



Witney Town Council Event Hosting Policy

2019 - 2020



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Introduction

Witney Town Council is the custodian for the Leys Recreation Ground, Queen Elizabeth II Field (Burwell), King George V Playing Field (Newland) and West Witney Sports Ground. The Town Council manages these areas on behalf of the residents of Witney and they are used extensively by the sports teams in the town and residents.

The Town Council encourages anyone who would like to organise an event to contact them for information as to the suitability of the venues available and managed by the Town Council.

An event can be anything from a community picnic or sponsored walkthrough to large-scale music or food festivals and sports tournaments. The details of each location, size, parking, facilities in relation to all these areas can be found on the Town Council's website below or by contacting the Administration Assistant on 01993 704379.

<http://www.witney-tc.gov.uk/public-halls-2/outside-venues/>

The Objective of this Policy

The main objective of this policy is to ensure the safe running of events taking place on Witney Town Councils land. The policy outlines guidelines to ensure the following.

- Health and Safety requirements
- Sufficient event planning
- Council policies are adhered to
- Equality and diversity
- Waste management
- Environmental impact

This policy also aims to set out the application and conditions for approval. The approval comes from Witney Town Council once satisfied with the event's safety.

Large-scale outdoor events such as festivals, sporting events and concerts are increasingly popular, regularly attracting large crowds of people. Most of these events pass off without incident, due to good planning and organisation by the organisers. This guidance provides some useful additional advice for organisers to help them run such events safely.

Definitions

WTC: Witney Town Council

Event Organiser: The person/group requesting to run an event on Witney Town Council land.

Event: The purpose for which the location has been booked

EMP: Event Management Plan

HSE: The Health and Safety Executive is a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.

SAG: Safety Advisory Group

Event Permit: The permit that will be granted authorising the event on council land

List of areas available to hire under this policy:

- The Leys Recreation Ground
- Burwell QE2 Field
- West Witney Sports Ground
- King Georges Field

Areas that are used for football are not available for booking from the second weekend in May until the last weekend of June.

Event Types

- Charity Event: An event organised by a registered Charity, an organisation with exclusively charitable purposes and registered with the Charity Commission.
- Commercial Event: An event organised around an identifiable commercial business or group of businesses which will be beneficiaries of the event.
- Non-Commercial Event: An event organised by a 'Not for Profit Organisation', an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.
- Community Event: An event organised by a Witney Town Council based group of people who come together to create an event in their shared self-interest.

Please refer to the Council Fees & Charges document on the website (www.witney-tc.gov.uk) or available at the Town Hall for current prices.

Approval Process

Witney Town Council will consider applications received on the prescribed forms and the advertised times only. We are unable to take booking for events outside the prescribed times. All event applications have to be submitted with an event management plan, Witney Town Council will use this to access the initial suitability of the event for the land requested.

No event can take place on Witney Town Council's land or be advertised until all the following requirements have been met:

- 1. A signed application form has been completed and submitted by the hirer**
- 2. Deposit has been received and hirer informed about the possibility of extra charges being made over the level of deposit if damage is incurred above the value of 1k**
3. Issued with an event permit issue and signed exclusively by Witney Town Council
4. Have in place valid public liability insurance up to the value of £10 million
5. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council – **The Council will accommodate Martyn's Law when this comes into effect. Martyn's Law is new legislation going through parliament to offer greater protection against possible terrorist attacks during large gatherings, being brought in in the aftermath of the Manchester Arena Bombings 2017.**
6. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

WTC accepts no responsibility **or financial liability** for non-arrival of application forms, supporting information, remittances or cancellations.

All EMP's and H&S documentation are made available to WTC, HSE and relevant parties. Event organisers may be required to attend the SAG as part of the application process dependant on the level of risk associated with the event. Failure to attend this meeting could result in the event being unsafe to run and the application being refused.

WTC may require changes and additions to EMP's after submission before an agreement in principle is issued. Refusal to make such amendments will result in no agreement in principle or event permit being issued. WTC are unable to review or accept any changes to an EMP when a permit has been issued.

WTC will make their decision and send an agreement in principle after all required paperwork with requested amendments and additions has been submitted.

Events will not be authorised when the health & safety risk is considered too high by WTC or SAG. Or if required licences, consent or permission required has not been granted.

Deposit

For large scale events a deposit of £1000 is required, this is payable upon WTC accepting an event application. The deposit will cover the cost of part/all of any damages to the field and possible cancellation of the event from the organiser. For smaller scale events a reduced deposit will be requested.

Agreement in Principle

WTC will provide in writing a final decision on the event. This will contain an agreement in principle and an invoice for the event. Also included will be our standard condition of hire and may contain any additional conditions relevant to the event at the discretion of WTC.

WTC will then issue an event permit once a signed copy of the agreement in principle has been returned and full payment of the invoice is received. The event permit will contain and confirm the following information.

