



# Event Booking PROTOCOL

Helping you run your event



**St Albans**  
City & District Council

[www.stalbans.gov.uk/eventbooking](http://www.stalbans.gov.uk/eventbooking)



# Event Management Protocol

## 1 SUMMARY

The aim of the Event Management Protocol is to improve joint working between Event Organisers, St Albans City & District Council and its contractors, and the Safety Advisory Group, so that all parties can efficiently deliver safe, high quality events to the local communities.

## 2 WHY HAS THIS PROTOCOL BEEN WRITTEN?

St Albans City & District Council welcomes a variety of events and encourages Event Organisers to host their events, which meet the Vision and Commitments of the **Corporate Plan**. The Corporate Plan can be seen at [www.stalbans.gov.uk/corporateplan](http://www.stalbans.gov.uk/corporateplan)

This protocol will ensure that the Council and Event Organisers:

- ensure that all events taking place on Council land adhere to **relevant legislation and byelaws** that may be in place in specific sites;
- protect the environment and landscape of Council Land;
- do not cause offence or discriminate against any group or individual;
- adhere to relevant legislation affecting the health and safety of Events that take place within a public space or invite members of the public to participate; and
- consider the
  - enjoyment, safety and quality of life of residents and visitors,
  - impact on the physical and social environment of the area,
  - financial implications of holding special events,
  - resources available to the Council to manage Events, given its myriad other responsibilities.



The objectives of this protocol are:

- To ensure that the Council, or its contractors, fully meets its obligations in terms of relevant legislation;
- To ensure that inconvenience to the local community is minimised;
- To ensure that adequate revenue is returned to Council, or its contractors, to cover the cost of managing the event and (where appropriate) for the reinstatement and enhancement of event venues and sites; and
- To encourage waste reduction and maximise recycling opportunities.

This protocol will also take into consideration the following points:

- **Physical capacity** – how many people/cars can fit in a given area?
- **Ecological capacity** – how much use can the local environment withstand before unacceptable and possibly irreversible damage occurs?
- **Social capacity** – how many people can use an area before most people experience a feeling of excessive over-crowding and its character is altered?

### 3 WHO IS THE EVENT PROTOCOL FOR?

The purpose of this Event Booking Protocol is to provide guidance and reference for all Council staff and contractors that deal with the booking of Council Land for special events, as well as to assist external Event Organisers who wish to hold events on Council Land.

As a general rule, any person or group proposing a gathering or event should approach the Council to determine whether permission is required.

The Event Booking Protocol requires permission, if the Event has one or more of

the following features:

- the event will take place on or pass through Council Land
- the event will exclude others from an area
- the event is likely to affect the use or enjoyment of an area by others
- the event will involve activities of a specialist nature
- the event will be corporate or privately run
- the event falls outside the scope of Normal Enjoyment

The Safety Advisory Group (SAG) is the first point of contact for organisers of events that will be open to the public. Notifying SAG of the forthcoming event should be done as the first stage of planning an event. If your event is held on Council Land you **MUST** liaise with SAG. If your event is held in the City and District of St Albans, but not on Council Land, it is advisable, but not compulsory, for you to liaise with SAG.

## 4 DEFINITIONS

**Council Land** includes any of the District's parks and green spaces owned or managed by St Albans City and District Council. See the separate **Parks and Green Spaces Audit** document to clarify land management in the District

**Event** is an organised gathering on recreational land within the boundary of the City and District of St Albans, organised by public agencies, businesses, schools and special interest or community groups, that does not come under the category of **Normal Enjoyment**.



The single major factor determining permission is the scale of the event, which for this protocol includes:

<b>Small Event:</b>	<b>Under 100 people</b>
<b>Medium Event:</b>	<b>Under 500 people</b>
<b>Large Event:</b>	<b>Under 1,000 people</b>
<b>Major Event:</b>	<b>Over 1,000 people</b>

**Normal Enjoyment** of Council Land meets the following criteria:

- does not include electricity, gazebos or sound systems
- guests will usually be known to one another
- no publicity will be distributed about the gathering
- food will be provided by guests for their own enjoyment and will not include external caterers or items being sold to the public in any form
- Council Land will not be fenced off, outlined or demarcated in any way either before or during its use.

The Council supports and delivers a number of Community Events that take priority over all others when booking Council Land. Details of the Council's **Three Year Events plan** can be seen at [www.stalbans.gov.uk/events](http://www.stalbans.gov.uk/events)



## 5 PRE-ENQUIRY INFORMATION

The flow chart at **Appendix A – Event Booking Processes** outlines the basic route to planning an Event on Council Land. Event Organisers should use the flow charts to find out who to contact to enquire about event proposals. Event Organisers will complete an Event Notification Form outlining preferred date, capacity, location and a brief description of the event.

**All events which take place on Council Land require notification and compliance with SAG.**

At least 10 months' notice will be expected for:

- Major Events (in excess of 1,000 participants)
- High profile events

A minimum of six months' notice will be required for other Events (see page 7). Less than two months' notice will result in permission not being granted except in exceptional circumstances.





## 6 KEY CONSIDERATIONS

Following the assessment of your application we will advise you of any activities or attractions relating to your event which require further action.

This may include considerations around:

- Food Safety
- Noise Pollution
- Highways approvals and permission
- Compliance with the Council's Safety Advisory Group (SAG) process (see page 3)

The Council, or its contractor, take a number of factors into account when considering the merit of, and management response to, Events. Such factors need to be addressed in detail by Event Organisers making an application to hold an event on Council Land.

- Has the Event Organiser completed an Event Notification Form?
- Is the proposed Event licensable and will the conditions be met?
- Has the Event Organiser been in contact with SAG?

- Adherence to The Purple Guide ([www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)) etc.
- Have all the Council policies and conditions been met by the hirer?
- Has the Event Organiser produced and submitted a robust Event Management Plan (EMP), Risk Assessment, Fire Risk Assessment and Event Safety Plan?
- Has the Event Organiser adhered to the Council's timelines in submitting the above documentation?

