

Event / Land License Policy

Purpose and Scope

The Council has a duty to take such care, under all circumstances as is reasonable, to ensure that public open spaces remain accessible and open for the public to use at all times. Therefore when clubs and organisations wish to use parks and open spaces for the purpose of organised events or as a location to operate a business for profit that any costs incurred by the Council should be offset through appropriate fees and charges or bonds lodged with the Council prior to any event taking place.

NHDC has limited resources available for the maintenance of its Parks and Open Spaces and will need to take reasonable steps to ensure any costs are kept to a minimum and to ensure its premises remain safe for any other visitors.

All visitors equally have an equal right to access public open spaces for recreational purposes as individuals.

Definitions

Event – any organised activity either organised by the Council or other organisation that involves the public, either fee paying or not, in a park or public open space for an activity that does not normally occur on that particular site.

Business for profit – Regular activities in a park or open space that is organised by an external organisation that occurs on land owned or managed by NHDC. The activity is also undertaken for generating a profit for the business that is organising the event.

Exceptions

This policy does not affect the procedures for events that fall within the remit of the Safety Advisory Group (SAG) and the requirements of SAG to ensure larger events take place successfully and safely.

The Council's duty is to maintain its parks and open spaces in a safe and presentable condition.

Any fees and charges will be waived if an event is being organised for the benefit of a local charity or community group. This will be at the discretion of the Greenspace Manager in consultation with the Service Director and Executive Member.

How the Council will manage the booking of Events within Parks or Open Spaces

The booking and administration of agreed procedures would be managed by the authorities Grounds Team with support from the Management Support Unit.

All booking will be made formally via the NHDC web site or via nominated Officers using up to date forms provided as templates within the guidance on the web site. No event shall be deemed as authorised or approved to go ahead on land owned by NHDC until the land license has been issued by the appropriate NHDC Officer.

Agreed fees and charges will be reviewed annually as part of the Service and Financial planning process with approvals sought from the relevant Executive Member and under Delegated Authority of the Strategic Director that will be implemented each year on the 1st April.

A separate Hire bond maybe requested from any event organiser to cover the costs of any post event reinstatement. The value of any bond will be negotiated (by the Service Manager Greenspace) with the event organiser and will depend upon the size of event, location and time of year.

The principals of booking and enforcement will be along similar lines as currently applied for the booking of football pitches which is as follows –

Fee charged for each occasion a facility is used. Block booking for the same time each week will be permitted

The booking organisation will be responsible for providing their own public liability insurance cover of which a copy will be provided to NHDC as evidence of insurance.

The booking organisation will be responsible for removing any litter or any other detritus from the site as a consequence of the event.

The booking organisation will be respectful to other users of the park or open space and not introduce temporary fencing or enclosures for the purpose of the event.

All bookings will be paid for in advance.

Safety Advisory Group (SAG)

A land license will only be issued upon confirmation that all concerns or elements associated with SAG that the event organiser has sought and gained the appropriate approvals as required by all members of SAG.

Underlying this policy is a number of detailed specifications agreed with the various contractors operating for NHDC.

To be reviewed annually as part of the service and financial planning process to set fees and charges and agreed by the relevant Portfolio Holder

Muga and Small Event Policy

Purpose and Scope

The Council has a duty to take such care, under all circumstances as is reasonable, to ensure that public open spaces remain accessible and open for the public to use at all times. Therefore when clubs and organisations wish to use facilities, such as Multi Use Games Areas (Muga's) or open spaces, for the purpose of club events or businesses for profit that any costs incurred by the Council should be offset through appropriate fees and charges.

NHDC has limited resources available for the maintenance of its Parks and Open Spaces and will need to take reasonable steps to ensure any costs are kept to a minimum and to ensure its premises remain safe for visitors.

All visitors equally have an equal right to access public open spaces for recreational purposes as individuals.

Definitions

Muga – Multi Use Games Area that is set out for the specific purpose for the playing of a number of sports on a hard surface and that is partially or fully enclosed by fencing and flood lighting maybe provided.

Small Event – Is an event organised by an external organisation take occurs on land owned or managed by NHDC. However the event would usually occur over a short period of hours and could be repeated at the same time each week. Additionally the number of participants would be relatively low at 50 or less.

Exceptions

This policy does not affect the procedures for events that fall within the remit of the Safety Advisory Group (SAG) and the requirements of SAG to ensure larger events take place successfully and safely.

The Council's duty is to maintain its parks and open spaces in a safe and presentable condition.

How the Council will manage the booking of Muga's or open spaces

The booking and administration of agreed procedures would be managed by the authorities Management Support Unit (MSU) and supervised by the Grounds Team.

The fee charged will be set as an average of data collected from our neighbouring authorities who already charge for use of these or similar facilities. In addition charges will be set to cover maintenance cost implications and electricity supply where appropriate.

Agreed fees and charges will be reviewed annually as part of the Service and Financial planning process with approvals sought from the relevant Portfolio Holder and under Delegated Authority of the Strategic Director that will be implemented each year on the 1st April.

The principals of booking and enforcement will be along similar lines as currently applied for the booking of football pitches which is as follows –

Fee charged for each occasion a facility is used. Block booking for the same time each week will be permitted

The booking organisation will be responsible for their own public liability insurance cover of which a copy will be provided to NHDC as evidence of insurance cover.

The booking organisation will be responsible for removing any litter or any other detritus from the site as a consequence of the event.

The booking organisation will be respectful to other users of the park or open space and not introduce temporary fencing or enclosures for the purpose of the event.

All bookings will be paid for in advance. Refunds for cancellations will not be permitted.

Enforcement

At present there is no enforcement for the management of football pitches to check if the playing teams have paid or not. It would be the same in relation to Muga's and small events. Due to the small nature of these bookings it is felt that it will not be economically viable to provide the resources to enforce payment when considering that events could be taking place in the evening and weekends

Underlying this policy is a number of detailed specifications agreed with the various contractors operating for NHDC.

To be reviewed annually as part of the service and financial planning process to set fees and charges and agreed by the relevant Portfolio Holder.