



Huntingdonshire District Council

Events Policy for Parks and Open Spaces

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1. **Aims of the Events Policy:** To provide a clear framework for the consideration, programming and operation for a variety of events in parks and open space to enable a wide range of sporting, recreational, cultural, social and educational opportunities, which enhance the quality of life and address the priorities for action set out in the Council's Corporate Plan. ***This policy also applies for events to be staged on car parks owned by the Council.***
2. **Objectives of the Events Policy:** The objectives of this policy are as follows:
 - a) Support and enable cultural, educational and leisure activities which widen access to Huntingdonshire's parks and open spaces and increase participation from all sectors of the community.
 - b) Encourage activities that enhance the quality of life for visitors, encourage healthy living and promote diversity.
 - c) Enable the Council to offer parks and open space as venues for events within its financial resources.
 - d) Use local products, services and people where possible to encourage active citizenship and promote a positive image of Huntingdonshire regionally, nationally and, where appropriate, internationally
 - e) Attract visitors and event organisers to Huntingdonshire to bring investment, jobs and prosperity to the local economy.
 - f) Promote Huntingdonshire as a destination with a strong environmental heritage complemented by a vibrant contemporary culture.
 - g) Manage events so as to protect, preserve and enhance the historic and natural environment of our parks and open spaces.
3. To meet these aims and objectives, events staged at the parks and open spaces of Huntingdonshire District Council will fall into five broad categories:
 - a) Events organised by registered charities for the purpose of raising money for local and national charities.
 - b) Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
 - c) Commercial events of local, national and international importance or significance that support the aims and objectives of the Events Policy and promote the district to a wider audience and encourage visitors to Huntingdonshire.
 - d) Events and activities that aim to enhance the environment of the park or open space, educate users, encourage participation and promote the leisure activities or opportunities available.

- e) Civic events.
4. **Events Programme:** A programme for events in Huntingdonshire parks and open space will be developed annually. The following priorities will apply to the development of this programme:
- a) Regular annual or biannual events will normally be given priority but the Council will not guarantee the provision of a site to any particular event or organising body based on previous use alone.
 - b) The Council will give priority to those events that have a record of being well promoted and managed, offering a safe and high quality visitor experience.
 - c) The Council will aim to achieve a well-balanced programme of events across the parks and open spaces and minimise disruption to regular users.
 - d) The Council will, where resources permit, support a programme of ranger and volunteer led activities at the sites managed by Countryside Service and at other venues which engage local communities and encourage participation, provide environmental education and support tourism and local business.
5. **Permitted Events:** Will generally include the following:
- a) Civic events;
 - b) Sporting and recreational events;
 - c) Arts and cultural events;
 - d) Children's activities;
 - e) Musical concerts;
 - f) Entertainment events;
 - g) Firework displays (subject to conditions);
 - h) Shows, exhibitions and craft fairs
 - i) Bona fide animal breed exhibitions or shows;
 - j) Fairs (operators must be members of the Showman's Guild);
 - k) Circuses' (see Programme Exclusions);
 - l) Drama
 - m) Guided and sponsored walking tours;
 - n) Historic re-enactment;
 - o) Military festivals;
 - p) Environmental and horticultural demonstrations;
 - q) Religious events;
 - r) Political activities;
 - s) Private hire, that is defined as an event to which admission is by ticket only, where such tickets are not on general sale to the public or the subject of general publicity;
 - t) Other events not included here as approved by the Executive Councillor for Operations and the Environment.
6. **Prohibited Events:** the Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke public disorder.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the United Kingdom (i.e. horses, dogs, cats, birds used in falconry demonstrations, caged birds and rabbits), which may be used as an ancillary part of a performance.
- c) Any event that would cast doubt on the integrity of the Council.
- d) Any event the Council believes may be of questionable public morality.
- e) The Executive Councillor for Operations and the Environment will have the discretion and ultimate decision on determining whether a proposed event falls within the programme exclusions.
- f) Balloon and Chinese lantern releases are not permitted for environmental reasons.

