

Ravenfield Parish Council

RECREATIONAL GROUNDS EVENT POLICY

1. Introduction:

Ravenfield Parish Council recognises the value and benefit which a well designed events programme on its recreational grounds can bring to both residents of Ravenfield but also to draw in visitors, which may also result in extended benefits.

This policy is provided to assist the decision-making process behind building a sustainable and varied programme of events for Ravenfield. It also seeks to protect the community and the Council's recreational grounds infrastructure from any negative impacts, which events may cause.

The policy aims to guide:

- The number of events that can be held on its recreational grounds.
- The size of events that can be held on its recreational grounds.
- The nature of events that can be held on its recreational grounds.

This policy also aims to communicate the obligations, responsibilities and limitations, which all event organisers have in relation to staging an event on recreational grounds managed by Ravenfield Parish Council.

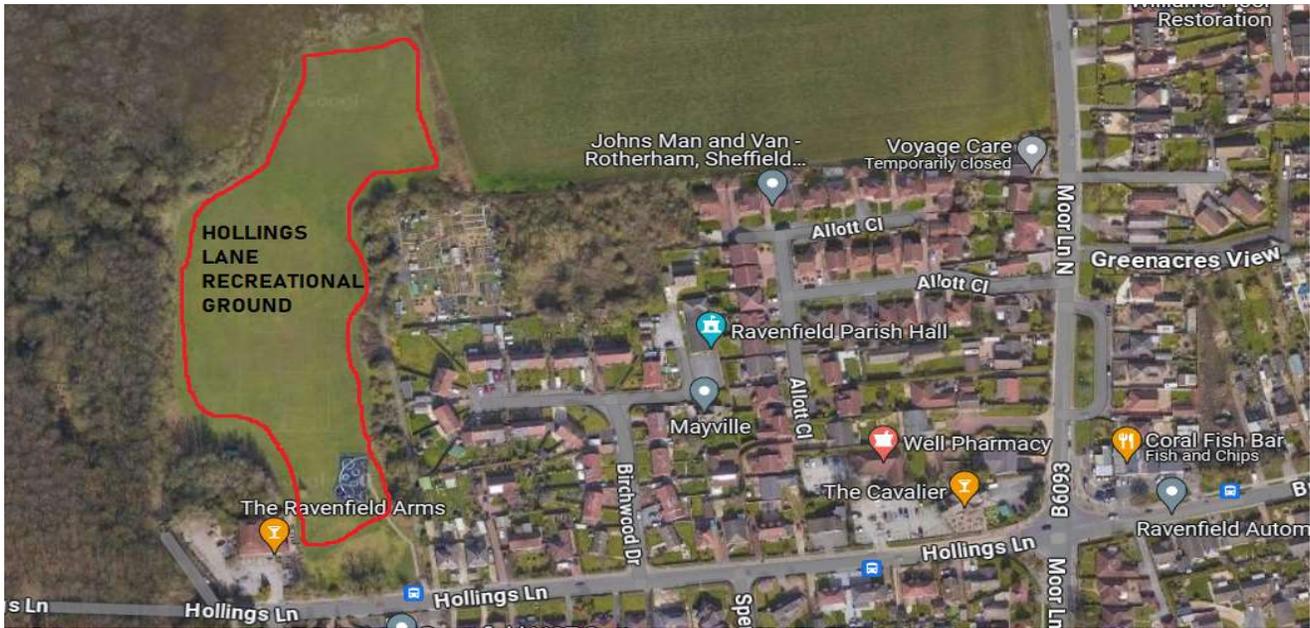
2. Recreational Grounds:

Jubilee Field – owned and maintained by Ravenfield Parish Council
Hollings Lane – leased and maintained by Ravenfield Parish Council

Jubilee Field – situated off:

Kingsley Drive, Ravenfield, Rotherham, S65 4GY / Barberrry Way, Ravenfield, Rotherham, S65 4RE / Osborne Close, Ravenfield, Rotherham, S65 4LN





3. Key Objectives:

The key objectives of this Policy are to:

- Ensure all events are run effectively and comply with relevant legislation
- Ensure the health and safety for event attendees, the wider public and for those working at the event
- Protect the reputation and promote a positive image of Ravenfield Parish Council
- Ensure that events are only approved if organisers can clearly demonstrate they are able to deliver effective planning of an event which is robust and safety focused
- Encourage and initiate events which involve localised community participation and delivery
- Ensure that every effort is made to avoid damage to the recreational grounds and its contents and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the event provider
- Ensure that all pre-event communications with key stakeholders is carried out in a timely and considered manner and accounting for local views as far as permissible
- Minimise and mitigate disruption to local residents and businesses

A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit-making business or organisation. The organiser may be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Entrance fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level and agreed with Ravenfield Parish Council during the event process.

