

Events Policy

Adopted at the Full Council meeting on 30th November 2020

Minute: 155/20/21

Charlton Kings Parish Council organises community events with the main purpose of bringing the community together to inform or to enjoy activities that engage residents of all ages and interests. The Parish Council is aware that in doing so it is responsible for the overall safety of the event and that processes and procedures need to be in place that reflect the guidance provided by government in *Organising a Voluntary Event* and by the Health and Safety Executive in *Managing an Event*. The Parish Council has Public Liability Insurance cover to enable it to carry out such events

Events Provided by the Parish Council:

1. Organising the event

Any event is to be managed and overseen by a small working group of councillors that is responsible to the Community Development Committee.

The Parish Council currently plans and manages two annual events, the Summer and Winter Fayres. The Parish Council may wish to hold other events in the future and this policy will apply to those as well. The events may be held on land for which the Parish Council is leaseholder or it may be on land/ in premises owned by other institutions. Although they may be different in content and context the same rigour of planning applies. They are not designed to be fund raising events but charges will be made to contribute towards any set up and management costs.

The group will meet well in advance of the proposed event to discuss as applicable:

- Appropriate date to avoid clash with other local events and the duration of the event
- Budget available for set up and running costs
- Acquiring if necessary landlord / leaseholders permission
- Charging strategy
- Acquiring the appropriate number of contributors, stall holders, entertainers and refreshment providers needed for the event
- Timetable of events
- Notifying local businesses
- Booking first aid support and notifying local police officers
- Advertising strategy using a range of local media and website/ social networks
- The delegation of a range of jobs both prior to the event and on the day
- Equipment hire

Nearer to the event the working group will:

- Check on progress
- If appropriate organise a raffle
- Carry out a risk assessment
- Allocate specific tasks for the day – set up, contributor parking, notices, PA, clear up

Following the event the working group will meet to discuss any issues and lessons to be learned

2. Managing Contributors

Contributors are required to complete an application form. (Appendix 16c) and agree to the terms and conditions (Appendix 16b)

The Parish Council will ensure that details are kept of all contributors taking part. This will include:

- Contact numbers as well as proof of any relevant insurance requirements.
- Any provider of fairground equipment must give evidence of an up to date certificate of conformity.
- Any provider of alcoholic drinks must show a Temporary Event Notice.
- Payment of any charges for their stalls, pitches etc prior to the start of the event.
- Details of contributors' particular needs such as access to power, tables etc to be notified at time of booking

Contributors will be given precise locations for set up and parking of any necessary vehicles.

Contributors providing entertainment will be given a timetable of events

3. Events Provided by External Agencies:

The Parish Council as lease holder may permit other event providers to hire Grange Field either for a charge for private or commercial organisations or free of charge in support of its community engagement policies.

The application form is attached as Appendix 16e.

The terms and conditions for hire, whether there is a hire fee charged or free of charge are attached as Appendix 16d.