**MARLDON PARISH COUNCIL**

 **EVENTS ON COUNCIL PROPERTY**

 **BOOKING FORM**

**PROCEDURES FOR STAGING AN EVENT ON COUNCIL PROPERTY**

**AND APPLICATION FORM**

Marldon Parish Council owns a number of parks and other outdoor facilities.The Council recognizes the opportunities for these sites to host a range of enjoyable, exciting and well managed private and community events.

Good quality events require careful preparation and management and these Procedures set out the matters that will need to be considered by anyone wishing to operate an event on Marldon Parish Council land – and the terms and conditions under which events can be booked with Marldon Parish Council

**You should read these Procedures in full and take the necessary actions set out. You should then sign a copy of this form, to acknowledge that you have read and understood these procedures, and return a copy with your Event Booking Form.**

**1) What Constitutes an Event?**

An event is anything which is organized in advance and which visitors are expected or invited to attend.

The following activities, which are considered potentially to be “events”, would not be allowed to take place on Marldon Parish Council property:

a) Party political activities

b) Circuses with animals

c) Any other activities which are deemed to be –

* unlawful,
* likely to cause a legal nuisance,
* likely to cause offence to members of the public or have any element that might be abusive, racist, sexist, or otherwise insensitive to others or
* capable of bringing the council into disrepute

If there remains a concern as to whether an event should be authorized on Marldon Parish Council land it is proposed that the matter be decided by a recommendation from the Chairman of Leisure & Recreation to the Full Council.

**2) What other Licenses might I need?**

Under the Licensing Act 2003 various types of event require specific licensing to be in place – under what is called a *Temporary Events Notice (TEN).* Organizers are responsible for ensuring that all necessary notices are obtained and that no illegal event takes place on the land. As a general guide you will have to obtain a Temporary Event Notice if your event is of the following nature;-

Retail sales of alcohol

Performance of dance

Provision of late night refreshment (hot food and drink) after 23:00 hours

Provision of facilities for making music

Events for entertainment

Provision of facilities for dancing

Performance of live music

Exhibition of a film

Performance of recording music

To obtain a Temporary Event Notice or for further information contact **South Hams District Council Licensing department on 01803 861234**

The responsibility lies with you to submit the necessary Temporary Event Notice **at least 10 working days** before the event takes place accompanied with the **fee of £21.00 Please** return completed Temporary Events Application Notices to the Licensing Department, South Hams District Council, Follaton House, Plymouth Road, Totnes TQ9 5NE

**Music Performance License** – It is a legal requirement for events containing music to ensure that the appropriate license is obtained for permission to use copyright music on behalf of the publishers. Please contact Performing Rights Society on tel - - 0800 068 4828 /musiclicence@prsformusic.com / fax – 01733 312 912 or visit [www.prsformusic.com](http://www.prsformusic.com)

**3) What Insurance is required?**

Where an event is proposed on Marldon Parish Council property it is necessary that the event organizers retain their own public liability insurance to cover the additional risks that might occur with the event. The Organizers agree to indemnify Marldon Parish Council fully and effectively against all claims, loss, damages or costs arising out of the Organizers’ use of the Council's land. Organizers must have Third Party Insurance to a value of £5,000,000 minimum to cover against any accident or injury arising directly or indirectly as a result of the event. The Council reserves the right to insist on a higher indemnity limit if the nature of the event makes that appropriate. The £5,000,000 is also unlimited in terms of multiple events.

**4) i) What Costs are involved?**

Organizers must be aware that there will be a charge for Events on Council Land which will apply to all events taking place from 1st January 2012

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Charity Community Events No Charge

Commercial Events or Trading (To include wedding receptions) £240 per day

Sporting Events (Cricket/Football) £100 per season

Sporting Events (special events) £50 per day

**ii)**  When considering requests for activities on Marldon Parish Council property the Council will use the following assessments when considering whether the event is for “community” or “commercial” benefit.

a) The extent to which the commercial activity contributes to community benefit, community

vibrancy or beneficial activity either in isolation or as part of a combined event on council

property.

b) The extent to which the commercial activity is likely to have a detrimental impact on

existing trading or commercial activity in the locality

c) The extent to which the proposed commercial activity as a stand alone or part of an

overall event will contribute financial income to help support management of council

property.

**ii) If you require use of council land for filming / photo purposes – please contact the**

**Council Clerk on 01803 782147** **clerk@marldonparishcouncil.org.uk** **for booking details (please note a fee maybe charge).**

**5) Use of Site**

**i) Cleaning -** The Organizers of the event will be required to demonstrate how waste will be

managed for the event by producing a waste management plan. They shall leave the site as

found in a clean and tidy condition. Any excessive costs incurred by the Council for removal

of waste, will be recharged to the Organizers

. **ii) Damage to Site** – As the event organizer you are responsible for ensuring that there is no

damage caused to Council property. You should leave the site in a clean and tidy condition

and the cost of any repair or reinstatement necessary due to damage caused directly or

indirectly as a result of the event shall be borne by the Organizers.

