



# Ivybridge Town Council Parks and Open Spaces Event Guidelines



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, <https://sites.google.com/a/ivybridge.gov.uk/ivybridge-town-council/council-business/policies> or obtained from the Council offices.

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.

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) 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 authorised on ITC land it is proposed that the matter be decided by the Town Clerk and Chair of the Parks and Open Spaces Committee.

## 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
• Provision of late night refreshment (hot food and drink) after 23:00 hours	• Provision of facilities for making music
• Boxing or wrestling for entertainment	• Provision of facilities for dancing
• Performance of live music	• Exhibition of a film
• Performance of recorded music	

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 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. 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	Subject to charge, to be determined by the Town Council upon application

When considering requests for activities on ITC land 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 land.

## 5. Use of site

- (i) **Waste and cleaning** - The Organisers of the event will be required to demonstrate how waste will be managed for the event. 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 organisers.
- (ii) **Single use plastics** - Ivybridge Town Council is signed up 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/>.
- (ii) **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.

## 6. Health & Safety

Organisers should 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 & Safety Legislation. You will need to submit a written Risk Assessment to accompany your Event Application Booking Form. If you need advice please contact the Town Council.

### **People with disabilities**

You are positively encouraged to provide facilities to enable people with disabilities to gain access, see and take part in your 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.

### **Information Point**

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

### **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.

## 7. 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,

<https://www.devon-cornwall.police.uk/your-right-to-information/freedom-of-information/fees-and-charges/>

## 8. 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 to 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 <https://www.devon.gov.uk/roadsandtransport/>



## 9. What other issues need to be considered and addressed?

- (i) **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 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 South Hams District Council's Environmental Health Service on 01803 861234 well in advance of the event is recommended, or visit <https://www.southhams.gov.uk>.
- (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 the South Hams District Council's Environmental Health Service on 01803 861234 or visit <https://www.southhams.gov.uk>.
- (iii) **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.
- (iv) **Balloons and Chinese lanterns** - Organisers are responsible for ensuring that no balloons and Chinese lanterns are released from Council land. The Council prohibits balloon and Chinese lantern releases in view of the problems they cause in terms of pollution, litter and the danger posed to livestock and wildlife.
- (v) **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.
- (vi) **Live animals** – No live animals to be given as prizes.



## 10. 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.