7. **Charges:** The following conditions will apply in respect to charges levied for events staged in Huntingdonshire parks and open spaces:

- a. Hire fees and service charges will be levied for the use of parks and open spaces and these fees will be reviewed and approved annually by the Executive Councillor for Operations and the Environment. Fees for the hire of parks and open spaces and charges for the use of materials and equipment supplied by the Council during the event will be published.
- b. Registered charities may be offered the hire of parks and open spaces for raising money for local and national charities at no charge following the approval of the Executive Councillor for Operations and the Environment. Charges will be made for the use of materials and equipment supplied by the Council during the event.
- c. Non-profit making and local community groups which are not registered charities will be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities following the approval of the Executive Councillor for Operations and the Environment. Charges will however be made for the use of materials and equipment supplied by the Council during the event.
- d. Town and Parish Councils may be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities but they will be required to pay the approved hiring fee for events not staged for such purposes. Charges will be made for the use of materials and equipment supplied by the Council during the event.
- e. Income derived from event hire fees will be re-invested into the provision, development and maintenance of parks and open spaces in Huntingdonshire.

8. **Environmental Protection:** The parks and open spaces within the district are a valuable environmental resource, therefore the following actions will be taken by the Council to protect them:

- a) The Council shall ensure that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.
- b) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Where considered appropriate by the Council, organisers will be required to inform local residents in advance of major events that may cause local disruption.
- c) The protection of the park environment, wildlife and features will take precedence and will be considered when planning events. Where necessary the Council will secure a ground deposit from the organiser in advance for refuse removal and/or reinstatements and repairs following events.
- d) The Council does not allow the release of balloons or Chinese lanterns on any sites due to the environmental impact caused by such an activity.
- e) In the case of severe weather creating very wet ground conditions, the Council reserves the right to cancel the event or require the event organiser to introduce ground protection measures to avoid excessive damage to the fabric of the park or open space. Such requirements will be at the event organiser's expense. Such requirements may include the close supervision of vehicle movements to minimise damage. The cost of repair and reinstatement by the Council's approved contractors will be charged to the event organiser. In the circumstances that it is necessary to cancel an event due to severe weather, the Council will not be liable for any costs. The decision to cancel an event due to severe weather will be taken by the Council's Head of Service, whose decision will be final.
- f) In the case of severe winds creating dangerous conditions associated with trees on site, the Council reserves the right to cancel the event or require the event organiser to cordon off areas where the public may be at risk. Such requirements will be at the event organiser's expense.

9. **Event Promotion and Programming:** The following conditions will apply to the promotion of events:

- a) The Council will publicise events in parks and open spaces through its website www.huntingdonshire.gov.uk where possible. The Council will also publicise events on park notice boards and at information points where space permits.
- b) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to make adequate provision for it and comply with the relevant licensing and planning legislation.
- c) The Council seeks to offer a wide and varied programme of events to the

public in meeting the objectives of this Policy. Applications for events in parks and open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.

- d) The Council will advise prospective event organisers of the forthcoming year's events. The Council will seek to avoid a clash of similar events by creating a minimum four weeks separation between events of similar character and attraction at the same location.
- e) The Council will consider events on the basis of those permitted events and prohibited events as referred to above (paragraphs 5 and 6). References may be required and taken up where the content of an event needs further confirmation. The Council accepts no responsibility for the impact of refusing an event.
- f) Flyposting for events will not be permitted and the necessary permissions must be obtained for any promotional banners or posters erected. On the Highway, permission must be obtained from Cambridgeshire County Council as the Highway Authority. The cost of removing any unauthorised promotional material will be deducted from the returnable deposit paid by the event organiser.

10. **Operational Requirements:** The following operational conditions apply for staging events in the parks and open spaces of Huntingdonshire:

- a) Event organisers cannot hold an event in the Council's parks and open spaces without the Council's written permission. This permission will be granted at the discretion of the Council and only following satisfactory completion of the Event Application documents. Evidence of adequate insurance and risk assessment will also be required.
- b) The majority of events are hosted during the period 1 April to 30 September each year. Some events outside of this time will also be permitted where the park environment and features can be adequately protected.
- c) Operating hours for events will be between 9am to 11pm (excluding set-up and set-down). In exceptional circumstances an extension of these hours may be sought from the licensing authority for celebrations on festival days (New Year's Eve, Guy Fawkes Night etc.), on civic occasions, or where celebration of a significant local, regional or national event is required.
- d) Events where admission is charged for entry into a park or part of a park will be permitted. However, the Council will seek to minimise the impact that these events have on regular park users. The Council will encourage organisers and promoters to offer free entry to their events wherever possible.
- e) Firework displays and other pyrotechnics will only be permitted where they are an integral part of an event such as Guy Fawkes Night, New Year's Eve celebrations, Civic events, military festivals, historical re-enactments and

certain musical events. Bonfires are not permitted on Council land as part of any event.

