

# **SUTTON-IN-CRAVEN PARISH COUNCIL**

## **EVENTS POLICY**

**HOLDING AN ORGANISED EVENT IN  
SUTTON PARK  
OR ON  
OPEN SPACE OWNED / MANAGED BY THE  
PARISH COUNCIL**

The Parish Council (PC) manages Sutton Park, Lumb Clough, Crag Delph Nook, Lunds Tower, land off West Lane and the Allotments, collectively referred to as "Grounds" on behalf of the residents of Sutton-in-Craven and seeks to ensure that the Grounds be a benefit to parishioners and others in the local community. It is keen to ensure that the Park in particular, shall remain a space for the enjoyment of pastimes by the parishioners, and will not wilfully obstruct, deny or prevent such enjoyment unreasonably. The PC reserve the right to act as it sees fit for the preservation of the Park and other Grounds on behalf of the parishioners.

*This policy only applies to event organisers looking to use the park, open spaces and sports grounds or other Grounds owned or managed by the Parish Council.*

*This policy does not apply to Council-led events.*

*The Park facilities do not include the Jubilee Pavilion Tearoom, this is a separate entity and is not included in this policy and any associated agreement. The Jubilee Pavilion Tearoom will remain open during events held in the park subject to the Parish Councils discretion.*

*In any Event in the Park, the area around the pavilion must be kept clear such that there are no restrictions of access to and from the Pavilion. Also, the space behind the pavilion (the tarmac area between the Pavilion and the War Memorial and around the War Memorial) must be kept clear of any obstruction, subject to negotiation with the PC.*

*Access to and use of any resources such as water or electricity in the Park must be negotiated and agreed with the PC prior to any event.*

### **Why do I need permission to hold an organised event?**

The PC needs to be aware of any 'organised' event that is planned to be held in our public park or other Grounds. This is to ensure that:

- any organised events will be of benefit to the parish, its residents and those who will attend
- any organised events are being run with due regard to the correct and current legislation as well as industry best practice and specific PC policies
- there is an accountable person or body equipped to organise the event
- the event is properly managed, with due regard to public safety and the minimisation of public nuisance
- proper risk assessments have been carried out
- there is public liability insurance in place so as to protect the public, public land and the organiser of the event
- there will be no clash of events.

### **What does the council consider to be an organised event?**

If you are planning something that might be taking place, say weekly or monthly; or you are inviting members of the public to join you on a regular basis; or for a single event which may for example attract large crowds, or which members of the public or other organisations or individuals are invited to attend, then we would probably consider that to be an 'organised' event.

We would also consider an organised event to be one where a set time, date and venue have been advertised in any medium – say in the local papers or through a poster, flyer or on the internet – where people are invited to be part of the event, or people are invited to attend to watch.

If you are planning this sort of event then you need to complete an events application form.

### **Why do I need public Liability Insurance?**

It is the responsibility of the event organiser to ensure that there is sufficient public liability insurance to cover their event, those taking part in their event and those visiting their event. The PC will be only responsible for giving the event organiser permission to use the park or open space to carry out their organised event. It will not be responsible for any accident or incident in connection with it.

## **Why do I need a Risk Assessment?**

A risk assessment is done to identify any potential risks, issues or problems and to look at ways in which these can be reduced. A risk assessment needs to be carried out by the event organiser for all organised events that take place in any public park or on public open space.

## **What if I am asking others to put on some activity at my event, such as operators of a fairground ride, bungee trampoline or a bouncy castle?**

If they are not to be covered by your organised event's public liability insurance, then the operators of these extra activities will need to provide copies of their own insurance covering any activity they intend to bring into the park. They will also need to carry out their own risk assessments. It is imperative that all attractions, including any generators, are fully serviced and that copies of their certificates are obtained by the event organiser.

## **Are there any charges to hold an event?**

Charges may apply which are subject to the Councils discretion based on application.