Payment

An invoice will be sent along with the agreement in principle that will contain the following.

- Cost to hire the event location
- Other associated charges for use of our services

The invoice does not include any fees and charges relating to other applications. **This fee should be paid at least 30 days before the event.**

Issuing of Event Permit

The event organiser is required to return a signed copy of the agreement in principle along with the following information.

1. Have in place valid public liability insurance up to the value of £10 million
2. Deposit received for booking
3. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council
4. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

After all, information requested is received and accepted by Witney Town Council an event permit will be issued.

Event Permit

A copy of the permit will be signed and issued by Witney Town Council. the event permit will contain the below information.

- Event Name
- Permitted event date(s) and times including set-up/set-down
- Event Location
- Organiser's details
- Conditions of the permit

An event permit is non-transferrable and cannot be sublet to any other organiser.

Rejected Application

When an application for event hosting on WTC land has been refused a full explanation for the refusal will be provided by writing. Refused applications can be reviewed if you believe WTC has not followed their procedures.

Event Assessment

An event permit will be issued that grants permission to hold an event on WTC land. To ensure compliance with the original Event Plan submitted and all requested paperwork regular site visits will be made. The objective of these visits is to ensure the safe operation of the event and the submitted EMP is being followed. These visits will be broken down into four stages.

1. Pre site assessment with the event organiser. This is where the land is handed over to the event organiser to begin set up.
2. Pre-event authorisation. This visit will ensure that the set-up of the event is in line with the EMP and there are no adverse risks to the public and employees.
3. Ongoing assessment during the event running period. These assessments can consist of scheduled and unscheduled visits. The purpose of these is to assess the event is running in accordance with the submitted EMP, council policies and there are no heightened safety risks.
4. Post-event assessment, this visit will take place during the end of the set-down. The site will be handed back to WTC during this visit. An assessment will be made on the method of the set-down, condition of the land and the environmental impact the event has caused.

It is mandatory that WTC officers are permitted on the event land to carry out these assessments and at all but the ongoing assessments they are accompanied by event organisers and or health and safety representatives.

We reserve the right to demand the removal of any equipment considered unsafe or about which complaints are received.

Terms and Conditions

Use of Event Location

The Event must not start or finish outside the authorised date(s) and time(s) shown on the Event Permit. This includes the time required to set up, breakdown and clearing the site.

All property associated with the Event must also be removed by the end of the period of hire. If you fail to do this we may remove and store any property that is left and all reasonable costs incurred will be charged to you. We are entitled to sell (in such a manner as we think fit) any property removed and stored if it is not claimed within 28 days and the proceeds of the sale shall be the Councils.

We accept no responsibility for the property at the Event Location before, during or after the hire period.

We shall not be held responsible for any damage to or theft of property during its removal or storage.

If Council land or property at the event location is damaged, destroyed, stolen or removed, during the period of the event, whether caused by you or others associated with the event, the cost of reinstating, repairing, replacing or cleaning will be charged to you. Our valuation of any damage/loss is final.

Right of Entry/Access

Authorised Council officers or Members shall be permitted entry to the Event Location at all times during the period of hire.

We reserve the right to refuse admission to or evict any person from the Event Location.

We reserve the right to fix a maximum limit for the number of persons attending the Event/Activity.

You shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the event location and that any highway in the event location remains open unless the relevant road closure order has been obtained and duly executed.

You must ensure that all users of the Event Location, whether event participants or not, have unrestricted access to the permanent public toilet facilities located within the Event Location.

Cancellation

We may need to cancel an event when the event location is affected by an emergency of any kind. We will consider refunding part or all of any fees and charges paid and the amount shall be at our sole discretion.

We reserve the right to withdraw permission to use an Event location. However, we will repay any fee paid to hire the location on cancellation but shall be under no liability for the expense incurred or loss sustained by you as a result of the cancellation.

If you cancel your Event you must tell us in writing. Your confirmation will take effect from the working day it is received by us. Any fees paid are non-refundable.

Event Management Plan (EMP)

An event organiser has a legal duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. This is covered in detail relevant to the event size in an EMP. It is compulsory for all event organisers on Witney Town Council land to complete and submit an event plan for review by officers. Essential information an EMP should contain is listed below. However, WTC may request additional information is included if deemed necessary by its officers. This information must then be added and resubmitted for review by WTC.

- Details of the event and who is attending
- Location of the event with site plans
- Staffing structure and information, including subcontractors
- Handling of public & employee health and Safety
- Schedule of event including set up and set down
- Equipment being used for the event
- Licensing
- Detailed emergency action procedures and plans
- The process to deal with adverse weather conditions
- Review plans after event completion including environmental impact

Waste Disposal & Sanitary Provisions

Event organisers must ensure that sufficient waste disposal provisions have been made. It is the event organiser's responsibility that the land is regularly litter picked and bins are emptied. Organisers EMP must contain a detailed waste management system. **It is also the responsibility of the hirer to make provision to remove all bins and waste from the hired site at the end of their allocated booking time.**

Not Permitted

All events approved by WTC are to be held in accordance with the standards conditions shown and any additional conditions that may be applied specifically to any event. Below is a list of what we do not permit on WTC land.

