



Ivybridge Town Council Parks and Open Spaces Event Guidelines and Conditions of Hire



Ivybridge Town Council (ITC) owns a number of parks and open spaces. The Council recognises the opportunities for these sites to host a range of enjoyable, exciting and well managed community events. Each park or open space is subject to a set of byelaws which must be adhered to by the event organisers. These can be downloaded online, www.ivybridge.gov.uk (council business/policies) or obtained from the Town Hall.

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

1. What constitutes an event?

An event is anything which is organised in advance and which visitors are expected or invited to attend. An activity will be formalised into an event, in its own right, when it reaches one or more of the following trigger points:

- The activity introduces any formalised infrastructure, using an area which would impact on public use, for example gazebos, tables and chairs
- Whether the event attendees are likely to exceed 20 in number, and will therefore use space, which will not be available to those not attending the event
- Includes a fee to enter
- A transaction to buy or sell a service or goods is involved

Events will then be classified by type or scale.

The following activities, which are considered potentially to be “events”, would not be allowed to take place on ITC land:

- a) Party political activities
- b) Circuses with animals
- c) Fireworks displays – organised or otherwise
- d) 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
- Likely to cause damage to the surface and/or underlying material fabric of the park or open space and/or furniture

2. What other licences 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). Organisers 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	Exhibition of a film
Performance of live music	Provision of facilities for dancing	Boxing or wrestling for entertainment
Performance of recorded music	Provision of facilities for making music	Provision of late night refreshment (hot food and drink) after 23:00 hrs

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

3. What insurance is required?

Where an event is proposed on ITC land it is necessary that the event organisers obtain their own public liability insurance to cover the additional risks that might occur with the event. The organisers agree to indemnify ITC fully and effectively against all claims, loss, damages or costs arising out of the organisers' use of the Council's land.

Organisers must have Public Liability 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.

Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, subcontractor, caterer, band/dance group, etc. who they have instructed/authorised to appear at the event.

All documentation must be provided no later than 28 days prior to the event. If insurance is not produced before this time, ITC may refuse to grant permission for the holding of the event.

4. What costs are involved?

Organisers must be aware that there may be a charge for events on Council land which will apply to events taking place in all ITC's parks and open spaces.

Charity/Community	no charge
Civic/Religious	no charge
Clubs/Schools	no charge
Commercial/Trading/Corporate	subject to charge, and at Town Clerk's agreement

We may require a returnable damages deposit, payable prior to the event, regardless of the organisation status.

Depending on event scale, non-commercial events/use of parks and open spaces may be subject to charges, at the Town Clerk's discretion.

Details of event scale, type and the list of charges are appended to this document.

5. Conditions of hire

5.1 Session times

Standard session time shall be 9am to 9pm. Additional hours are negotiable on application.

5.2 Waste and cleaning

The organisers of the event are responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the organiser fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the organisers. Organisers of the event will be required to demonstrate how waste will be managed for the event when submitting their application.

5.3 Single use plastics

Ivybridge Town Council is signed up to the Devon Climate Declaration, and in accordance with the Council's policy, no single use plastic should be used at events. For advice and support on alternative reusable or 100% compostable items please contact the Town Council or refer to <https://www.facebook.com/plasticfreeivybridge/> and <https://www.sas.org.uk/plastic-free-communities/>.

5.4 Damage to site

As the event organiser you are responsible for ensuring that there is no damage caused to Council land. 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 organisers. Where a damage deposit has been taken, should a condition assessment after the event find that damage has been caused to council property, to include open space surface, trees, fencing, etc, this will be retained.

5.5 Bouncy Castles and other inflatables

See HSE safety advice and guidance. It is the responsibility of the organiser to comply with all guidance and relevant legislation. www.hse.gov.uk/entertainment/fairgrounds/inflatables A copy of the bouncy castle or inflatables company's public liability insurance, risk assessment and evidence of the latest annual inspection demonstrating it complies with BS EN 14960 is also required with the application.

5.6 Temporary structures

Temporary structures must be constructed of sound materials and be suitable for their purpose and must be approved. See HSE guidance and information to help those organising events to manage safe erection, use and deconstruction of temporary demountable structures (TDS) www.hse.gov.uk/event-safety/temporary-demountable-structures. The organiser will be responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission – the organiser must notify Environmental Health and Licensing Services at least 2 months before the event. Structures, which may include marquees, tents, stands, stages, etc must be fitted with suitable load spreading base plates, and must have appropriate ground fixings.