- f) The Council will inform local resident associations and park user groups of the event programme for each park and will consider their views during the planning stages for each event. Organisers of larger events will be encouraged to liaise directly with these groups to minimise any disruption or disturbance and limit the impact their event might have on local communities.

11. **Monitoring of Standards and Customer Satisfaction:** The following conditions for monitoring standards and customer satisfaction will apply:

- a) Organisers of annual or bi-annual events will be required to monitor customer satisfaction and take any appropriate action at future events. The details of all public consultation are to be supplied to the Council.
- b) Organisers of annual or bi-annual events will be required to carry out post mortems of their events to learn from their experiences and seek to improve on the product being provided and the impact on local residents. The Council may require a clear Action Plan setting out the lessons learnt and the improvements to be incorporated in future years before approving subsequent events.
- c) No event organiser shall make an assumption that there is any form of guarantee or contract with the Council for continuation of annual events.
- d) The Council will monitor standards, customer satisfaction and feedback and will liaise with organisers to instigate improvements where appropriate.

12. **Licensing:** The following conditions will apply regarding the licensing of events staged on council land:

- a) If required, in accordance with the Licensing Act 2003, event organisers will be required to obtain Temporary Events Notices and all appropriate licences and permissions from the relevant authorities, where these are not already provided for under the terms of a Premises Licence.
- b) The event organisers will be responsible for ensuring that their event complies with the relevant Temporary Events Notice or Premises Licence. Compliance will be strictly monitored by the Council's Authorised Officer, Designated Premises Supervisor or appointed deputy.
- c) Organisers, during all licensable activities, shall be required to promote the four licensing objectives:
 - i. The Prevention of Crime and Disorder;
 - ii. Public Safety;
 - iii. The Prevention of Public Nuisance;
 - iv. The Protection of Children from Harm.

- d) Organisers shall be required to read, understand and put into practice measures to meet national proof of age policies and the requirements of the Licensing Act and any other pertinent legislation.
13. **Insurance:** Event organisers shall meet the following insurance requirements:
- a) Organisers will be required to obtain and provide evidence to the Council of Public and Employers Liability Insurance to a minimum value of £5 million.
 - b) This minimum figure is subject to review and may be updated at any time on the advice of the Council's insurers. For some events, the Council may request a higher minimum value.
 - c) Promoters and organisers will be responsible for ensuring that all participants and contractors are adequately insured.
14. **Health and Safety:** Event organisers shall be required to provide evidence where required by the Council that they are complying with:
- a) All relevant Health and Safety Legislation;
 - b) The Council's own Health and Safety Policy and procedures; and
 - c) Depending on the nature and/or size of an event, the event organiser may be required to attend the Events Safety Advisory Group of the Council. This group is composed of all the Emergency Services, the Highways Authority, Environmental Health and Licensing. Event organisers can also request to attend the group on a voluntary basis to obtain advice on the staging of their event.
15. **Safeguarding Children and Adults:** Event organisers shall meet the following insurance requirements:
- a) Event organisers, their employees and contractors will be required to comply with the Council's Safeguarding Children and Adults Policy.
 - b) The content of each event shall be considered by the Council and an age limit agreed with the organiser. These limits will be monitored by the Council and failure to comply with them may result in the closure of the event.
 - c) All organisers and promoters will be required to provide evidence of procedures for dealing with lost children.

Appendix 1: Fees and Charges for Events Staged in Huntingdonshire Parks & Open Spaces

- This schedule of fees and charges has been kept simple to avoid complexity and to be readily transparent. The purpose of the proposed fees and charges is not to be money making at the potential impact of deterring charitable and community events, but to ensure the Council recovers reasonable costs in staging the annual events programme and for re-investment in parks and open spaces.