Once the protocol policies, objectives and key considerations have been met, then the Council, or its contractor, will issue a Conditions of Hire agreement to the Event Organiser to be signed and returned.

Where two or more applicants request the same date and venue, permission is given as follows:

- 1) Any special events included within the Council's Event Calendar
- 2) Date of application

If capacity has been reached, no further permission will be granted.



## 7

## THE COUNCIL'S POLICIES FOR EVENTS

The Council, or its contractor, will ensure that the following policies are taken into account when assessing all events that require Council approval in the context of this Protocol.

<b>Diarising of events</b>	Approval for special events is only granted on a year-by-year basis
	There should be a minimum two-week period between Major Events being held at the same venue, and no more than 10 Major Events should be held at any one venue in any 12 month period.
	No more than one Major Event should take place on the same day in a single Park or green space (unless by prior planning).
	Any proposed or approved Major Events, which follow these protocols timescales, will have precedence over any sports bookings taken by John O'Conner (Grounds Maintenance Contractor) who are the booking agents. John O'Conner will have to rearrange the sports bookings.
	All Council decisions in connection with Events being held on Council Land or in its facilities are final.
<b>Corporate Events</b>	Applications for corporate events, which are not open to the public will be approved on an individual basis and subject to individually negotiated fees and charges. The Council reserves the right to not approve any private events without justification.
<b>Refusal</b>	In the event that an application to hold an event is submitted by a person or group who has previously failed to abide by the conditions of approval granted by the Council, then such an application will be rejected unless adequate reason can be shown as to why the event should be approved.
<b>Insurance</b>	It is essential that all event organisers arrange insurance cover to indemnify them against civil litigation. This is referred to as public liability insurance and details can be obtained from any reputable insurance company. In the case of Major Event, the minimum level of cover is £10million, and £5million in the case of other events. The original policy statement issued by the insurer, a certificate of currency, or a certified copy, must be provided to the Council/contractor not less than 14 days prior to the event taking place.
<b>Equal Opportunities</b>	The Council is committed to equalities and all Event Organisers must provide reasonable appropriate and accessible services and facilities to all sections of the community without prejudice or bias. Also, the Event Organiser will ensure that all staff/volunteers that come into contact with children and vulnerable adults follow good practice guidelines and recommendations.

*Exceptions to the above may be granted by the Council in consultation with the Head of Community Services.*



## 8 THE COUNCIL'S TIMELINES AND REQUIREMENTS

The Council and its contractors require early notification of Events to ensure that there are no clashes with other Major Events throughout the year.

We have put together some basic timeframes to help ensure you have allowed appropriate time for the planning of your event. These will help you meet the necessary timeframes for licence, permit applications and notification processes and will enable us to support you with your event application. We advise at least the following notice periods depending on the size and nature of your event:

Event Size	Attendance at event	Minimum notice of event
Small	Under 100	6 months
Medium	Under 500	6 months
Large	Under 1,000	6 months
Major	Over 1,000	10 months

We recommend that you contact us as early as possible in your planning process, preferably as soon as you have an idea about your event. The Council runs and supports a number of Major Events throughout the year and applications are dealt with on a first come first serve basis.

Once initial approval has been granted, the Event Organiser will be expected to provide a full Event Management Plan including supporting documents. Please see **Appendix B – Standard Requirements For Events** for further details and requirements. Applications for Events that are not consistent with the stated objectives in this Protocol will not be approved. The Council reserves the right to apply additional conditions to the approval of particular special events.



## 9 FEES AND CHARGES

The fees and charges outlined in **Appendix C – Event Management Hirer Fees** apply to Events for which Council approval is required in the context of this Protocol.

Additional fees may be levied dependant on the Event and the amount of Officer time involved in planning.

### 9.1 Deposits

**Flyposting is the practice of putting up advertising materials in places where they are not legally permitted.**

This includes posters, banners, handing out of flyers, A-Boards and other advertising material used to promote the event. Even if permission has been granted for an Event, it is not permitted to display advertisement material without consultation with the Planning Department of the relevant authority. The display of advertisements otherwise than in accordance with the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (or any regulations revoking and re-enacting those regulations with or without modification), is an offence liable for prosecution in a magistrates' court. See <https://www.gov.uk/government/publications/outdoor-advertisements-and-signs-a-guide-for-advertisers> for further information.

Event Organisers are required to provide cheques for flyposting, damage and noise deposits after the approval for the Event has been granted in the minimum amounts, as shown in Appendix C.

Before any event takes place, site meetings will be held if required with the Council, its contractors and the Event Organiser to agree the site condition.

**A Flyposting deposit** will be retained if a hirer disregards the signed declaration and/or their publicity material is found displayed in unauthorised locations around the district. This will be charged at a rate of £25.00 per item of material removed. Such instances may also be reported to the relevant Council department for investigating breaches of the advertisement regulations.

**A Reinstatement (Damage/Litter) deposit** will be retained if the event area(s) or any associated area(s) have been damaged by the hirer's activities and are in need of reinstating or clearing of debris/litter. The Event Organiser will be liable for any extra reinstatement costs above any Event deposits which they have supplied, such costs to be calculated by the Council's contractors.

**A Noise deposit** will be retained if the hirer disregards their responsibilities on controlling noise and the Environmental Health Officers receive nuisance complaints during the event, set up and take down periods and the night hours between 10.30pm and 8.00am. There will be a charge of £50.00 per nuisance complaint that is upheld as reasonable, received by the Environmental Health Officers or the Council.

## **9.2 Other Matters**

### **9.2.1 Payment of fees and deposits**

Upon booking, the fee will be payable along with three deposit cheques. The deposit cheques will only be cashed in the event of contravention as detailed above. Event

Organisers will be notified of any challenges to the returning of the deposits within 72 hours of the completion of the Event.

