

## Permit Policy for Special Events

The Permit Policy was adopted by Full Council at its Meeting held on 7 June 2016.

**Several of the Parish Council's parks and Open Spaces are available to rent for special events and many events already occur on an annual basis.**

In the first instance the applicant needs to complete and return the Initial Enquiry Form below and return to Parish Council in order to check the suitability of your event and availability of the preferred location. The Clerk has delegated powers to authorise regular events, all other applications will be decided by Full Council at its monthly meetings held on the first Tuesday in the month.

Once confirmed, you will then be sent a **full application** which must be completed and returned **at least 28 days before** your event takes place, so please ensure you return the completed initial enquiry form in good time to allow this. Please refer to the guidance notes and terms and conditions above for more information about special events.

Our definition of a Special Event is any activity on land owned, leased or managed by Hazlemere Parish Council that one or more of the following that applies;

- In excess of 20 people
- The event generates income from the general public (ticket sales etc.) i.e. a charge to attend
- A temporary structure is going to be erected at the event (Gazebo, fence, shelter, tent, chairs, tables, rest area etc)
- Vehicle access or parking on land is required (other than in designated car parks)
- Sale of alcohol or food will be undertaken
- Food will be cooked and served (BBQ's please see special conditions)
- Entertainment, including marching bands, art, dancers etc
- Charitable collecting of money will be undertaken

If your event is taking place **after 6pm** and **before 8am** regardless of whether any of the above applies, you **must** notify us.

## Fees and Events

Event	Time	Charges 2016/17	Deposit
Small Commercial Event	Per Day	£100	£300
Medium Commercial Event	Per Day	£300	£500
Large Commercial Event	Per Day	£500	£1,000
Not for Profit/Charitable	Per Day	£0	£50
Funfair/Circus	Operating Day	£120	£1,000
Funfair/Circus	Standing Day	£200	

## Event Categories

Name	Description
Commercial Event	Event organisers are a profit making organisation, the event is planned to generate an income that is for the benefit of the organiser or another commercial organisation. This includes traditional travelling fairs with multiple rides and stalls where charges are made for users to attend / take part.
Not for Profit/Charitable	Event organisers are a registered charity or are substantially supporting a registered charity. The event may generate an income however all profits are to be used for community projects or for charitable purposes. Event organisers must be able to supply event accounts and the registered Charity Number.

## **Event Guidance Notes**

### **Introduction**

This guidance has been designed to provide information to organisations wishing to arrange an event at a Hazlemere Parish Council managed venue. The forms contained within the pack can be used for all events regardless of size; however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be very diverse, ranging from a sports event to a large fete and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities. (In particular, Fun Fairs have specific Licence Conditions).

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event.

### **Risk assessment**

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. Completed forms should be retained for future reference.

Where the event consists of more than one attraction (e.g. a summer fete that includes stalls and children's entertainment activities) a written risk assessment may be necessary for each activity. In these circumstances.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

### **Planning an Event**

When planning any event there should be a named organiser identified at the earliest opportunity. For larger events, a detailed management structure should be drawn up formally identifying who is responsible and for what.

Effective planning will identify, eliminate and control hazards and risks. The amount of time that needs to be set aside for planning will very much depend upon the size, type and duration of the event, but start early! Listed below are the recommended phases of planning the event.

Your event will need a satisfactory Event Management Plan (this could also be condition on a premises licence). The plan will include the named management structure and areas of responsibility.

The plan must follow the structure of 'The Purple Guide', you will need to subscribe to access it [www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

Licensable activities: if you want to serve or sell alcohol, provide late-night refreshment, or put on regulated entertainment, you'll need a licence: <https://www.gov.uk/alcohol-licensing>  
<https://www.gov.uk/government/collections/alcohol-licensing-temporary-eventsnotices>.