5.7 Risk Assessment

Organisers must undertake a risk assessment to quantify hazards which might arise during the event and devise procedures to minimise 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 and Safety legislation. The organiser will need to submit a written Risk Assessment to accompany their event application form. Further information and guidance can be found at www.hse.gov.uk

5.8 People with disabilities

The organiser is positively encouraged to provide facilities to enable people with disabilities to gain access, see and take part in the event. Make sure that the ground conditions in the public areas and access pathways are suitable for people with poor mobility and any carers, as well as families with pushchairs.

5.9 Information Point

For larger events, please provide a location where enquiries can be made about lost vulnerable people, lost property and for information about the event.

5.10 Energy

We are unable to provide energy for your event so, if this is a requirement, please ensure that you use an appropriate generator. No petrol-fuelled generators are permitted. All generators should be of a “super-silenced” type. Please provide as much information as possible about these items. All electrical equipment has to be Portable Appliance tested.

5.11 Safeguarding

We all have a duty to safeguard children, young people and vulnerable adults. ITC will expect to see a copy of the organisers safeguarding policy included in the application. It is also expected for the organiser to request safeguarding policies from stall holders or any other relevant organisers at the event. If children or vulnerable adults will be attending, a lost persons point is expected to be provided.

5.12 Fire procedure

A clear and concise emergency fire plan must be made clear to the attendees at the event. All stewards and marshals must be issued with a copy. A copy must be provided to ITC.

5.13 Bonfires and barbecues

Bonfires are not permitted on any of the parks or open spaces. Barbecues will be permitted with approval from the Council and must be kept off the ground. Barbecues must be attended at all times, and ashes (hot or otherwise) must not be disposed of on site.

5.14 Spillage

Any spillage must be cleaned up immediately to avoid any accidents and prevent any damage to the grounds.

5.15 First Aid

The organiser must suitably appoint a first aider, who will be available throughout the event.

5.16 Disorderly conduct

Good order and decent behaviour must be maintained by persons at the event. Any drunken or disorderly person must be expelled from the park/open space by the organisers stewards.

5.17 Police presence

Where the presence of police or ambulance at an event is wanted or necessary, it is the responsibility of the organiser to arrange it, and to pay any charge made for this service <http://www.devon-cornwall.police.uk/your-right-to-information/freedom-of-information/fees-and-charges/>

5.18 Vehicle access

Vehicles are not permitted onto parks or open spaces without prior agreement with ITC, and this may be restricted to limited areas only. Permission to take vehicles onto the grounds may be withdrawn at short notice and is subject to suitable weather conditions. ITC Officers will assess ground suitability prior to the event, and after the event to assess any damage which may have been incurred.

The organiser must advise how vehicle movements will be managed, and must include use of marshals/stewards and suitable signage. Any parking or vehicle movement routes must be approved by ITC.

5.19 Traffic management

Both the event and traffic management of the event is the responsibility of the event organiser. Early liaison with Devon County Council will help deliver a successful event for the organisers and visitors and will minimise disruption to the local community and travelling public. Therefore if your event is likely to impact on free flow of traffic on any highway, you must register your event with Devon County Council (DCC). DCC will require at least 56 days notice of the event and please contact DCC on 0345 155 1004 or visit their website on www.devon.gov.uk/roadsandtransport.

5.20 Active travel

To encourage benefits to health and wellbeing, and climate, ITC encourages active travel. Event organisers are to promote active travel to event sites by walking, cycling, wheeling or scootering.

5.21 Noise levels

Organisers 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 sound, the use of generators or plant or those which will continue late into the evening must be carefully monitored and controlled, and only by permission of ITC. Where such events are planned, discussions with South Hams District Council's Environmental Health Service on 01803 861234 well in advance of the event is recommended, or visitor www.southhams.gov.uk.

5.22 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, contact South Hams District Council's Environmental Health Service on 01803 861234 or visit www.southhams.gov.uk.

5.23 Fly posting

The organisers 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. Failure to remove fly posting relating to the event within one week of it taking place will incur a labour charge to remove it and be borne by the event organiser.

5.24 Balloons and Chinese lanterns

No launch of lanterns or balloons shall take place – this includes all airborne launched lanterns, latex balloons and similar free-floating devices that are not under control once launched, any such device containing a naked flame, fuel cell, helium gas or similar elevating mechanism and includes any item described as biodegradable. The Council prohibits use of balloons and such lantern releases in view of the problems they cause in terms of pollution, litter and the danger posed to livestock, pets and wildlife.

5.25 Fireworks

Fireworks are not permitted to be launched from our parks and open spaces, due to the environmental impact, nuisance to neighbours, and danger posed to livestock, pets and wildlife.