If the required fees and deposits have not been received in full at least 21 days prior to the date of the proposed Event, then the Council's, or its contractors', approval shall automatically terminate.

### **9.2.2 Conflict with other Council fee structures**

Where there is some overlap between the provisions of this protocol and charges levied under other Council policies, if an Event is specifically exempt from payment of the Event Management Fee, then any other applicable fees shall apply.

Should the Event Organisers need an additional Licence, this would constitute a further charge in excess of and separate from the Event Management Fee, in accordance with the relevant protocol, eg Temporary Event Notices (TEN) etc.

### **9.2.3 Refund of fees and deposits**

Where the event, for which approval has been obtained, is cancelled more than 21 days prior to the scheduled date of that event, then fees and deposits will be repaid in full. Charges for any on site meetings that have taken place or administration that has been undertaken will still apply, at a minimum of £50.

Where the event, for which approval has been obtained, is cancelled less than 21 days prior to the scheduled date of that event, then a refund of up to 50% of the Special Event Management Fee may be provided at the discretion of the Council, or its contractors. The deposit(s) will be returned in full.

Where the event proceeds, the deposit cheques will be returned (with deductions where appropriate) within 60 days of the holding of the event unless there are mitigating circumstances or other charges are unpaid.



## 10 ROLES AND RESPONSIBILITIES OF THE COUNCIL

The Council has the responsibility for approving any Events according to this Protocol. Officers will liaise directly with all necessary parties to ensure that Events occurring on Council Land are feasible, viable and safe. The role of the Council is to:

- Assess the Event Notification Form;
- Inform SAG and pass on paperwork from the Event Organiser where necessary;
- Assess the Event Management Plan, Risk Assessment, Fire Risk Assessment and Event Safety Plans produced by Event Organisers;
- Assess the overall management and impact of events taking place within the District and identify improvements for the future;
- Assess applications and make recommendations as appropriate;
- Maintain an event diary to include all Events for internal use only;
- Approve any waiver or variation of fees and determine the interpretation of fee categories, subject to prior consultation with the Head of Community Services;

- Liaise as required with neighbouring local authorities on the financial and other impact of events, which extend beyond the boundaries of the Council;
- Approve or reject any proposed event(s) in line with this protocol. All Council decisions are final;
- Ensure an Officer or contractor undertake a site visit during set up and de-rig as deemed appropriate to ensure all conditions are being adhered to, for events categorised as Large and Major or otherwise as required;
- Ensure an Officer attends all meetings related to the Event that are relevant; and
- Draft and arrange for the mutual signing of the Conditions of Hire agreement by the Event Organiser and the Council or its contractor.

*See Appendix A for further event booking processing flowcharts including suggested timelines along with further information on the SAG processes.*

## 11 PROTOCOL REVIEW

The Protocol is subject to review every 3 years and modified as necessary in light of changing circumstances.

## 12 COUNCIL OUT OF HOURS SERVICE

Event Organisers who wish to contact the Council out of hours please call **01727 811155**.

Event Organisers will be given a relevant Officer's contact details during the event taking place to contact if necessary.

Members of the public will be given the out of hours number in the case of concerns or complaints.