To be reviewed August 2018  
Last Reviewed 15 August 2016

**Hazlemere Parish Council Initial Permit Enquiry Form**

**Name of event:**

**Event location:**

**Event date:**

**Section One - Organiser Details**

**Name of organisation:**

**Event organiser(s):**

**Contact address:**

**Postcode:**

**Telephone contact number:**

**E-mail address:**

**Section Two - Event Summary (Please answer all relevant parts of this section)**

**Description of event proposed:**

**Date/time to enter site for preparation:**

**Start time each day:**

**Finish time each day:**

**Please indicate approximate number of people expected to attend each day:**

**1-500**

**501-1000**

**1000 + If more than 1000 please state:**

**Do you intend to utilise or permit any of the following attractions at the event?**

If so, please tick the appropriate item(s) (some of these may not be permitted at all sites).

**Fireworks/pyrotechnics**

**Live music**

**Carnival/procession**

**Live entertainment**

**Fairground equipment**

**Marquees**

**Barrier/fencing**

**Portable generator**  
**Inflatables (e.g. bouncy castle)**  
**Alcohol**  
**Horses/donkeys/other animals**  
**Food/drink concessions**  
**Power supply**  
**Bonfire/barbecue**  
**Toilets Stalls**  
**Motorcycles (Display)**  
**P.A. System**  
**Other motor vehicles (Display)**  
**Portable staging**  
**Water (limited supply at some sites)**  
**Stewarding/security**  
**Other (please specify):**

I understand that this is an initial enquiry form to determine the availability and suitability of my event and preferred location. Once I have received confirmation I understand I will then be required to complete and return a full application form **at least 28 days** before my event takes place.

**Signed:**

**Position:**

**Date:**

**Please send this completed form to:**

Hazlemere Parish Council  
Barn Lane  
Hazlemere  
HP15 7BQ

**Hazlemere Parish Council Cedar Barn Cedar Avenue Hazlemere HP15 7BQ**

**HAZLEMERE PARISH COUNCIL PROPERTY SINGLE EVENT PERMIT**

DATE: x

NO: x

Fee: £ x

Permission is hereby granted by Hazlemere Parish Council (hereinafter referred to as the Council) to:

x

(hereinafter referred to as the Hirer) to use part of:

x

on: x

For: x

**in accordance with the following conditions: -**

- The Hirer shall use the property only for the specific purpose noted above. In the event of any breach of this agreement the Council shall be entitled to put a stop to such misuse and to be indemnified in consequence. Such a breach shall also entitle the Council to terminate the agreement forthwith and to cancel without notice any other permits issued to the Hirer.
- The area of land to be used shall be confined to: x
- The Hirer shall ensure that no equipment or other form of obstruction is placed upon the ground before x on x, and that all such are removed no later than x on x
- The Hirer shall ensure that no vehicles of the Hirer or any other participating organisation, or of any members, or of any visitors are driven on to any part of the ground except those parts of the ground which are permanently set apart for the parking of vehicles, other than for the period required to offload the above noted equipment.
- The Hirer shall not allow the sale of intoxicating liquor on the property without the prior consent of the Council and with valid licenses to do so.
- The Hirer shall obtain proper Performing Right Society (PRS and PPR) licences, as required.
- The Hirer is required to comply with all current Health & Safety regulations.