## **Are there any conditions of use?**

There are a number of conditions that an event organiser must adhere to prior to, and during an event. Please see below.

## **Event Classification**

When event applications are made to the Council for an outdoor event, the event will be classified using one or more of the event types. The classification will be decided using Parish Council (Sub Committee) discretion and may affect any of the following:

- The type of application required
- Whether the application is accepted or not
- The level of application and hire fees charged
- The length of time needed for an application to be considered
- The nature and duration of consultation to be undertaken

The classification of an event will be based around the expected 'attendance capacity'. This is the maximum number of people expected to be at the event at any one time (including event staff and guests).

**Small Events** (involving less than 100 people) and

**Medium Events** (involving less than 500 people) or local school events, or local places of worship events 28 days' notice may be adequate depending on the nature of the event, at the discretion of the PC

**Large events** over 500 a minimum of 60 days' notice. The PC reserves the right to make any further enquiries as it sees fit before granting or refusing the application.

**Community events**, defined as any event, not for profit, community or voluntary groups that directly benefit the residents of Sutton-in-Craven and does not provide significant advertising or other commercial benefit to a profit making business or organisation.

**Commercial events** constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Experimental sporting events that are not a local club
- Ticketed festivals, music concerts and Touring Theatre
- Corporate events or Product launches
- Funfairs and circuses (wild or exotic animals will not be permitted).
- National Charity/fundraising events.

Other types of events may occur which do not fit with these classifications. Where such activity is planned this outdoor events policy may be used as a guideline and will be decided on a case by case basis.

## **Fees and Charges**

1. Bookings will only be accepted on submission of a completed application form, essential supporting documentation, confirmation date and site.
2. Charges may apply which are subject to the Councils discretion. Details of such charges will be notified when applications are received.
3. Community groups may be exempt/or a discount applied from a hire fee if they provide evidence that the profits from their event will support Sutton-in-Craven local groups or charities.
4. Event applications from For Profit/Commercial Events (as detailed above) will be subject to a hire charge.

## **Applications for Use**

The Rules below and those pertaining to Casual Use may be varied by the Parish Council for a specific event where a request for a variation has been made in the Application for Use.

1. A detailed application for the Use of the Ground must be submitted a minimum of 28 days (60 days for large events) before use. The Application Form is available on the Parish Council website on the Events page or on application to the clerk.
2. Such applications will be placed in front of the Parish Council or may be delegated to a Sub-Committee of the Parish Council. The Parish Council or Sub-Committee reserves the right to make any further enquiries before granting or refusing the application.
3. The Parish Council will advise the applicant in writing of its decision through the Parish Clerk at the earliest opportunity.
4. Applicants may be required to provide a deposit at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Parish Council is satisfied that the Event Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.
5. There will be no fees for entry into the Park Grounds for members of the public.

## **Event Organiser/Users Responsibility**

**The Parish Council only holds Public Liability insurance for the Recreation Ground land, its Events and Casual Use by the public. Organisers are responsible for the Public Liability of all Matters connected with their event.**

1. Proof of Public Liability Insurance cover will be required for all events, evidence of which must be supplied to the Council (and without which, the Council reserves the right to withdraw permission for the event and to forfeit any fees or deposits already paid). The terms of this insurance must completely indemnify the Council against any claims, demands, losses or liability that may result from the event organiser's use of the site.
2. A full risk assessment for the event with diagram(s) showing how the open space will be utilised to be supplied to the Council no less than 14 days in advance of the event.
3. It is strongly advised that a First Aider/s be in attendance with means to call the Emergency Services.
4. The duration of the event must be covered by named persons whose contact details are notified on the Application form. It is recommended that these people are clearly recognisable to other Users/members of the public should they wish advice/to complain on the day.