5.26 Performing animals

The Council does not permit the use of its land by any events which include performing animals, and the organisers are responsible for ensuring that this policy is adhered to.

5.27 Live animals

No live animals are to be given as prizes.

5.28 Public access

Free public access to the park/open space not subject to the event area is to be retained throughout the event, and safe and unrestricted public access must be maintained to all play equipment. Signs notifying the public of the forthcoming event should be displayed 48 hours in advance of the event on all entrances to the Council's land where the event is to be held.

6 Inspection by Officers

Should any authorities wish to have an inspection during your event, you must allow access to:

- Authorised Officers of the Licensing Authority (i.e. Environmental Health Officer)
- Police Officers or PCSOs
- Fire Authority Officers
- The Town Clerk or appointed representative

7 Cancellation

It is the responsibility of the event organiser for cancelling the event.

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.

APPENDIX

Event scale

Classification of proposed event	Size and definition of event	Number permitted in financial year
Major	Likely to be over 1,000 attendees at any one time Will involve a large footprint (up to 30% of the park/open space area) A potential need for ground reinstatement Major impact on surrounding area Temporary structures with a build/take down period of up to 3 days	2
Large	Likely to be between 500 and 1000 attendees at any one time Will involve a footprint of up to 20% of the park/open space Impact on the surrounding area May need some ground reinstatement Temporary structures with a build/take down period of 1 or 2 days	3
Medium	Between 50 and 500 attendees at any one time Footprint of up to 10% of the park/open space Unlikely to involve any reinstatement of ground Temporary structures with a build/take down period of 1 day	12
Small	Likely to be no more than 49 attendees at any one time Minimal use of the park/open space area Unlikely to have any impact on surrounding areas Minimal impact on the park Minimal infrastructure	At the Town Council's discretion
Minor	Any event which does not meet the criteria above but does meet the event criteria as set out in (1) of the Parks and Open Spaces Event Guidelines and Conditions of Hire.	At the Town Council's discretion

Event Type

Local charity/community

Community events are those which are organised by Ivybridge based local charities (including the local branch of national charities) or community groups in support of the Ivybridge community. Any monies raised are to be for the sole benefit of the group or charity organising the event. If fees are being levied for community or third sector stallholders, the organisers must inform the Town Council as part of the application process. This event type also includes civic, religious, clubs and schools.

If the event involves corporate sponsorship and/or commercial stalls the organiser must inform the Town Council as part of the application process. All charities will be required to provide a UK charity number.

Depending on event scale, non-commercial events/use of parks and open spaces may be subject to charges, at the Town Clerk's discretion.

Commercial events

This category includes any element where the organiser intends to generate a profit. Such events are typically open to the public, but in some cases, may require the public to pay an entrance fee to participate or enter a closed area. Although there is a fee structure for the use of our parks and open spaces, the Town Council reserves the right to negotiate another price, subject to the agreement of the Town Clerk, where the event will have a major impact on the park, open space and/or its surroundings, or has the potential to generate a substantial commercial return.

Corporate events

These can be team building, brand events, filming, or private functions by commercial organisations, which will involve the closure of areas of the park or open space to the general public. The fees for such an event will be subject to the negotiation and final agreement by the Town Clerk. Officers will ensure that the public still have access to recreational space in the park or open space, whilst the event is on.

List of charges (as at 1st April 2024)

Non-Commercial

Local charity/community	no charge, depending on event scale
Civic/religious	no charge, depending on event scale
Clubs/schools	no charge, depending on event scale

Commercial

Commercial/Trading/Corporate	subject to charge, as per list of charges, and at Town Clerk's agreement
National Charity	subject to charge, as per list of charges, and at Town Clerk's agreement

We may require a refundable damages deposit, payable prior to the event, regardless of the organisation status.

Fees are a guide only, and the council reserves the right to vary price depending on event type and scale.

Event scale	Examples	Attendance	Non-commercial	Commercial	Refundable damage deposit
Major	Country shows, large festivals, concerts	1,000 +	Town Clerk's discretion	From £1,350	From £1,000 to £3,000
Large	Food festivals, community festival, music concert	500 to 999	Town Clerk's discretion	From £750	From £400 to £700
Medium	Small fair, fund raising event, community fete, dog shows, football tournament	50 to 499	Town Clerk's discretion	From £250 to £400	From £200 to £350
Small	team building events, exhibitions, play groups	Up to 49	No charge	£60	£100
Minor	Family, friends and community groups – picnics, working groups		No charge	N/A	N/A