- The Hirer shall extinguish all BBQs prior to leaving the site
- The Hirer is required to ensure that any food or drink served on the Council's property complies with Health & Hygiene regulations. Information on compliance should be obtained from the Environmental Health Officer at Wycombe District Council.
- The Hirer shall ensure that the ground is cleared of all rubbish following the finish of the event and shall make the necessary arrangements for the disposal of such rubbish and shall notify the Council of those arrangements prior to the start of the hire period.
- The Hirer shall ensure that any damage to the property of the Council other than normal wear and tear is repaired to the satisfaction of the Council within fourteen days of the occurrence of the damage. In the event of any failure to carry out repairs within that period, the Hirer shall then pay the reasonable costs incurred by the Council in arranging and carrying out such work.
- The Hirer shall indemnify the Council against all losses, liabilities, claims, costs, and expenses, which may result from damage to the property of third parties or any injury or death to any person which may arise in connection with the use of the Council property by the Hirer. The Hirer shall insure in the sum of not less than £10,000,000 for any one occurrence against all such risks and shall, upon the request of the Council, provide evidence of the payment of such premiums under the policy. The Parish Council require a copy of the insurance and can take no responsibility for any loss, injury etc
- The Council reserves the right to cancel this permit upon the giving of 28 days' notice in writing at no cost to the Council
- Cancellation by the hirer in under 28 days will cause the hirer to lose their fees/deposit
- The Hirer shall conform to the Council byelaws except such as may be waived for the period of the event by the above noted conditions.

A Banham

Clerk of the Council

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I/We hereby acknowledge receipt of this permit and confirm acceptance of the conditions of hire.

For and on behalf of:

Date: .....

Signed: .....

Contact Telephone Number: .....

Contact Name: .....

Contact Address: .....

## HAZLEMERE PARISH COUNCIL PROPERTY SEASONAL EVENT PERMIT

DATE: Today's date

NO: 2015/16/1

Fee: £ x

Permission is hereby granted by Hazlemere Parish Council (hereinafter referred to as the Council) to:

x

(hereinafter referred to as the Hirer) to use part of:

x

on: x

for: x

### **in accordance with the following conditions: -**

- The Hirer shall use the property only for the specific purpose noted above. In the event of any breach of this agreement the Council shall be entitled to put a stop to such misuse and to be indemnified in consequence. Such a breach shall also entitle the Council to terminate the agreement forthwith and to cancel without notice any other permits issued to the Hirer.
- The area of land to be used shall be confined to: x
- The Hirer shall ensure that no equipment or other form of obstruction is placed upon the ground before x, and that all such are removed not later than x
- The Hirer shall ensure that no vehicles of the Hirer or any other participating organisation, or of any members, or of any visitors are driven on to any part of the ground except those parts of the ground which are permanently set apart for the parking of vehicles, other than for the period required to offload the above noted equipment.
- The Hirer shall not allow the sale of intoxicating liquor on the area of land without the prior consent of the Council and with valid licenses to do so.
- The Hirer shall obtain proper Performing Right Society (PRS) licences, if required.
- The Hirer is required to comply with all current Health & Safety regulations.
- The Hirer is required to ensure that any food or drink served on the Council's property complies with Health & Hygiene regulations. Information on compliance should be obtained from the Environmental Health Officer at Wycombe District Council.

- The Hirer shall ensure that the ground is cleared of all rubbish following the finish of the event and shall make the necessary arrangements for the disposal of such rubbish.
- The Hirer shall ensure that any damage to the property of the Council other than normal wear and tear is repaired to the satisfaction of the Council within fourteen days of the occurrence of the damage. In the event of any failure to carry out repairs within that period, the Hirer shall then pay the reasonable costs incurred by the Council in arranging and carrying out such work.
- The Hirer shall indemnify the Council against all losses, liabilities, claims, costs, and expenses, which may result from damage to the property of third parties or any injury or death to any person which may arise in connection with the use of the Council property by the Hirer. The Hirer shall insure in the sum of not less than £1,000,000 for any one occurrence against all such risks and shall provide evidence of the policy.
- The Council reserves the right to cancel this permit upon the giving of 28 days' notice in writing.
- The Hirer shall conform to the Council's byelaws.
- The Hirer shall conform to the Council's Safeguarding policies, available on the Parish Council's website.

A Banham

Clerk of the Council

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I/We hereby acknowledge receipt of this permit and confirm acceptance of the conditions of hire.

I/We enclose a copy of the Indemnity Insurance Policy

For and on behalf of:

Date: .....

Signed: .....

Contact Telephone Number: .....

Contact Name: .....

Contact Address: .....