5. The Event Organiser must obtain all necessary licences as may be required and have stewards where indicated as a term of the licence. North Yorkshire Council is the Licensing Authority not the Parish Council.
6. The Event Organiser must liaise with the Parish Council regarding any use of its electrical or water supply.
7. The running of events is the responsibility of the Event Organiser who should ensure that the adequately supervised.
8. Organisers are advised to inform the Police and Fire and Rescue Services of their event (a must for large events).
9. All third parties must have their own Public Liability insurance, for example: catering vans, fair rides, pony rides, bands and stalls. Proof of Public Liability insurance may be requested by the Parish Council. Bouncy Castles must be hired from someone with their own Public Liability , for example: height/weight restrictions, adult supervision.
10. Should the event involve stall holders
  - They must provide their names and addresses along with a brief description of the nature of their stall, to the Event Organiser who will retain a list.
  - Organisers must hold stall holders public liability Insurance and risk assessment, proof of which maybe requested by the PC
  - The Event Organiser must be fully aware of what goods are on sale at any time and if inappropriate the stallholder must be asked to leave immediately. Any such occurrence must be reported to the PC Clerk.
11. Permission must be sought from the Parish Council prior to the event for vehicles to be allowed on the grass.
12. The organiser agrees:
  - That no stall holder will offer drinks prizes containing alcohol to anyone under 18 years of age
  - That no alcohol will be sold in the Grounds by any participant in the event
  - That in keeping with the PC's policy of not allowing dogs onto grassed areas of the Park, there will be no event involving dogs or other animals in the park unless by special arrangement with the PC
  - If required additional toilet facilities will be provided as advised by the UK Government specifications for public events
  - At any event in the Park or Other Grounds, any collection of donations will be made passively such that members of the public will not in any way be approached or hindered from entry and may clearly decide for themselves if they wish to donate
  - That no drones be used in the Park without the consent of the PC.
  - That publicity for the event such as posters, flyers, online media, will acknowledge "Sutton-in-Craven Parish Council" as a sponsor for the event if the event has been granted free of charge or with a discount by the PC
12. If there is a BBQ, (special permission is required from the PC) then it must be sited in a position where people cannot walk into it, fire-fighting equipment must be in place (sand/water buckets) and it must be supervised whilst lit or hot

13. The lighting of bonfires, beacons or use of fireworks and Chinese lanterns requires special permission from the Parish Council
14. The Recreation Ground is the responsibility of the Event Organiser/Users throughout the event and every care should be taken to ensure that no damage is done to any part of it including: trees, paths, buildings, fences, furniture, the play areas and playing fields
15. As far as is practicable, the Event Organiser/Users will return the Ground in the state in which it commenced use, In particular to ensure that:
  - All litter and detritus to be taken away from the Ground immediately after the event
  - Any damage to the Ground or the vegetation surrounding it, or pay for such to be effected. Any damage and/or repair must be reported to the Clerk
16. Parking for the event should be controlled and marshalled. The Event Organiser must ensure unrestricted access for Emergency Vehicles at all times to neighbouring roads in so far as it is within their power.
17. The responsibility for the Health and Safety aspects of the event, however small, lies with the event organiser. Event Organisers will ensure that all Health and Safety precautions as listed in this document are adhered to.
18. The Organiser and stakeholders will where circumstances necessitate this including, but not exclusively, in adverse weather conditions call off the event; the Council cannot accept any responsibility, financial or otherwise, for any loss or damage sustained by the Organiser or stakeholders.

#### **Disclaimer**

**Items left on the Ground, with or without the permission of the PC, are the sole responsibility of the owner. The PC is not responsible for any damage caused to or by the piece of equipment or item. Any third party using or tampering with the item/equipment without authority does so at no risk to the PC.**

**The PC shall take all reasonable measures to ensure that the Ground is fit for the purpose intended.**

**Should an Event Organiser have a query concerning the maintenance of the Ground before an event it must be advised to the PC as soon as possible?**

**The PC undertakes to make all reasonable efforts to put the matter right before the start of the event (with reasonable notice).**

**The PC reserves the right to charge for any repair work required to the Grounds following an event.**