- Liquid waste to be disposed of into the sewer system
- Council waste bins to be used for the disposal of any waste generated by the event
- Campsites
- Campfires, fire pits or the use of disposable or temporary BBQ's
- Interference with or anything to be attached to any item of street or parks furniture
- Any council notices or displays at the event location to be removed or covered
- The release of sky lanterns or helium balloons
- Any excavation
- Performing animals (Included fairs with fish as prizes)
- Events continuing after 11 pm

WTC officers will use there event assessment site visits to ensure organisers are not in breach of WTC conditions.

Law

Health and Safety Law

As an event's organiser, you have the prime responsibility for the health and safety of your workers, Members of the public and contractor working at the event. What the law entails is available on <http://www.hse.gov.uk/event-safety/>. And guidance on health and safety directly relating to events can be obtained from the purple guide.

The event organiser should ensure the event venue is designed appropriately for its intended purpose regarding health and safety law. Further details of the venues can be requested from Witney Town Council directly.

Enforcement of Local authority's and HSE

HSE and Local Authority (LAs) are responsible for enforcing health and safety legislation. Meaning an organiser's health and safety documentation for events will be reviewed by Witney Town Council. Any event run by Witney Town Council HSE will be responsible for enforcement.

HSE enforcement policy for HSE and local authorities (WTC) can be found on <http://www.hse.gov.uk/lau/>

HSE has the enforcement responsibility for

- Fairgrounds (includes all fairground rides not coin-operated street fairs and bouncy castles)
- Film and video broadcasting
- Security guards

Thames Valley Police

- Road Traffic Issues

Environment Agency

- Waste Disposal

Licensing

In addition to health and safety law, some event may also require licenses from other authorities under different legislation/regulations such as.

Alcohol Licensing

<https://www.gov.uk/guidance/alcohol-licensing>

Entertainment Licensing

<https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

PRS for music

<https://www.prsformusic.com/>

Security licensing (SIA)

<https://www.sia.homeoffice.gov.uk/pages/licensing.aspx>

Public Liability Insurance

Organisers with events Insurance should have public liability insurance up to the value of £10 million included in their policy.

Large scale event will have a large influx of public and equally public interaction. Event's Organisers have a duty of care towards its attendees. While it's likely that you are doing everything in your power to avoid accidents happening, sometimes these things can't be avoided.

As the custodian for land owned by Witney Town Council and its residents upon it, Witney Town council have set a minimum insurance value up to the value of £10 Million. Documentation supporting this will be requested as part of the approval process.

Safety Advisory Group (SAG)

SAG help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. Large events involving 2000 persons brought to SAG's attention will be automatically reviewed.

Children or Vulnerable Adults

Event organisers must ensure all staff that are coming into direct contact with unsupervised children or vulnerable adults must hold DBS checks. WTC will request clarification in writing from event organisers that required staff have had DBS checks.

Indemnity and Insurance

We are not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the event location, unless where the loss, damage, injury or death is caused in whole as the result of any act or omission on the part of us.

As the event organiser, you agree to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

You agree to have in place public liability Insurance cover to a value no less than £10,000,000.00 (ten million pounds). We reserve the right to require a higher limit if deemed necessary. You are required to produce evidence of such insurance.

In addition, you will be required to produce, copies of valid public liability insurance required to be held by any exhibitor, ground entertainer, sub-contractor, or caterer authorised to appear at the

Event. Under no circumstances shall their cover be less than £5,000,000.00 (five million pounds) and we reserve the right to require a higher limit if deemed necessary.

Failure to provide proof of insurance cover will lead to an event not being authorised.

Environmental Policy

Witney Town Council is committed to becoming carbon neutral by 2028. WTC is requesting that all events on their land consider their environmental impact. Areas to consider that should be contained in their event management plan are listed below.

Waste

As a minimum WTC requested that all events provide recycling bins and promote the use of reusable products for its attendees. It is encouraged that festivals, fairs and circus's use reusable plastic cups and dispose of food remains separate to general waste.

Noise

Organisers need to consider the impact noise pollution can have on wildlife and the surrounding residents. WTC requires that organisers provided sufficient notice for events taking place that could affect residents. To help the relationship with the town of Witney and these organisers it is encouraging that organiser offer free or discounted access to their events for these residents.

Light

Light pollution the same as noise pollution can have an impact on both wildlife and local residents. We expect that festivals limit the use of lighting where necessary.