

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 Dullingham Parish Council 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 Parish Council to offer 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 Cambridgeshire regionally, nationally and, where appropriate, internationally
- e) Attract visitors and event organisers to Dullingham to bring investment, jobs and prosperity to the local economy.
- f) Promote Dullingham 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 open spaces.

3. To meet these aims and objectives, events staged on open spaces of Dullingham Parish 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 Suffolk.
- 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 Dullingham open spaces may be developed annually. The following priorities will apply to the development of any programme:

- a) Regular annual or biannual events will normally be given priority but the Parish Council will not guarantee the provision of a site to any particular event or organising body based on previous use alone.
- c) The Parish Council will aim to achieve a well-balanced programme of events

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across the parks and open spaces and minimise disruption to regular users.

d) The Parish 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. 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:

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- 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.

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

- a) The Parish Council will publicise events in parks and open spaces through its website www.dullingham.org.uk where possible. The Parish 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 Parish 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 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 Parish Council will advise prospective event organisers of the forthcoming year's events. The Parish 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 Parish 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 Parish 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.

9. Operational Requirements: The following operational conditions apply for staging events in the open spaces of Dullingham:

- a) Event organisers cannot hold an event in the Parish Council's 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 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 may be permitted. However, the Parish Council will seek to minimise the impact that these events have on regular park users. The Parish 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 Parish Council will inform local residents and will consider their views during the planning stages for each event. Organisers of larger events must minimise any disruption or disturbance and limit the impact their event might have on local communities.

10. 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 Parish 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 Parish 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 Parish Council for continuation of annual events.
- d) The Parish Council will monitor standards, customer satisfaction and feedback and will liaise with organisers to instigate improvements where appropriate.

11. 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 Parish 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.

12. Insurance: Event organisers shall meet the following insurance requirements:

- a) Organisers will be required to obtain and provide evidence to the Parish 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 Parish Council's insurers. For some events, the Parish Council may request a higher minimum value.
- c) Promoters and organisers will be responsible for ensuring that all participants and contractors are adequately insured.

13. 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 Parish 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.

14. Safeguarding Children and Adults: Event organisers shall meet the following insurance requirements:

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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 Parish Council and an age limit agreed with the organiser. These limits will be monitored by the Parish 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.

Date adopted : Annually, last adopted May 2023

Date for review : Annually in May