Charity events should be for the sole benefit of a Registered Charity and not for profit. Applications must be received from the charity themselves or include a signed letter of endorsement from the charity. The charity will ultimately be responsible for the event. Not for profit and/or charitable organisations must be

able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.

4. Timescales:

Event applications may take up to 6 weeks for the Council to raise and discuss at a public meeting, before a decision can be made.

If permission is granted, an Events Licence must be obtained from Rotherham Metropolitan Brough Council.

The table below details the time a Rotherham MBC Events application will take to process:

Scale of Event	Application to be received
Major Scale (more than 10,000 attendees)	At least 12 weeks before event date
Large Scale (5,000 to 9,999 attendees)	At least 12 weeks before event date
Medium Scale (500 to 4,999 attendees)	At least 6 weeks before event date
Small Scale (under 500 attendees)	At least 6 weeks before event date

5. Terms and Conditions: Hire of Ravenfield Parish Council Recreational Grounds

1. Applications for events will only be considered if submitted within a reasonable time of the proposed event relative to the size of the event i.e. not later than 9 months for major events and 3 months for small events. The Hirer must submit full details of the proposed event for the approval of the Parish Council. Details to include arrangements for catering, refuse collection and disposal, toilets, general activity to be staged, anticipated attendance figures and Health and Safety information as appropriate.
2. The Hirer must conduct their own risk assessment undertaken by a competent person, a written copy of which must be lodged with the Clerk to the Council at least four weeks before the date of the event. This document will be referred to in the event of any claim arising. The Council may review the risk assessment; however, it cannot be held responsible for any errors or omissions.
3. The Hirer's attention is drawn to the requirements of the Health & Safety at Work Act 1974 and other Health & Safety legislation including the Management of Health & Safety at Work Regulations 1999, Control of Substances Hazardous to Health Regulations 1999 and Electricity at Work Regulations 1989. It is the responsibility of the Hirer to comply with all relevant legislation.
4. The Hirer shall indemnify and keep indemnified the Parish Council from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the Licence hereby granted (other than injury resulting from any negligent act of the Parish Council its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by the Council.
5. The Hirer will be required to produce written evidence of the existence of Public Liability Insurance at such a level as required by the Council in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorised to appear at the event.
6. The Hirer is responsible for adequate fire precautions and for the maintenance of clear exits for emergency vehicles and for seeing that none of the footpaths are blocked.
7. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, the Council reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer.
8. Cancellations must be in writing (email or letter) or the full hire charge will be payable.
9. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The Council accepts no responsibility for any property left at the venue before, during or after hire period.
10. The Hirer must ensure that first aid equipment is provided and all precautions taken against the risk of fire and electric shock, and inform the Parish Council of the arrangements intended for an electrical supply to be provided for the event.

11. The Food Safety Act 1990 and a number of regulations and Codes of Practice govern the sale of food. These are enforced within the Borough by the Environmental Health & Licensing Services. The regulations require any food outlets to be registered. The Hirer must notify the Events Safety Team who will in turn notify the Chief Environmental Officer at least 2 months before the event.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles.
13. The Hirer is required to comply with the Town and Country Planning (Control of Advertisements) Regulations 1992, whereby unauthorised advertising, including 'fly posting', is an offence and therefore strictly forbidden.
14. The Hirer is responsible at all times for the smooth running of the event.
15. Temporary structures must be constructed of sound materials and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures. The use of floodlighting, other than for security purposes, may require planning permission; the hirer must notify Environmental Health & Licensing Services at least 2 months before the event.
16. The Hirer must ensure that the byelaws applicable to the open space in which the event is to be held are complied with at all times.
17. Hire will be subject to payment of a fee, the amount of which to be determined by the Parish Council. The **fee must be received at least one month before the event is due** to take place.
18. No noise is to be made, whether by loud speakers or musical instruments etc, after the hour of 10:30pm unless prior agreement has been obtained from the Parish Council.
19. Vehicular access and parking is only permitted with the prior approval of the Parish Council.
20. No public address system is to be used without the approval of the Parish Council.
21. The Hirer must comply with the direction of the Parish Council or its appointed representative at all times.
22. The Hirer must obtain an Events Licence from Rotherham MBC.
23. The Hirer must comply with any further requirements made by the Parish Council or its representative in respect of this booking,
24. Fun fairs must comply with: All relevant Health and Safety Legislation and the Food Safety Act 1990 and a number of regulations and Codes of Practice govern the sale of food. All rides must be appropriately certified. Copies of all certificates will be required one month before the event.

THE PARISH COUNCIL RESERVES THE RIGHT TO CANCEL THE HIRING IF DETAILS ARE NOT SUBMITTED IN ACCORDANCE WITH OUR TIMING GUIDELINES, IF THERE IS A BREACH OF ANY OF THE FOREGOING CONDITIONS OR IF THE ARRANGEMENTS ARE DEEMED UNSATISFACTORY.