# APPENDIX A – EVENT BOOKING PROCESSES



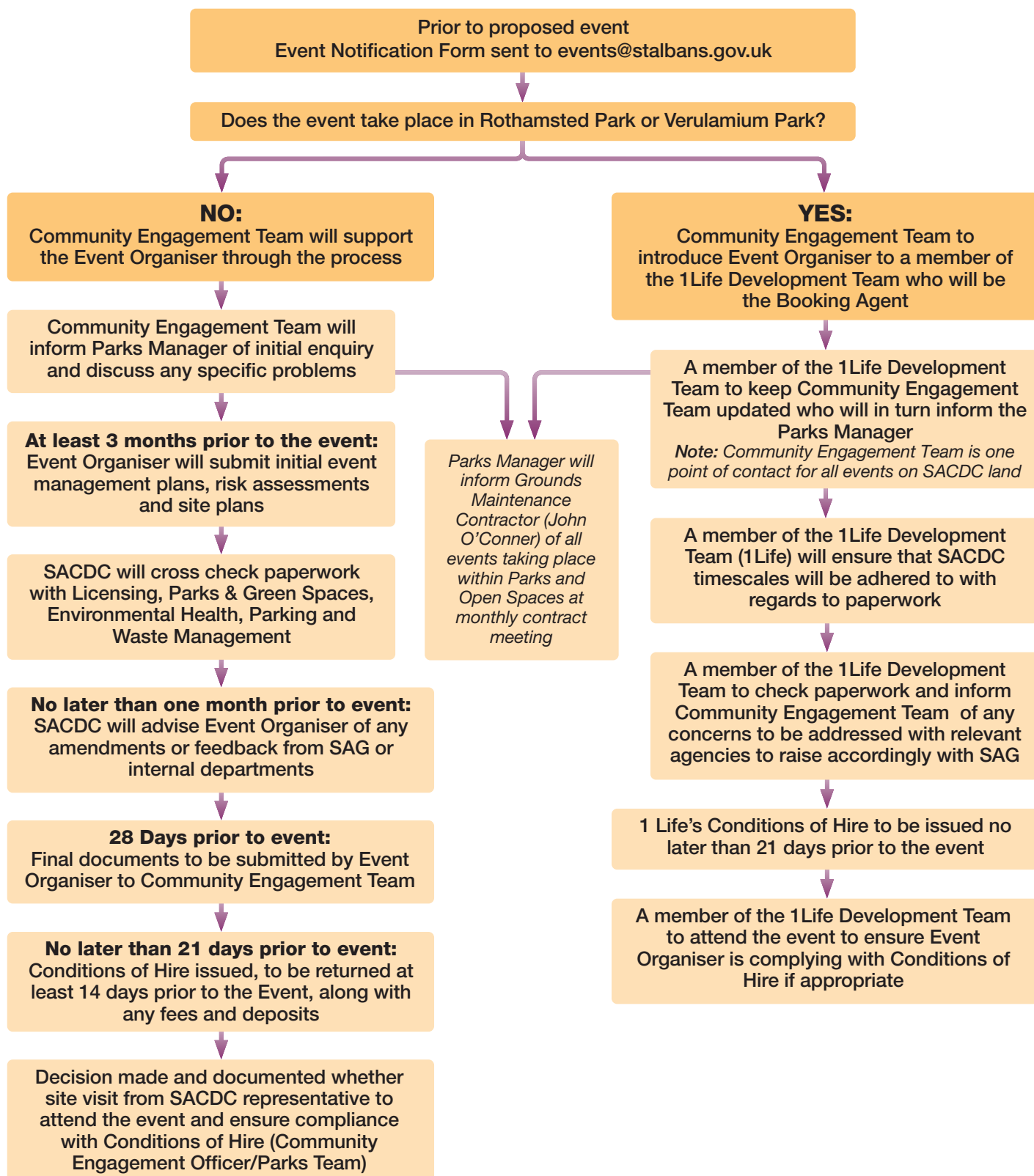






# APPENDIX A – EVENT BOOKING PROCESSES (CONT.)

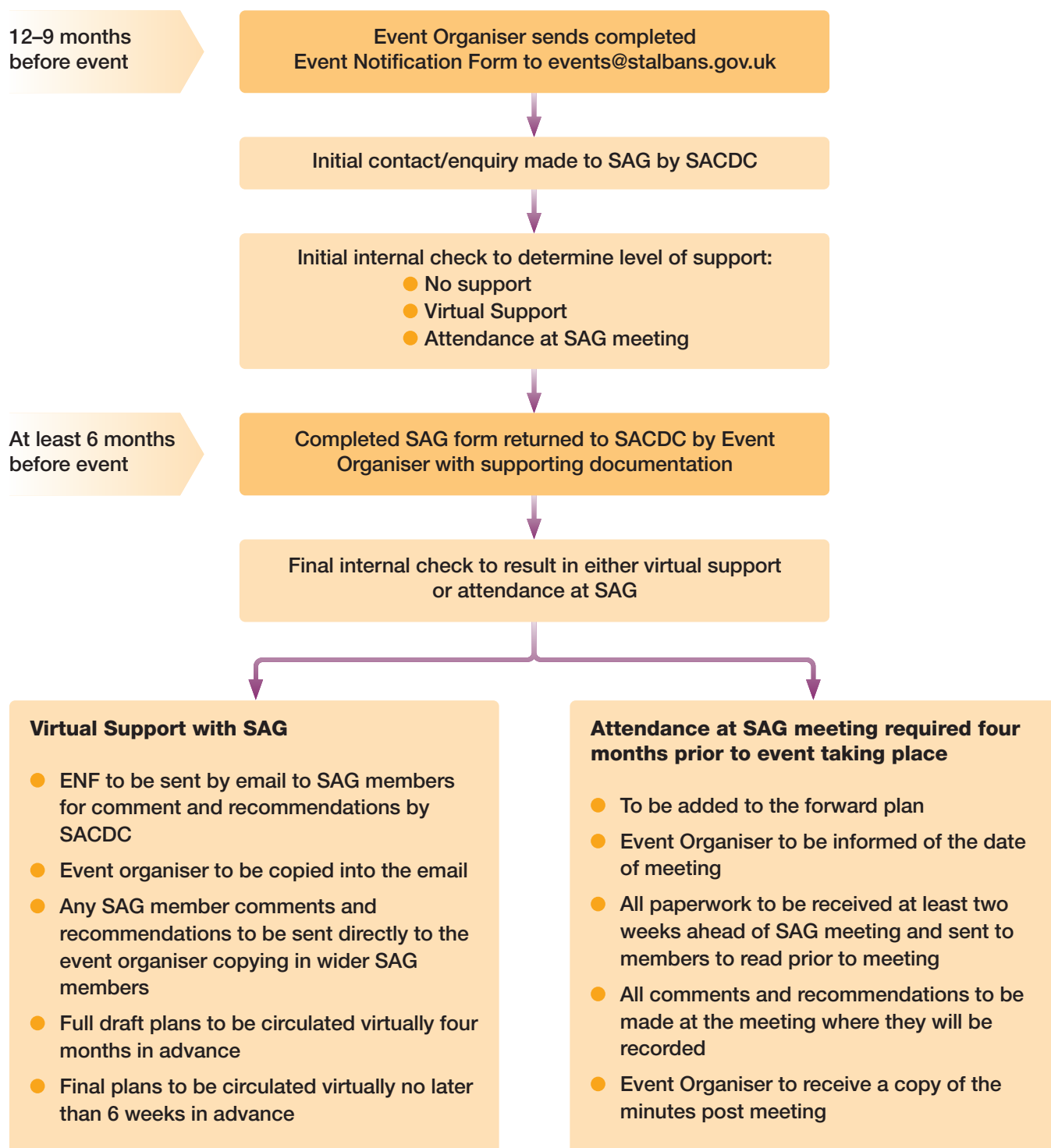
## Event on Council Land Process





# APPENDIX A – EVENT BOOKING PROCESSES (CONT.)

## St Albans Safety Advisory Group (SAG) Event Notification Form (ENF) and Advisory Group Process



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS

<b>Timeline</b>	<p>Reservation of Council Land for an event on a particular date cannot be confirmed until such time as a signed contract has been returned to the Council. <i>(See below for additional conditions specifically for Verulamium Park)</i></p> <p>Applications for events on Council Land will only be considered if submitted on the appropriate Event Notification Form to the Council with appropriate notice.</p>
<b>Site Visits</b>	<p>Event Organisers must attend an onsite planning meeting with the Council, or its contractors, to walk through the site and ensure all plans are discussed in full, if deemed necessary by the Council.</p>
<b>Event Management Plan (EMP)</b>	<p>The Event Organiser's EMP will include the following:</p> <ul style="list-style-type: none"> <li>● Event Manager / Organiser / Hirer / Licence Holder</li> <li>● Health and Safety / Event Safety Officer</li> <li>● Event Activity/Programme/Acts</li> <li>● Site Plan</li> <li>● Operating times</li> <li>● Security, Stewarding</li> <li>● Medical/First Aid/Accident/incident process</li> <li>● On/off site traffic management</li> <li>● Car Park arrangements, including the provision of parking marshals at hotspots surrounding the event area and what arrangements will be made for late arrivals. <i>(See Appendix E – Guidance For Event Marshalls for guidance on providing marshalls with events taking place in Verulamium Park)</i></li> <li>● Noise</li> <li>● Food safety and food journeys</li> <li>● Communications with residents within the vicinity and the wider public</li> <li>● Method of admission</li> <li>● Audience and Crowd Management</li> <li>● Lost/Missing Children Process</li> <li>● Lost/found property</li> <li>● Sanitation / Welfare</li> <li>● Waste management</li> <li>● Electricity supply, Lighting</li> <li>● Temporary Structures/tents/barriers</li> <li>● Public information</li> <li>● Emergency liaison</li> <li>● Event control</li> <li>● Severe Weather &amp; Cancellation of Event Arrangement</li> <li>● Set up arrangements</li> <li>● Clear up / De-rig</li> <li>● Reinstatement</li> <li>● Flyposting declaration form</li> </ul>



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Risk Assessments</b>	<p>A detailed Risk Assessment and Fire Risk Assessment must also be submitted with the Event Management Plan along with an Event Safety Plan.</p> <p>Large and Major Events will require further a Major Incident Plan and acknowledgement of crowd control requirements as well as an Assumption of Control document.</p>
<b>Deposits and Fees</b>	<p>The Council, or its contractors, will calculate what deposits and hirer fees are associated with any proposed Event and inform the hirer of such fees for agreement. The booking is not confirmed until the Council has received signed contract along with required fees and deposits.</p> <p><i>(See Appendix C for information on fees and charges)</i></p>
<b>Premise Licenses</b>	<p>(up to 4,999 people) – some Council Land is covered by a Premises Licence. The conditions of use and schedules of operation need to be adhered to by the hirer or contractor alike</p> <p>Verulamium Park – license held by 1Life</p> <p>Rothamsted Park – license held by 1Life</p> <p>Clarence Park – license held by the Council</p> <p><i>(See APPENDIX D – LICENSING UPDATE for more details on what is licensable or not)</i></p>
