make adequate arrangements for the disposal of all rubbish at the event, failing which the District Council will re-charge the cost to you.

6. Sports Tournaments

School sports days attract no hire fee, unless pitch or track markings are required, or the event involves large amounts of infrastructure, Council operational staff provide assistance or the ground is damaged as a result of the activities. This will be determined on a case by case basis.

7. Internal Events

Internal South Derbyshire District Council events will generally not be charged a fee unless the ground is damaged as a result of the activities.

8. Barbecues

Barbecues are not generally permitted on Council parks and open spaces. Cooking and catering are a key element of many events and may be permitted if requested through the events approval process. Event organisers will need to be able to demonstrate that they have completed a risk and environmental impact assessment to run any barbecue or cooker safely; and satisfy any required food standards and licensing requirements.

9. Bouncy Castles/Funfair Rides

Where bouncy castles and funfair rides form part of an event they shall be run in accordance with the Health and Safety Executive's guidance document HSG 175 'Fairgrounds and Amusement Parks – Guidance on safe practice' ISBN 9780717666638, and in particular Sections E to G of the guidance, detailing the responsibilities of the organiser, controllers of the attractions/rides and the operators and attendants of them or in accordance with any subsequent advice or guidance issued by the HSE

(<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>) .

A copy of each controller's certificate of insurance and a copy of each attraction/ride's current certificate of thorough examination from an inspection body (ADiPS, PIPA etc.) to show that it is fit for use must be submitted to the District Council no later than 21 days before an event.

10. Traffic Management

Off-highway events can cause traffic congestion and may need street traffic management to ensure safety for the public entering or exiting the highway. Organisers of all events need to consider traffic impact and include this in their risk assessment/traffic management plan.

11. Insurance

All organisers of events will require public liability insurance with a limit of indemnity of at least £5m per claim. All contractors and performers will also need their own public liability cover. Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider. Copies of your confirmed and valid public liability insurance should be submitted to the District Council as part of your application process.

Further information and guidance on putting on events can be found in the District Council's Hire of Open Spaces Guidance.

Conclusion

This Policy has been compiled with the help and support of various Council departments including; Cultural and Community Services, Licensing, Environmental Health, Legal Services, Economic Development, Operational Services.

This Policy will be reviewed periodically.

All event paperwork is being reviewed as part of this policy and will be available to help and support event organisers in to the future.

Any queries should be directed to:

Cultural and Community Services
South Derbyshire District Council
Civic Offices
Civic way
Swadlincote
Derbyshire
DE11 0AH

Email: culturalservices@southderbyshire.gov.uk