Table of Charges – Daily Rates				
Types of Event	National Charitable Organisations	District Voluntary Groups & Organisations	Commercial Events	Environmental Events (that are not commercial in nature)
Sites	Daily Charge (£)	Daily Charge (£)	Daily Charge (£)	Daily Charge (£)
Riverside – Regatta Meadow (St Neots)	400	300	1,000	300
Hinchingbrooke Country Park	400	300	1,000	300
Riverside Park (Huntingdon)	300	250	750	250
Priory Park (St Neots)	300	250	750	250
Riverside Park (St Neots)	250	200	500	200
Riverside – Coneygear Playing Fields (St Neots)	250	200	500	200
Hill Rise Park – St Ives	250	200	500	200
Riverside Meadows - Huntingdon	250	200	400	200
Sapley Playing Fields - Huntingdon	250	200	400	200
All other HDC owned sites	200	100	300	200

Notes:

- The charges represent the maximum charge that will be levied and discounting can be negotiated, but this will require the endorsement of the Executive Councillor for Operations and the Environment. Priority for discounts will be given to local business staging events.*
- Non-profit making and local community groups which are not registered charities will be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities following the approval of the Executive Councillor for Operations and the Environment.*

- c) *Weekly and monthly events will be subject to licence agreements and negotiated outside of the above structure of fees and charges.*
- d) *Fees and charges for use of Council vehicles, plant and equipment will subject to separate quotation provided by the Operations Service. Such charges will only be waived for charitable events following the endorsement of the Executive Councillor for Operations and the Environment.*
- e) *All waste collection and disposal services for events will be chargeable services and will subject to separate quotation provided by the Operations Service. Such charges will only be waived for charitable events following the endorsement of the Executive Councillor for Operations and the Environment.*
- f) *Events staged by the Town and Parish Councils are classified as district events.*

2. Consistent with the environmental protection requirements included in the policy, it is proposed to charge a refundable ground deposit for events staged on Council land. This will only be retained if the Council has to meet costs for refuse removal and/or reinstatement and repair works after an event. The proposed schedule of deposits is detail overleaf:

Huntingdonshire District Council - Refundable Ground Deposits for Events		
Event type	Attendees	Refundable Bond
Voluntary Groups and Organisations (no entry charge)	less than 1,000	£100
Voluntary Groups and Organisations (no entry charge)	1,000 to 2,000	£250
Voluntary Groups and Organisations (no entry charge)	2,000 to 3,000	£500
Voluntary Groups and Organisations (no entry charge)	over 3,000	£1,000
Charitable Organisations (no entry charge)	up to 3,000	£1,000
Charitable Organisations (no entry charge)	over 3,000	£1,500
Charitable Organisations (entry fee)	up to 3,000	£1,500
Charitable Organisations (entry fee)	over 3,000	£2,000
Commercial Event		To be negotiated

Appendix 2: Policy Guidance Note 1 – Conditions for Applicants

- 1.1 The applicant is liable for and should insure the Council against any expense or liability resulting from any claim or other proceedings arising from any injury, loss or damage to any property or to any person. Such insurance shall be effected with an insurer, in terms approved by the Council (whose approval shall not be unreasonably withheld) and for at least £5,000,000 (five million pounds). The applicant shall not be liable for any act of neglect of the Council or of any person for whom the Council is responsible.
- 1.2 The applicant shall provide Huntingdon District Council with a minimum deposit (see Appendix 1) or equal to the total hire charge for the event, as appropriate. With very short and very long events, this deposit will be negotiable. The deposit may be retained if subsequent clauses are breached.
- 1.3 The applicant is responsible for the collection and disposal of any litter arising from the event. The Open Space must be left in a clean condition. Any clean-up costs incurred by the Council will be deducted from the ground deposit.
- 1.4 Any additional costs incurred by the applicant in particular repairing damage to the Open Space will be met by a deduction from the ground deposit.
- 1.5 The applicant will be charged extra for any event specifically requiring the presence of Council staff. On occasion dependent on the Council will require their own staff to be on site during the event, the cost of which will be met by the applicant.
- 1.6 The applicant will be responsible for obtaining all necessary licences and consents, and for complying fully with all legal requirements when on site. This also includes notification of the Performing Rights Society if music is to be played at the event.
- 1.7 No fittings, street furniture or plantings will be removed or otherwise altered to accommodate the event without prior authorisation from the Council.
- 1.8 Any equipment and supplies used for reinstatement works after the event must be approved in advance by the Council.
- 1.9 The Council takes no responsibility for the loss or damage to any item brought into an event site. All items brought in must be removed immediately following the event.
- 1.10 Any organisation failing to comply with the above will be charged for the removal of such items; and not be permitted to hire any open space venue within Huntingdonshire for a period of up to three years. The event organiser will be held financially responsible for any damage to the event site.