**iii) Services** – one of the Council sites has a power supply/water supply. If required there

will be an additional charge for arrangements of supply and use.

**6) Health & Safety** - Organizers should undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimize any risk. They are also responsible for ensuring that all activities comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Health & Safety Legislation. You will need to submit a written Risk assessment to accompany your Event Booking Form.

). In the case of fairs (and other events where relevant), the Council will need to be satisfied that health and safety standards are met before the event is opened to the public.

**7) Police Presence** - Where the presence of police or ambulance at an event is desirable or necessary, it is the responsibility of the Organizer to arrange it, and to pay any charge made for this service.

Guidance on the involvement of the police can be found from the link below

http://www.devon-cornwall.police.uk/YourRightInformation/FreedomInformation/Pages/Feesandcharges.aspx

**8) Traffic Management** – Both the event and traffic management of the event is the responsibility of the event organizer. Early liaison with Devon County Council will help to deliver a successful event for the organizers and visitors and will minimize disruption to the local community and travelling public.

Therefore if your event is likely to impact on the free flow of traffic on any highway - you must register your event with Devon County Council, who will liaise with the local police Traffic Management and Road Casualty Reduction Officer. Devon County Council (DCC) will require at least 56 days notice of the event and please contact DCC on 0845 155 1004 or visit their website on

http://www.devon.gov.uk/index/transport/roads/road\_licences/eventaffectinghighway.htm

Please note there will be additional charges for road licenses / police presence if needed.

**9) What other issues need to be considered and addressed?**

(i) **Noise Levels** - Organizers of events must ensure that the activity will not cause significant

disturbance or nuisance to those living nearby. In particular, events involving amplified music or

speech, the use of generators or plant or those which will continue late into the evening must be

carefully monitored and controlled. Where such events are planned, discussions with the

Council's Clerk 01803 782147 well in advance of the event is recommended.

(ii) **Food Hygiene** - Persons supplying and handling food must satisfy current food safety legislation and have received appropriate training or instruction in food hygiene. For further advice call SHDC’s Environmental Health Service on 01803 861234 /

[http://www.southhams.gov.uk/index/residents\_index/ksp\_environment/ksp food\_hygiene and\_safety.htm](http://www.southhams.gov.uk/index/residents_index/ksp_environment/ksp%20food_hygiene%20and_safety.htm)

(iii) **Fly posting** - The Organizers are responsible for ensuring that no posters or other

advertisements for the event are displayed without any relevant statutory consent having first

been obtained, particularly Advertisement Consent.

(iv) **Balloons** - Organizers are responsible for ensuring that no balloons are released from Council land. It is Council policy to prohibit balloon releases in view of the problems they cause in terms of pollution, litter and the danger posed to livestock and wildlife.

(v) **Circus** - It is Council policy not to permit the use of its land by any circus or similar event which includes performing animals, and the Organizers are responsible for ensuring that this policy is adhered to

**10) Cancellation** - The Council reserves the right to cancel the event without notice (although notice will be given if practicable) and without liability of any kind, should weather, ground conditions or other factors render this necessary.

All persons signing the application form should sign these conditions to confirm acceptance of them. If signing as an organizer you will be assumed to be signing on behalf of the club, society, association or company undertaking the event.

**EVENT BOOKING FORM**

Event………………………………………………………………………………………….

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Licences needed:………………………………………………………………………………

Date(s) and times…………………………………………………………………………..

Organisers name ……………………………………………………………………………

Contact details (pref. e-mail)…………………………………………………………………………

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Copy of insurance details and licences (where appropriate) to be attached with this application

You agree to abide by the conditions and requirements laid down above:

**Signature/s** .................................................................................................................................…..

On behalf of Organisation...............................................................................Dated………….………

Return to:

Tracy Rowe, Clerk to Marldon Parish Council,

The Round House, Higher Well Farm

Stoke Gabriel

Totnes TQ9 6RN

e-mail: clerk@marldonparishcouncil.org.uk

You will be informed of the outcome as soon as the Council has met to discuss the matter. Council meets second Monday of each month and you are welcome to attend

**General Data Protection Regulations**

The information that you have provided will be held by Marldon Parish Council.

The information will be used for consultation purposes regarding this event and will be held securely at all times.

The Council may share the information with Parish councilors / District/town/parish councils / emergency services/ insurers as necessary to ensure the appropriate service is delivered and with other organisations, if required by law. If you wish to see the personal data that the please contact the Council Clerk