<b>Other Considerations</b>	
<b>Site Plan</b>	<p>A detailed site plan must be submitted with all proposed applications to the Council, or its contractors, as part of the events booking paperwork. This should detail where appropriate:</p> <ul style="list-style-type: none"> <li>● all areas that the Event Organiser would like to use as part of their application;</li> <li>● any fixed or temporary structures within the event site (marquees, catering vans, staging etc); and</li> <li>● emergency exits, parking facilities.</li> </ul> <p>A site visit may be undertaken with the Event Organiser to determine whether any specific safety risks with the event site and for grounds maintenance to be arranged to make safe prior to the event. For example, a running route which may be affected by rabbit holes, overhanging branches or overgrown areas.</p>



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Fires</b>	No fireworks or camping are allowed on Council Land unless part of an authorised Event approved by the Council. Barbeques are not permitted on Council Land unless at a specified Barbeque Area.
<b>Fireworks Displays</b>	Firework displays must adhere to <b>HSE Working together on firework displays – A guide to safety for firework display organisers and operators</b> . Please see the website link: <a href="http://www.hse.gov.uk/explosives/fireworks/index.htm">http://www.hse.gov.uk/explosives/fireworks/index.htm</a> A risk assessment is needed from the company supplying and firing the fireworks.
<b>Animals</b>	The Council's Animal Welfare Policies in connection with events were revised during 1988, as follows: <b>a)</b> Council Land is not let for use by circuses or similar entertainment exhibiting wild animals. <b>b)</b> Live creatures may not be given as prizes at any function held on Council Land. <i>NB. If domestic animals are involved (i.e. pet dogs), the premises should be inspected by the RSPCA. All paperwork relating to the transport of the animals should be available for inspection.</i>
<b>Sale of goods</b>	The Council feel very strongly about the use of real fur in retail and believe that the breeding of animals for their fur cannot be justified. Leather and sheepskin products sold must use skins which are a bi-product of the food industry only.
<b>Noise</b>	When the Environmental Health Department is of the opinion that a Noise consultant is required, the following applies: Any noise emanating from, or in association with, the site shall not cause a nuisance to residents inside their properties nearby. Environmental Health Officers (EHO's) set <b>guidance levels for events as follows:</b> - <b>a)</b> A responsible person should be appointed as the 'noise control person' and assigned the responsibility of dealing with any noise complaints. The appointed person must be present throughout the duration of the event. Any noise complaints received shall be reported to the Environmental Health department the following working day. <b>b)</b> A minimum of 2 qualified Noise consultants (one person to be at the mixing desk and another to monitor the noise) should be appointed to (i) undertake pre-event planning and (ii) monitor/control noise levels throughout the duration of the event. <b>c)</b> A complaints telephone hotline shall be operated throughout the duration of the event. The number shall be manned at all times by an appointed 'hotline person'. The hotline number should be adequately advertised prior to the event, and included within an information leaflet detailing the events start and finishing times, and sent to local residents 2 weeks prior to the event.



