

Dullingham Parish Council

Events and Open Spaces

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1. Aims of the Events Policy:

To provide a clear framework for the consideration, programming and operation of a variety of events in Dullingham Parish Council parks and open spaces, enabling a wide range of sporting, recreational, cultural, social and educational opportunities which enhance quality of life and support the priorities of the Parish Council. This policy also applies to events staged on car parks owned by the Parish 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 Dullingham locally and, where appropriate, more widely.
- 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

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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, regional or national importance or significance that support the aims and objectives of the Events Policy, promote Dullingham to a wider audience and encourage visitors to the area.
- 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.
- b) The Parish Council will give priority to those events that have a record of being well promoted and managed, offering a safe and high-quality visitor experience.
- c) The Parish Council will aim to achieve a well-balanced programme of events across the parks and open spaces and minimise disruption to regular users.
- d) The Parish Council will, where resources permit, support community and volunteer-led activities at sites managed by the Parish Council and at other appropriate venues which engage local communities, encourage participation, provide environmental education and support local tourism and 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;

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- 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 Parish Council.

6. Prohibited Events: the Parish 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 Parish Council.
- d) Any event the Parish Council believes may be of questionable public morality.
- e) The Parish Council will have discretion and the ultimate decision in determining whether a proposed event falls within the programme exclusions.
- f) Balloon and Chinese lantern releases are not permitted for environmental reasons.

7. Charges: The following conditions will apply in respect of charges levied for events staged in Dullingham Parish Council parks and open spaces:

- a. Hire fees and service charges will be levied for the use of parks and open spaces and these fees will be reviewed and approved annually by the Parish Council. Fees for the hire of parks and open spaces and charges for the use of materials and equipment supplied by the Parish Council during the event will be published.
- b. Registered charities may be offered the hire of parks and open spaces for raising money for local and national charities at no charge following the approval of the Parish Council. Charges will be made for the use of materials and equipment supplied by the Parish Council during the event.
- c. Non-profit making and local community groups which are not registered charities will be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities following the approval of the Parish Council. Charges will, however, be made for the use of materials and equipment supplied by the Parish Council during the event.
- d. Town and Parish Councils may be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities but they will be required to pay the approved hiring fee for events not staged for such purposes. Charges will be made for the use of materials and equipment supplied by the Parish Council during the event.
- e. Income derived from event hire fees will be reinvested into the provision, development and maintenance of Dullingham Parish Council parks and open spaces.

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8. Environmental Protection: The parks and open spaces within Dullingham Parish are a valuable environmental resource; therefore, the following actions will be taken by the Parish Council to protect them:

- a) The Parish 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 Parish 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 Parish Council will secure a ground deposit from the organiser in advance for refuse removal and/or reinstatement and repairs following events.
- d) The Parish Council does not allow the release of balloons or Chinese lanterns on any sites due to the environmental impact caused by such activity.
- e) In the case of severe weather creating very wet ground conditions, the Parish 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 and may include the close supervision of vehicle movements to minimise damage. The cost of repair and reinstatement by the Parish Council's approved contractors will be charged to the event organiser. If it is necessary to cancel an event due to severe weather, the Parish Council will not be liable for any costs. The decision to cancel an event due to severe weather will be taken by the Parish Council, whose decision will be final.
- f) In the case of severe winds creating dangerous conditions associated with trees on site, the Parish 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.

9. 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-pc.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

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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.

10. 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 Parish Council's written permission. This permission will be granted at the discretion of the Parish 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 and 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, such as New Year's Eve and Guy Fawkes Night, 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 Parish 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.

11. 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 biannual events will be required to carry out post-event reviews to learn from their experiences, seek to improve the event provided and reduce the impact on local residents. The Parish Council may require a clear action plan setting out the lessons learned and the improvements to be incorporated in

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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.

12. Licensing: The following conditions will apply regarding the licensing of events staged on Parish 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.

13. 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.

