**BAWTRY TOWN COUNCIL**

**EVENTS POLICY**

Background.

In recent years, several individuals, groups and organisations have approached Bawtry Town Council for permission to hold events on land managed by the Council on behalf of the people of Bawtry. The Council is an elected body of volunteers who receive no remuneration for their work to represent the best interests of the town and its residents.

Some of these events have been relatively low-key and others have been significantly larger: some appear to meet with near unanimous support from residents whereas others appear to divide opinion.

Bawtry Town Council has a responsibility to encourage events that improve the social fabric of the town.

This policy document is intended to provide a transparent explanation of the process necessary to apply for permission to hold an event as well as the considerations that will be given to each application on an individual basis.

Applicants are reminded that Bawtry Town Council will need time to make and check necessary arrangements, including negotiation with interested parties where applicable, who may have a commercial interest and a contractual expectation of reimbursement of any loss of income.

Any person or group may apply to the Council for permission to use council land. Applications will be decided by the Council at its regular, scheduled meetings.

Aims

The aims of the events policy are to:

* Provide a strategic framework for events
* Provide consistency in approval and support of events
* Ensure the highest standards of health and safety are followed

Objectives

The objectives of the policy are to:

* Encourage events in the town
* To develop a co-ordinated approach to encourage and increase the provision of events
* To increase and sustain economic growth from events

Principles

The principles that members will consider in deciding applications are noted below. However, all applications are considered on their individual merits and the Council reserves the right to grant applications in its absolute discretion. For the avoidance of doubt the Council will not be under any obligation to grant an application on the basis of the principles alone being satisfied as applicants should satisfy all the terms of hire herein to the Councils complete satisfaction, with any decision of the Council being final.

* the prevention of crime and disorder.
* public health and safety.
* the prevention of public nuisance.
* the protection of children from harm

Terms & Conditions of Hire.

1. Any person or group may apply to Bawtry Town Council for permission to use Council land to hold an event. Where the Council has granted a lease to an organisation to run activities on its land (for example at the Memorial Sports Field operated by BARS), then the application should be made to thatorganisation. **If the person or group are applying to hold an event that involves persons under the age of 18 it is the responsibility of the organisation to check that all relevant child safeguarding protections have been observed by the person or group.**
2. The size and nature of the event will dictate the amount of forward planning that is required. However, applications will not normally be considered on less than 3 month’s notice. Applications on shorter notice may be considered but should demonstrate sufficient time for event planning has been allowed by the organiser.
3. The applicant must submit full details of the proposed event for the approval of the Council. Details to include arrangement for catering (where relevant), refuse collection and disposal, general activities to be staged and Health & Safety information as appropriate.
4. The applicant must ensure that adequate parking arrangements are made for vehicles (including the number of public vehicles anticipated) and must ensure that residents do not suffer unnecessary inconvenience of any nature as a result of the event
5. Applications that request use of the Market Hill car park require the consent of Excel Parking who currently operate the site in partnership with the Council. Any permission by the Council will therefore be subject to Excel Parking’s additional consent.
6. Any events or use of council land must not, in the reasonable opinion of the Council, be inappropriate or objectionable or be likely to subject the Council to adverse publicity, reputational damage or prosecution. The applicant shall not use the property or stage any event for any unlawful or unsuitable purpose.
7. The applicant should submit evidence as to how they propose to manage risk in respect of their event. A Risk Assessment covering all activities to be undertaken shall be provided to the Clerk to the Council no later than 14 days before the event. Failure to produce the policy including the required level of cover will render any consent void
8. The applicant should ensure compliance with any Licensing Authority requirements in respect of regulated activities and have appropriate safeguarding procedures where the event involves the supervision of children.
9. The applicant shall take out comprehensive insurance cover for all activities being conducted including public liability insurance of at least £5 million and shall produce the policy to the Clerk to the Council not less than 14 days before the event. Failure to produce the policy including the required level of cover will render any consent void.
10. The applicant shall indemnify and keep indemnified the Council (it employees, agents or volunteers) from:
    * the cost of repair of any damage done to any part of the Councils property
    * all claims losses damages and costs made against or incurred by the Council in respect of loss or damage of property or injury to persons arising out the use of the property by the applicant
    * all claims losses damages and costs made against or incurred by the Council in respect of nuisance caused to a third party as a result of the use of the property by the hirer.