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Noise (cont.)</b>	<p>d) The following noise levels will be complied with Music Noise Level (MNL) should not exceed the background noise level by more than 15dB(A) when measured over any 15 minute period during both the sound checks, and the event, at 1 metre from the structure of any noise sensitive premises. The Noise Level, at 1metre from the structure of any noise sensitive premises, should not exceed 71dB in either of the 63Hz or 125Hz octave band frequencies. The maximum peak Sound Pressure Level in audience areas shall not exceed 140dB(A). The Event Equivalent Continuous Sound Level (Event Leq) in audience areas shall not exceed 107 dB(A).</p> <p>e) Members of the audience shall not be allowed within 3 metres of any speakers.</p> <p>f) During the build up and break down of the event site, any activities that might cause noise to be audible to residents outside the park will be limited to specific hours dependant on the Premises Licence.</p> <p>g) Any generators, refrigerators or other machines running overnight including those used for domestic purposes will be silenced, screened or sited so as not to be audible to residents outside the park.</p> <p>h) The EHO call out number is 01727 811155 and manned from Fridays 8pm-1am, Saturday 8pm-2am &amp; Sunday 8pm-Midnight  <i>This guidance is subject to revision of the Environmental Health Officers in the light of any complaints received prior to the event.</i></p>
<b>Footpaths</b>	<p>Any proposed footpath closures need to be communicated as soon as possible to the Council. Where a Public Right of Way is proposed to be closed during an event, Hertfordshire County Council must be informed and permission may be required.</p>
<b>Signage &amp; Flyposting</b>	<p>Prior to or during the course of events, no signs or other objects are to be attached to trees, street/park furniture or public utilities, without the written approval of the Council. All advertisements must be displayed in accordance with the advertisement regulations. No signs shall be displayed earlier than 7 days before the first day on which the event is due to take place.</p> <p>All informational &amp; directional signage must be removed within 24 hours of the event ending. If signage is still up after this period the Council will treat it as Flyposting and retain any Flyposting deposits accordingly.  <i>(See Appendix C for more details on charges)</i></p> <p>The Council manages banner sites within the city of St Albans. These sites can be used to promote public events taking place. Email <a href="mailto:banners@stalbans.gov.uk">banners@stalbans.gov.uk</a> for details. For areas outside of the city of St Albans, Town and Parish Councils must be contacted.</p>
<b>Promotion</b>	<p>The hirer may use the Council's website (<a href="http://www.enjoystalbans.com">www.enjoystalbans.com</a>) to promote the event. Contact <a href="mailto:tic@stalbans.gov.uk">tic@stalbans.gov.uk</a> to arrange.</p>

## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Event marketing material</b>	The Council must approve event publicity (any printed publicity and promotional material, including electronic material) relating to events on Council Land before being distributed by the Event Organisers.
<b>Start and finishing times</b>	Events will generally be allowed to operate during daylight hours only. All licensable events must end no later than 9.00pm, excluding Circuses and non-licensable events which must end no later than 10.00pm (and 9.30pm at Rothamsted Park). Exceptions will be made for events such as fireworks, subject to Council approval. It is expected that all Events will be finished and cleared from the hired areas by 10.30pm to minimise disturbance levels to local residents.
<b>Catering</b>	<p>All <b>food and beverage vendors</b> must comply with The Food Hygiene (England) Regulations 2006 and Regulation (EC) No 852/2004. All food vendors must be registered as a food business, with the appropriate local authority. Details of each food vendor must be provided to the Council or its contractor with:</p> <ul style="list-style-type: none"> <li>● proof of registration with their Local Authority</li> <li>● individual insurance</li> <li>● risk assessments and fire risk assessment</li> <li>● food hygiene training for all staff</li> <li>● a food hygiene rating of 3 or above if applicable</li> <li>● food journeys of all food to be served on the day (supplier, storage, preparation and serving for all food elements)</li> </ul>
	Food or beverages are not to be sold in polystyrene containers or glass bottles, and organisers should make every effort to minimise the generation of waste and litter.
	If an event has fewer than four food vendors a Street Trading License may be required. Food vendors must apply prior to the event direct to the Council's Licensing department. This should be done at least six weeks prior to an event. Telephone <b>01727 819406</b> or email <b>licensing@stalbans.gov.uk</b>
<b>Waste</b>	The Event Organiser must acknowledge <b>waste management and recycling needs</b> to include additional waste bins as required. The Event Organiser must remove all litter into an appropriate container e.g. a skip, prior to collection on the next working day after the event, at their own cost.
	Event Organisers are responsible for any damage that may occur to Council facilities or infrastructure or litter clearance during the course of an event.



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Electricity and equipment</b>	<p>No Event equipment will be allowed on to fine turf/sports areas, unless agreed by the Council in advance.</p> <p>All electrical equipment, including generators, shall be PAT tested, erected and derigged by a qualified contractor of good standing. Pedestrian barriers should be used to safeguard the public, as appropriate.</p> <p>Marquees, stages, inflatables and other temporary structures should be sourced from a reputable company and installed by a qualified contractor of good standing. The Event Organiser must provide proof of this along with supporting Risk Assessments and systems of work. Unless the Event Organisers erect a structure for more than 28 days the structure will remain exempt from the Building Regulations under Schedule 2 Part IV. In the eventuality that the structure does remain erected for more than 28 days separate application to Planning Officers will be required depending on the size / use of the proposed structure. (See PiPA for more information)</p>
<b>Performing Rights Society (PRS)</b>	<p>The Event Organiser must conform to any PRS issues that may arise during the Event.</p>
<b>Traffic and transport management</b>	<p>All Event Organisers must provide the Council or its contractor with a full traffic management plan including vehicle movements and parking provision. To minimise the impact of traffic at a Major Event, it is critical that the Event Organiser engages in a positive marketing campaign, promoting the use of public transport to the Event and nearby public car parks whilst emphasising that on-street parking is restricted. Event Organisers should be mindful of maintaining an unobstructed emergency red route at all times during an event.</p> <p>Event Organisers may not charge for parking on grass areas. The Event Organiser must manage parking (before, during and after the event) until the last vehicle has departed.</p> <p><i>(See Appendix E – Guidance For Event Marshalls for guidance on Parking Marshalls for events)</i></p>