14. Health and Safety: Event organisers shall be required to provide evidence, where required by the Parish 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 relevant Events Safety Advisory Group. This group is composed of representatives from 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.

15. Safeguarding Children and Adults: Event organisers shall meet the following safeguarding requirements:

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- a) Event organisers, their employees and contractors will be required to comply with the Parish 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.

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Appendix 1: Fees and Charges for Events Staged in Dullingham Open Spaces:

1. This schedule of fees and charges has been kept simple to avoid complexity and to be readily transparent. The purpose of the proposed fees and charges is not to be profit-making at the expense of deterring charitable and community events, but to ensure the Parish Council recovers reasonable costs in staging the annual events programme and for reinvestment in parks and open spaces.

Table of Charges – Daily Rates Types of Event National Charitable Organisations
District Voluntary Groups & Organisations

Commercial Events

Environmental Events (that are not commercial in nature)

Sites Daily Charge (£) Daily Charge (£) Daily Charge (£)

Daily Charge (£)

Notes: a) The charges represent the maximum charge that will be levied and discounting can be negotiated, but this will require the endorsement of the Parish Council. Priority for discounts will be given to local businesses staging events. b) Non-profit making and local community groups which are not registered charities will be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities following the approval of the Parish Council.

c) Weekly and monthly events will be subject to licence agreements and negotiated outside the above structure of fees and charges. d) Fees and charges for use of Parish Council vehicles, plant and equipment will be subject to a separate quotation provided by the Parish Council. Such charges will only be waived for charitable events following the endorsement of the Parish Council. e) All waste collection and disposal services for events will be chargeable services and will be subject to a separate quotation provided by the Parish Council. Such charges will only be waived for charitable events following the endorsement of the Parish Council. f) Events staged by Town and Parish Councils are classified as local community events.

2. Consistent with the environmental protection requirements included in the policy, it is proposed to charge a refundable ground deposit for events staged on Parish Council land. This will only be retained if the Parish Council has to meet costs for refuse removal and/or reinstatement and repair works after an event. The proposed schedule of deposits is detailed overleaf:

Appendix 2: Policy Guidance Note 1 – Conditions for Applicants

1.1 The applicant is liable for and should insure the Parish Council against any expense or liability resulting from any claim or other proceedings arising from any injury, loss or damage to any property or to any person. Such insurance shall be effected with an insurer, in terms approved by the Parish Council, whose approval shall not be unreasonably withheld, and for at least £5,000,000 (five million pounds). The applicant shall not be liable for any act of neglect by the Parish Council or by any person for whom the Parish Council is responsible.

1.2 The applicant shall provide Dullingham Parish Council with a minimum deposit (see Appendix 1) or equal to the total hire charge for the event, as appropriate. With very short and very long events, this deposit will be negotiable. The deposit may be retained if subsequent clauses are breached.

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1.3 The applicant is responsible for the collection and disposal of any litter arising from the event. The open space must be left in a clean condition. Any clean-up costs incurred by the Parish Council will be deducted from the ground deposit.

1.4 Any additional costs incurred by the applicant in particular repairing damage to the Open Space will be met by a deduction from the ground deposit.

1.5 The applicant will be charged extra for any event specifically requiring the presence of Parish Council staff. Where the Parish Council requires its own staff to be on site during the event, the cost will be met by the applicant.

1.6 The applicant will be responsible for obtaining all necessary licences and consents, and for complying fully with all legal requirements when on site. This also includes notification of the Performing Rights Society if music is to be played at the event.

1.7 No fittings, street furniture or plantings will be removed or otherwise altered to accommodate the event without prior authorisation from the Parish Council.

1.8 Any equipment and supplies used for reinstatement works after the event must be approved in advance by the Parish Council.

1.9 The Parish Council takes no responsibility for the loss or damage to any item brought into an event site. All items brought in must be removed immediately following the event.

1.10 Any organisation failing to comply with the above will be charged for the removal of such items and may not be permitted to hire any open space venue managed by the Parish Council for a period of up to three years. The event organiser will be held financially responsible for any damage to the event site.