- 1.11 Event organisers may receive, at the discretion of the Executive Councillor for Operations and the Environment, a maximum of two free days to both erect and dismantle the structures necessary to carry out the event. Any event requiring more than two days to both erect and dismantle the necessary equipment to carry out the event will be charged the full daily rate for the additional time required. The setting up and dismantling of events may not take place outside the opening hours of the open space.
- 1.12 Event organisers are reminded that the Council's website has a list of publications that may help in the planning and organising of an event.

Appendix 3: Policy Guidance Note 2: Conditions for Licensing Arrangements

- 1.1 The Council is responsible for the hire of the site and can issue a permit to allow the event to take place. If public entertainment is to be provided as part of event, e.g. music, dancing etc., then a licence will be required from the Council. This is an entirely separate procedure to hiring the site and a licence cannot be granted automatically.
- 1.2 If a licence is not approved or applied for, then the event cannot take place, and all fees paid to the Council will be forfeited. The Licensing Team on 01480 387075 will be able to advise applicants and supply the necessary application forms.
- 1.3 It is important that you notify Operation Services of the Council and the licensing body three months in advance. Usually an application will need to be with them three months before the event date to enable the full process to be completed. There is a fee to be paid but in certain case this can be reduced or waived for certain types of events.
- 1.4 If you are intending to erect any substantial structures (tents, staging, and hoardings) on the site, then you may also need a separate building consent. The Building Control Service will deal with this. They can be telephoned on 01480 388494. Again, they will need to be given notice. We recommend that you consult with the Licensing Service and Building Control Service about their requirements as soon as you start planning your event.

Appendix 4: Policy Guidance Note 3 – Conditions for Safety & Security

- 1.1 The safety and security of event visitors, organisers and other members of the public must not be compromised by any event.
- 1.2 There must be a nominated event controller and a nominated substitute in case of incapacity, from all event organising bodies. The same person would be the licence holder if applicable.
- 1.3 The identified event controller and nominated substitute must be present continuously throughout the preparation, execution and dismantling of the event.
- 1.4 Event organisers will need to designate an event control centre, where the event controller can be located and where liaison between Council staff can take place.
- 1.5 Where attendance is expected to be over 500 persons at any one time, the event controller must notify all Emergency Services and satisfy the Council they have done so.
- 1.6 An assessment of first-aid requirements will be made. Normally this would be one qualified first aider per 100 attendees at special events such as fairs, circuses and sports. They must be easily identifiable and present on site throughout the event. A current First Aid at Work Certificate or similar qualification must be held by each of the first aiders.
- 1.7 Adequate first aid supplies must be available and open to scrutiny by Council staff.
- 1.8 All event organisers (the event controller) will be asked to produce a Risk Assessment for their event. Risk Assessments must address build-up, the event and break-down. Event organisers must produce contractors risk assessments for examination when required by Council staff. The risk assessment must adequately assess the potential for violence and abuse to take place and outline courses of action, particularly where there is alcohol consumption. Risk assessments may be evaluated by Council staff.
- 1.9 Sufficient event stewards, as determined by the Council, shall be provided. Stewards will be instructed in their duties as crowd controllers and in their specific roles in accident and emergency incidents. The Council has a specific requirement that all inflatable structures (inc. bouncy castles) have a permanent stewarding presence when in use. If an event requires a specific security staffing then these staff must be Security Industry Authority trained.
- 1.10 Event organisers and participants must comply with all instructions from Council staff regarding safety and security. Council staff are authorised to refuse entry to or expel individuals who compromise Health and Safety

Standards and to close down events that violate the safety or security of the public.

- 1.11 The event organiser is responsible for the public indemnity of all event visitors and all other members of the public who enter the designated site during the event. The event organiser will be required to obtain Public and Employers Liability insurance or the event site to the minimum value of £5,000,000.