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Traffic and transport management (cont.)</b>	<p>The Council has the sole responsibility to authorise the landing of helicopters: its contractors cannot do so. Designated landing pads are situated in the Front Meadow and Football Pitch 8 by the lake in Verulamium Park, Abbey View Athletics Track and by the pavilion in Rothamsted Park. Before a helicopter's landing can be granted permission, the following information needs to be approved: -</p> <ul style="list-style-type: none"> <li><b>a)</b> Name of helicopter company, contact name and number</li> <li><b>b)</b> Pilots name and Air Certificate Number.</li> <li><b>c)</b> Length of the flight and the cost.</li> <li><b>d)</b> Flight plan in detail with confirmation that the flight will be over open countryside avoiding residential and commercial properties.</li> <li><b>c)</b> Confirmation that the CAA and the local Police are aware of the event. Air Ambulances are exempt from these restrictions and will be granted immediate and necessary access in emergency situations.</li> </ul> <p>Closure of any public car park must be discussed with the Council's Parking Services Team on <b>01727 866100</b> or email <b><a href="mailto:parking@stalbans.gov.uk">parking@stalbans.gov.uk</a></b>. Charges may apply and are imposed by this department.</p>
<b>Drones</b>	<p>The Council has the sole responsibility to authorise the use of drones: its contractors cannot do so. The person controlling a small Unmanned Aircraft System is fully responsible for the safe operation of any flight. For more information please see CAA policy CAP 3939 Air Navigation: The Order and Regulations and contact <b><a href="mailto:Licensing@stalbans.gov.uk">Licensing@stalbans.gov.uk</a></b>.</p>
<b>Gates</b>	<p>The Council's Grounds Maintenance Contractor operates and maintains all access gates on Council Land. Access on to Council Land must be discussed with the Council and form part of the EMP.</p>
<b>Welfare provision</b>	<p>Public toilets can be arranged to be open later than the publicised closing time by arrangement with the Council. Please see the Purple Guide to assist with calculations.</p> <p>Due consideration should be given to temporary toilet facilities, if appropriate, such cost to be borne by the Event Organiser.</p> <p>Event Organisers should discuss if they wish to utilise changing rooms and sports facilities with the Council's Grounds Maintenance Contractor, who deal with sports pitch and facilities bookings on <b>01727 844638</b>.</p>
<b>Funfairs</b>	<p>All these type of events must adhere to the <b>HSE Funfair &amp; Amusement Guide</b> (HSG175) and will be granted permission at the discretion of the Council. Timescales and paperwork set out within this protocol must be adhered to.</p>



## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Funfairs (cont.)</b>	<p>THE AGREED FUN FAIR OPERATING TIMES, ARE AS FOLLOWS:</p> <table><tr><td><b>DAY</b></td><td><b>START TIMES</b></td><td><b>FINISH TIMES</b></td></tr><tr><td>Friday</td><td>6.00pm</td><td>10.00pm</td></tr><tr><td>Saturday</td><td>2.00pm</td><td>10.00pm</td></tr><tr><td>Sunday</td><td>2.00pm</td><td>9.30pm</td></tr><tr><td>Monday</td><td>12.30pm</td><td>10.00pm (Bank Holidays only)</td></tr></table> <p>Funfair to supply own water stand pipes and litter bins. Fun Fair operators must supply their own SIA stewards throughout the event times etc.</p>	<b>DAY</b>	<b>START TIMES</b>	<b>FINISH TIMES</b>	Friday	6.00pm	10.00pm	Saturday	2.00pm	10.00pm	Sunday	2.00pm	9.30pm	Monday	12.30pm	10.00pm (Bank Holidays only)
<b>DAY</b>	<b>START TIMES</b>	<b>FINISH TIMES</b>														
Friday	6.00pm	10.00pm														
Saturday	2.00pm	10.00pm														
Sunday	2.00pm	9.30pm														
Monday	12.30pm	10.00pm (Bank Holidays only)														
<b>Processions</b>	Processions must adhere to <b>Safety Guidance for Street Art, Carnival, Processions and Large Scale Performances</b> book (by ISAN, ISBN 0-9544892-1-7 printed 2004).															
<b>Cross Country Races</b>	Organised in line with UK Athletics guidance and the <b>Event Safety Guide</b> etc.															
<b>Verulamium Park specific</b>																
<b>Funfairs</b>	There will be only three large funfairs allowed in the meadow area of Verulamium Park, including that held during the November firework display.															
<b>Circuses</b>	The Council will only allow TWO circuses per year in Verulamium Park. There must be a gap of at last six weeks between any circus or funfair booking to comply with <b>Showmans’ Guild</b> agreements.															
<b>Heritage Consent</b>	Verulamium Park sits on Verulamium Roman City and is an English Heritage Scheduled Monument site. Without permission from English Heritage, any intervention into the surface of the ground is a criminal offence under the 1979 Ancient Monuments and Archaeological Areas Act. This means that nothing can be staked in to the ground in specific areas of Verulamium Park. As a general rule, the meadow area opposite the running track and Westminster Lodge is unscheduled and the areas around the lakes are Scheduled. An Event Organiser can approach English Heritage for their opinion as to whether formal Scheduled Monument Consent is required or not. As the owners of the site, the Council cannot give permission to do this in the Scheduled Area.															
<b>Protection of Wildlife</b>	The Lakes and River Ver are subject to the bird nesting periods. The Council must give approval before any Event can take place near this area.															
<b>Hot Air Ballooning</b>	<p>The Council has approved the launching of hot air balloons from Verulamium Park on no more than four occasions per year, to be reviewed on an annual basis.</p> <p>Approval will be subject to the following conditions:</p> <ul style="list-style-type: none"><li>● Application from a commercial operator licensed by the Civil Aviation Authority</li></ul>															

