

Open Space Events Hire Pack

Booking Timeline / Guide



Planning your event

(Small, medium and large events)

Where will you hold your event?

When selecting your location, please ensure that it is adequate for the proposed event and it is safe and suitable for the participants who will be attending. Do not forget to consider the impact on the local community, how easy it will be for people to get to the location and any car parking requirements including marshalling the area for larger events. Consider the suitability of the location and any existing hazards, which may be on the site such as water hazards, ground conditions, traffic, pedestrian and emergency routes, position of local residents' buildings, overhead power lines etc. Consider whether or not emergency routes will be adequate.

Numbers Attending

The maximum number of people the event can safely hold must be established. This may be reduced dependent upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors. There is also a benefit in knowing the maximum capacity when determining the level of provision needed for first aid, stewards, toilets, catering facilities, etc.

When will you hold your event?

Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area. It is your responsibility to research key event dates in the area. Requests will be considered in conjunction with any other major events at the same location within a limited time frame.

Your staffing needs

Do you or your organisation have the capacity to plan and manage your event? If you are unsure, it may be worth considering employing a professional event planner, event production company, Health & Safety co-ordinator, traffic management company or other specialists.

Insurance

All events will require public liability insurance (apart from private street parties). All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. The hirer must provide their own risk assessment, undertaken by competent persons. A written copy which should be lodged with the council at least 5 weeks before the event.

Depending upon the nature of your organisation and the proposed event, other insurances may also be required. Quotations should be obtained from your insurance provider. Events on the public highway will require public liability cover with a minimum cover of £10 million Limit of Indemnity.

Timescale

Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

Budget

You may incur unexpected expenses (for example any damage caused to property which occurred during your event). Please check that your budget will cover all expenses and charges, whether from us or those from other agencies. It is also a good idea to have a contingency included within your budget to cover you against any unexpected surprises. Your hire invoice from us must be paid in full within 7 days of the invoice date in order for your booking to go ahead.

First-Aid Provision

It is the responsibility of the event organiser to ensure that medical, ambulance and first-aid assistance, as appropriate, are available to all those involved in an event. The event organiser needs to minimise the effects of an event on the healthcare provision for the local population and, wherever possible, reduce its impact on the local NHS facilities and ambulance service.

Previous experience suggests that approximately 1-2% of an audience will seek medical assistance during an event day. Of these, around 10% will need further treatment on site. Approximately 1% of the number requiring initial medical assistance will require subsequent referral to hospital. It should be recognised that other factors such as ineffective welfare facilities, poor weather conditions, absence of free drinking water or the presence of other 'on site' hazards may increase this number. Appoint a competent organisation to provide medical management if necessary. No event should have less than two first-aiders.

Stewards

It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager. All stewards should be properly trained and competent, as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and firefighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

Temporary Structures

Many events will require temporary structures such as staging, tents, marquees, stalls etc. Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc. In some cases, barriers will need to have specified

safety loadings dependent upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers.

Catering/Alcohol

Ensure any caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children's activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread.

Ask to see caterers' food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable. Ensure that the delivery, storage, preparation and sale of food comply with the relevant food safety legislation and where appropriate consideration is given to the advice contained in the relevant industry guides and codes of practice. This will include mobile catering units, catering stalls and marquees, crew catering outlets, hospitality catering, bars and ice cream vendors, etc

Anyone wishing to sell alcohol will need to apply for a Temporary Event Notice.

Performers and regulated entertainment

All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan. You can find out more about regulated entertainment and licences on our licensing web pages.

Noise

You may wish to think about how noisy your event might be. Elmbridge Borough Council supports entertainment and cultural events, but the Council is keen to ensure that there is a balance between those involved in the event as well as the right of the local community not to be unduly disturbed by noise. There is a local code of practice and guidance for control of noise from outdoor events available that you can read more background information on, but it is recommended at least that you complete a noise risk assessment and submit it to our Environmental Health and Licensing department two months before the event (if it is for over 500 people) or one month if for less than 500 people. For more information contact Environmental Health and Licensing.

Loudspeakers cannot be used between 9pm and 8am.

Contractors

All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments, and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of at least £5 million.

Facilities and Utilities

Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety. Where events are taking place outside, residual current circuit breakers should be used and if possible the power supply stepped down to 110volts. All cables must be safely channelled to eliminate any electrical and tripping hazards.

Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable

generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

Fire Safety and Fire Extinguishers

All events within locations should be provided with appropriate portable or hand-held fire-fighting equipment (fire extinguishers) and this provision should be determined at the planning stage. The provision of fire-fighting equipment for outdoor venues will vary according to the local conditions and what is brought onto the site. There will need to be equipment for tackling fires in vegetation, vehicles and marquees.

The best arrangement is to provide well indicated fire points. However the ability to extinguish a small fire at the early stages can prevent large scale disruption to an event and a large percentage of fires do not require the attendance of the Fire Service because they are dealt with quickly using portable extinguishers.

Clearing Up / Waste Management

Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles, which need to be disposed of safely. This will require specialist training and equipment. Waste needs to be managed carefully to minimise the risks associated with its accumulation, collection and final disposal.

Provision for people with disabilities

Specific arrangements should be made to ensure visitors with additional needs have adequate facilities, parking and specific viewing areas and can safely enjoy the event.

Does your event need a Licence?

If you are planning on having any licensable activities within your event, you will need a licence. Licensable activities are:

- the sale or supply of alcohol
- late night refreshment (any hot food or drink between 23:00 and 05:00)

- regulated entertainment (including music, dance, films, plays, indoor sport and similar entertainment)

If your event is for 499 people or less, you can apply for a Temporary Event Notice. If your event is for more than 499 people, you will need to use an existing Premises Licence or apply for a new one. Please speak to our Licensing Department for further information. Contact Environmental Health and Licensing: www.elmbridge.gov.uk/contactus

Parking and traffic

You will need to think about where people are going to park and where your stall holders, for example are going to park.

Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. Car parking facilities will be required at most events and these will have to be stewarded. Unplanned and uncontrolled access to a site can result in a serious accident. Traffic control both inside and outside the site should be discussed with the police. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances.

If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then an application must be made for a traffic regulation order and/or approval from the Surrey County Council.

Toilets

The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Permanent toilets should be checked for adequacy and maintained during the event. Ensure that adequate sanitary provision is made for the number of people expected to attend the event, and that consideration is given to location, access, construction, type of temporary facilities, lighting and signage. Construct and locate toilets so that people are protected from bad weather and trip hazards. The floors, ramps and steps of the units should be stable and of a non-slip surface construction. Protect connecting pipe work to avoid damage.

Adequate toilet or sanitary facilities must be provided and this will be based on the proposed capacity of the event, in accordance with the recommended guidelines set out below: -

- For events with a gate opening time of 6 hours or more:

1 Female toilet per 100 people, 1 Male toilet per 500 + 1 urinal per 150

- For events with a gate opening time of less than 6 hours duration :

1 Female toilet per 120 people, 1 Male toilet per 600 +1 urinal per 175

- For all public events: 1 toilet with hand washing facilities per 75 people with a disability.

Documents required

Public Liability Insurance

All participants must have their own Public Liability Insurance unless cover has been specifically arranged on the organisers policy. The organiser should provide documents to confirm all participants are covered.

Elmbridge Borough Council will NOT accept an insurance Schedule alone; only an *Insurance Policy Certificate* or a '*Dear Sirs/To Whom It May Concern*' *Confirmation letter* covering the details below is acceptable.

- Your name or the name of your organisation
- Must state PUBLIC liability (not Employers or otherwise) for minimum £5million cover

A Confirmation Letter or Policy Certificate is an official letter or document of an agreement that has been arranged between the two parties for the type of cover required.

It will always include the details of the insurer and the insured policy reference, with a policy expiry date after the event date and details of the cover type and breakdown with significant information, such as exemptions and clauses.

A confirmation letter must be signed and dated on letter headed paper. We will not accept as proof of insurance:

- Policy Schedule
- Policy Wording and Summary
- Statement of Fact
- Terms and Conditions
- Invoice and / or Receipt
- Insurance Application and / or Quote

Please note - Organisers Policy – The event organisers insurance policy does not cover individual activities unless specifically requested and arranged with the insurer; each operator must have own Public Liability insurance policy.

Site Plan

Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.

Event Participation List

This is a list of all other groups or entities that are taking part in the event but operate on their own, not under the organizers direction or as part of their organization. Examples would be entertainment & rides, bar & catering facilities, businesses & exhibitors, community group stallholders, charities etc.

Risk Assessment

A Risk Assessment is required to ensure that you have considered how people may interact with your event, it's structures and anything that could potentially cause issue and require managing.

The hirer must conduct or provide their own risk assessment undertaken by competent persons, a written copy of which should be lodged with the council at least 5 weeks before the date of the event. This key document will be material in the event of any claim arising. Elmbridge Borough Council will not be responsible for any errors or omissions in the risk assessment and will rely upon the reasonable skill and care of the persons conducting the risk assessment.