1.11 Event organisers may receive, at the discretion of the Parish Council, a maximum of two free days to erect and dismantle the structures necessary to carry out the event. Any event requiring more than two days to erect and dismantle the necessary equipment will be charged the full daily rate for the additional time required. The setting up and dismantling of events may not take place outside the opening hours of the open space.

1.12 Event organisers are reminded that the Parish Council's website may include publications that can help in the planning and organising of an event.

Appendix 3: Policy Guidance Note 2: Conditions for Licensing Arrangements

1.1 The Parish Council is responsible for the hire of the site. If public entertainment is to be provided as part of the event, e.g. music, dancing etc., then a licence may be required from East Cambridgeshire District Council. This is an entirely separate procedure to hiring the site and a licence cannot be granted automatically.

1.2 If a licence is not approved or applied for, then the event cannot take place, and all fees paid to the Parish Council will be forfeited. The Licensing Team at East Cambridgeshire District Council will be able to advise applicants and supply the necessary application forms.

1.3 It is important that you notify the Parish Council and the relevant licensing body three months in advance. Usually, an application will need to be submitted three months before the event date to enable the full process to be completed. There is a fee to be paid, but in certain cases this can be reduced or waived for certain types of events.

1.4 If you are intending to erect any substantial structures, such as tents, staging or hoardings, on the site, then you may also need a separate building consent. East

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Cambridgeshire District Council's Building Control Service will deal with this. Again, they will need to be given notice. We recommend that you consult with the Licensing Service and Building Control Service about their requirements as soon as you start planning your event.

Appendix 4: Policy Guidance Note 3 – Conditions for Safety & Security

1.1 The safety and security of event visitors, organisers and other members of the public must not be compromised by any event.

1.2 There must be a nominated event controller and a nominated substitute in case of incapacity, from all event organising bodies. The same person would be the licence holder if applicable.

1.3 The identified event controller and nominated substitute must be present continuously throughout the preparation, execution and dismantling of the event.

1.4 Event organisers will need to designate an event control centre, where the event controller can be located and where liaison with Parish Council staff can take place.

1.5 Where attendance is expected to be over 500 persons at any one time, the event controller must notify all Emergency Services and satisfy the Parish Council they have done so.

1.6 An assessment of first-aid requirements will be made. Normally this would be one qualified first aider per 100 attendees at special events such as fairs, circuses and sports. They must be easily identifiable and present on site throughout the event. A current First Aid at Work Certificate or similar qualification must be held by each of the first aiders.

1.7 Adequate first-aid supplies must be available and open to scrutiny by Parish Council staff.

1.8 All event organisers, through the event controller, will be asked to produce a risk assessment for their event. Risk assessments must address build-up, the event and break-down. Event organisers must produce contractors' risk assessments for examination when required by Parish Council staff. The risk assessment must adequately assess the potential for violence and abuse to take place and outline courses of action, particularly where alcohol is consumed. Risk assessments may be evaluated by Parish Council staff.

1.9 Sufficient event stewards, as determined by the Parish Council, shall be provided. Stewards will be instructed in their duties as crowd controllers and in their specific roles in accident and emergency incidents. The Parish Council has a specific requirement that all inflatable structures, including bouncy castles, have a permanent stewarding presence when in use. If an event requires specific security staffing, these staff must be Security Industry Authority trained.

1.10 Event organisers and participants must comply with all instructions from Parish Council staff regarding safety and security. Parish Council staff are authorised to refuse entry to, or expel, individuals who compromise health and safety standards and to close down events that violate public safety or security.

1.11 The event organiser is responsible for the public indemnity of all event visitors and all other members of the public who enter the designated site during the event. The event organiser will be required to obtain public and employers' liability insurance for the event site to the minimum value of £5,000,000.

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Formal Approval of this Events and Open Spaces Policy

Approved by:

Dullingham Parish Council

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