## APPENDIX B – STANDARD REQUIREMENTS FOR EVENTS (CONT.)

<b>Hot Air Ballooning (cont.)</b>	<ul style="list-style-type: none"> <li>● Launch times will be 1-2 hours after sunrise and approximately 2 hours before sunset, generally at weekends.</li> <li>● Operator will conduct all marketing of launches and each flight will be able to accommodate 5-8 people. All health and safety implications have been considered and address: <ul style="list-style-type: none"> <li>● a temporary enclosure will be formed to keep observers at a safe distance,</li> <li>● an optimum location away from trees and other obstacles will be chosen;</li> <li>● the fire brigade will be informed of the use of propane gas to fuel the burner;</li> <li>● the site will only be used if the wind speed and direction are satisfactory.</li> </ul> </li> <li>● Each flight requires a minimum of ten knots and no flight will be undertaken if it is likely to cause the balloon to encroach on controlled air space;</li> <li>● landing will not be at Verulamium Park, but at an unknown location;</li> <li>● hold a £10 million Public Liability insurance policy.</li> <li>● operators will be required to provide a copy of their current Air Operators Certificate etc.</li> </ul>
<b>Firework displays</b>	Firework displays are to be limited to three per year, which includes the annual firework display in November. Additional displays may be permitted at the discretion of the Council for one-off Events celebrating special anniversaries.
<b>Start and finishing times</b>	Events will generally be allowed to operate during daylight hours only. All licensable events must end no later than 10.00pm excluding Circuses and non-licensable events which must end no later than 10.00pm. Exemptions will be made for events such as fireworks, subject to Council approval. It is expected that all events will be finished and cleared from the hired areas by 10.30pm to minimise disturbance levels to local residents.
<b>Wildlife areas/ long grass meadows</b>	It is not permitted to use wildlife areas or long grass meadows as part of any event area. Events which might cause damage to the ground will not be permitted on the Front Meadow or water meadow in any month before the Half Marathon (2nd Sunday in June)
<b>Toddlers Splash Park</b>	This is managed by 1Life from the Abbey View Track. Telephone <b>01727 868227</b>
<b>Tennis Courts and Crazy Golf</b>	These are managed by 1Life from the Abbey View Track. Telephone <b>01727 868227</b>
<b>Beach Courts</b>	These are managed by 1Life from the Abbey View Track. Telephone <b>01727 868227</b>
<b>Abbey View Golf Course</b>	This should always be available to the golfers during any Event that is taking place in the park.



## APPENDIX C – EVENT MANAGEMENT HIRER FEES

### The Fees & Charges

The Event Management Fee applies per event and per day as a maximum that the Council, and its contractor, can charge the hirer.

The level of the fee to apply to the second and any subsequent days or set up days of an event, shall be at the discretion of the Council, or its contractor, and shall be largely dependent on an estimate of the additional input required by staff and/or impact on the local community.

The Council, and its contractor, may charge an additional administration fee dependant on the event and the amount of Officer time involved in planning.

The Event Management Fee applies **per event, per day** as a maximum charge, (these may only be varied by the Council, at its sole discretion):

Event Size	Number of site meetings (free of charge)	Event Days (£)	Set-up / De-rig Days (£)
Small	1	200	50
Medium	2	400	130
Large	2	750	250
Major	Negotiable	Negotiable	Negotiable

In addition to the above, an event that requires a premises licence may be charged an additional one-off fee of £25.00. An administration charge of £20 per hour (with a minimum charge of 2 hours) can be applied to any additional on-site meetings that are required to meet the administration and management requirements set out in this Protocol. The Council will review these fees and charges annually so fees are subject to change.



### Charity Events

The Council distributes funding to community groups and projects through the Voluntary and Community Sector fund (VCS). The VCS fund is aligned to the Council's Priorities, helps deliver the Inclusion Strategy and has a positive impact on the community in terms of outcomes. Please note that Events in aid of charity will incur Event Management Fees, at the discretion of the Council, to reflect the administrative costs incurred by the Council of all Events.

### Flyposting/Damage/Noise Deposits

Event Organisers are required to provide signed cheques to cover flyposting/ damage/noise deposits after approval has been granted in the minimum amounts, shown below (these may only be varied by the Council, at its sole discretion):

Event Size	Flyposting Deposit (£)	Noise Deposit (£)	Reinstatement Deposit (£)
Small	100	100	250
Medium	250	250	500
Large	500	500	1,200
Major	2,000	500	2,000

## APPENDIX D – LICENSING UPDATE

### Deregulated licensing – updated 2014

As a result of amendments to the 2003 Act by the Live Music Act 2012 Act ("2012 Act") and the 2013 Order, no licence is required for the following activities to the extent that they take place between 08:00-23:00 on any day:

- a performance of a play in the presence of any audience of no more than 500 people;
  - an indoor sporting event in the presence of any audience of no more than 1,000 people;
  - performances of dance in the presence of any audience of no more than 500 people; and
  - live music, where the live music comprises:
    - a performance of un-amplified live music;
    - a performance of live amplified music in a workplace with an audience of no more than 500 people; or
    - a performance of live music on alcohol licensed premises which takes place in the presence of an audience of no more than 500 people, at a time when the premises are open for the purpose of being used for the supply of alcohol for consumption.
- "Cross-activity exemptions" covers any entertainment provided that it is:
    - On LA premises where provided by or on behalf of LA;
    - On hospital premises where provided by or on behalf of healthcare provider;
    - On school premises where by or on behalf of school proprietor; or
    - at a travelling circus provided:
      - a) not films, boxing or wrestling entertainment;
      - b) within moveable structure accommodating audience;
      - c) not there for more than 28 days

Specific licence permission will not be needed for 'not-for-profit' film exhibition in community premises, between 08:00-23:00, provided that the film exhibition abides by age classification rating and the audience does not exceed 500 people.