Bouncy Castle, Inflatable and Fairground Ride certificates

If you are intending to have a slide, bouncy castle or other inflatable structure at your event, you must ask the supplier to provide the relevant risk assessment(s) that they have carried out.

There are two voluntary schemes for the inspection and certification of inflatable play devices and rides: The Amusement Devices Inspection Procedure Scheme (ADIPS) and the Performance Inflatable Play Accreditation Scheme (PIPA). Generally, inflatables found at traditional fairgrounds and theme parks will have been tested under ADIPS while inflatables found at galas, fetes, hired for domestic parties etc tend to have been tested under PIPA. Both allow operators to comply with their duties under health and safety law. A device tested under either scheme should have a safety certificate issued by an independent examiner.

Each certificate will have a unique number. If there is any doubt over the status of the certificate, it can be confirmed by contacting the ADIPS Bureau (0191 516 6381) or in the case of PIPA by checking the tag number of the device against the database on the PIPA web site.

Hirers should **not allow** sealed air trampolines at their event, as they do not conform to British/European standard BS EN 14960 (unlike bouncy castles); these types of trampolines are normally inflated with an air compressor and then sealed so there is no air flow in and out.

Operators should conform with the manufacturers' instructions when using inflatables, including fixing them securely to the ground and being mindful of the weather conditions – each piece of inflatable equipment will have a maximum wind speed under which it would be safe to operate (operators should possess an anemometer to be able to measure wind speed) and must not operate the equipment if it is wet.

Document approval process

It is the event organizers responsibility to ensure that all relevant documentation provided is correct. Any errors or omissions may result in the council preventing certain activities taking place or

cancellation of the whole event. You will be able to submit your documents for approval after your event has been given provisional approval. Documents should be submitted by email to leisure@elbridge.gov.uk, quoting your booking reference. We recommend you submit your documents 8 to 10 weeks in advance to allow enough time for them to be reviewed and approved.

If you do not have access to document scanning facilities, you can use the equipment at Surrey libraries for free.

Licensing

Temporary event notices

If you wish to hold an occasional event in England or Wales that involves the sale of alcohol or the provision of entertainment, you must apply for a Temporary Event Notice (TEN).

Please apply for your TEN at least six weeks before the event. Don't leave it to the last minute in case there is an objection or problem.

<http://www.elbridge.gov.uk/licensing/temporary-event-notice-ten/>

Street Trading Licences

Street trading means selling, exposing, or offering for sale, any article in a street. Street also includes areas to which the public have access without payment such as car parks.

Elbridge Council has adopted the provisions of the Local Government (Miscellaneous Provisions) Act 1982 and made orders which prohibit street trading in the following designated streets:

- A245 (Byfleet Road) from the Painshill roundabout to the junction with Brooklands Road,
- A244 (Warren Lane), Oxshott,
- Copsem Lane, Esher,
- Claremont Lane, Esher,
- A309 (Hampton Court Way), and
- A307 (Portsmouth Road) from the Scilly Isles to Fairmile Lane (with the exception of part of Esher High Street)

The Council has not designated any streets as 'consent' or 'licence' streets as many other Councils in Surrey and London Boroughs have done and neither the Police or Surrey County Council can give any permission or written permit to allow trading to take place.

However, if anyone parks a vehicle or sets up a stall, which causes an obstruction to the public highway, then the Police may take action. Surrey County Council Highways Service has control over the placing of things on public highway pavements and do licence some restaurants and cafés to allow them to place tables and chairs on the pavement outside their premises provided that the public footpath is not blocked. They cannot give consent for street trading from a stall on the pavement or in a lay-by.

Advertisement Consent

Please contact Planning Services for further information on advertisement consent (i.e. publicly displaying posters and banners), timescales involved and costs

Useful contacts

To speak to a member of the Leisure team regarding site suitability please email leisure@elmbridge.gov.uk

For advice on Licensing visit our website at <http://www.elmbridge.gov.uk/licensing/> or contact the Licensing Team on envhealth@elmbridge.gov.uk 01372 474 748

Please be aware, if you do require a temporary events license, you will need to apply for this, at least 10 working days in advance, and the event may be cancelled if you do not gain agreement of the Safety Advisory Group.

Information on our music policy and noise control can be found here:
<http://www.elmbridge.gov.uk/pollution/noise-code-licenced-premises/>