

TORFAEN COUNTY BOROUGH COUNCIL **OUTDOOR EVENTS POLICY**

1. INTRODUCTION

- 1.1 Torfaen County Borough Council recognises the value and benefit that a varied and well managed outdoor events programme can offer the residents of Torfaen. The Authority is committed to supporting events that contribute to the well-being of people and the local environment as set out in the Council's aims and objectives.
- 1.2 The policy also takes into consideration the Council's draft Open Spaces Strategy, particularly in providing safe open space which can be enjoyed by the whole community.

2. SCOPE AND DEFINITION

- 2.1 This document sets out the Council's policy in relation to the hire of parks and open spaces for organised events. It is needed to support a varied calendar of events, ensuring they take place in appropriate locations and that there is a fair and transparent charging methodology applied.
- 2.2 Any organisation or individual looking to make an event booking, be it for commercial, charitable or community use must adhere to the terms of this policy and its supporting documents.
- 2.3 This policy does not apply to sporting activities such as Football / rugby fixtures for which there are separate booking processes in place. However for the avoidance of doubt it does include those wishing to make bookings for running club events and group training such as Boot Camps.

3. AIM

- 3.1 The document aims to communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging events in any park or open space managed by Torfaen County Borough Council.
- 3.2 It is intended that this policy will balance the interest of residents, park users and stakeholders.
- 3.3 It will provide clarity on charges and concessions based on the criteria linked to the Council's aims and objectives.

4. SCALE AND TYPE

4.1 Events in Torfaen's parks and open spaces are defined by bands;

BAND	SCALE (Number of Attendees/area occupied)
Band A	Less than 500 or small events with up to 5 stalls such as a Dog Show.
Band B	Up to 500 or small events with up to 10 stalls
Band C	Up to 1500 or mid-sized event with up to 15 stalls such as Horse Show, Rugby/Football Tournaments.
Band D	Up to 2500 or large events with up to 20 stalls
Band E	Over 2500 or large events with up to 25 stalls such as a large carnival with associated stalls, Fireworks display,

4.2 If the capacity of an event is very close to the limit of the category, officers reserve the right to choose which category the event falls in.

4.3 Fees will be levied in accordance with the current approved charge schedule. However, no fee will be levied for the following:

- Friends of the park affiliated groups: Events organised by such groups which help manage our green spaces throughout the year in accordance with the Council's aims and objectives and have free admission to the public.
- Volunteer led (non-commercial) community and charity fundraising events: Such events would have free admission to the event would normally be free to the public.
- Volunteer led organised fitness events: Such events would have free admission to the event would normally be free to the public.
- Volunteer led sports group events: e.g. running clubs who use the area as a 'pass through' and will not occupy an area for exclusive use.
- Commemorative events: e.g. parades organised by the British Legion.

5. COMMUNITY, COMMEMORATIVE AND CHARITY EVENTS

5.1 Community events are those which are organised by the community or voluntary groups in support of the community for the benefit of the County Borough or local residents, the admission fee to the event should be free. This includes community/volunteer led fundraising events.

5.2 Charity fundraising events should be for the benefit of a registered charity. Booking applications must be received from (or endorsed by) the charity

themselves. If the fundraising event is volunteer led (non-commercial) where admission to the event would normally be free to the public, there will be no hire fee levied by the Council. If an admission fee is chargeable, the event will be considered under the commercial fundraising category.

5.3 Some of Torfaen's parks and open spaces have Friends Groups who help oversee the maintenance, development and enjoyment of our parks and open spaces. Some of the volunteer groups hold events in the parks that they are affiliated to, hire fees will not normally be charged for such events although the same terms and conditions of the events booking form applies e.g. any damage caused on the site the Friends Group will be responsible for any repairs / reinstatement works.

5.4 Park Friends Group / Other Users Groups for events would generally be free for the public to enter. If a user group wishes to charge for entry, proceeds should be reinvested back into the park or open space.

6. COMMERCIAL FUNDRAISING

6.1 This category is for those organisations who seek to organise an event for the sole purpose of raising funding for a charity or other not for profit body via events where the organiser charges an entrance fee to participants. Typically, events will be staged by professional companies on behalf of the charity and will expect attendance in the thousands.

7. COMMERCIAL EVENTS

7.1 This category is for all events which are intended to generate profit and the organiser will usually charge an entrance fee to participants for attendee or the event. This category includes firework displays.

8. PRIVATE HIRE

8.1 Events included in this category could be for the parking of vehicles, welfare facilities for filming in the park / open space or an area in close proximity to the park / open space.

9. ORGANISED FITNESS TRAINING

9.1 Activities in this category may include organised groups that operate with or without a charge to those attending the activity. Generally where groups are offering fitness training without cost to the participant then there will be no charge for the booking. Where a group or individual charges for people to attend the activity than a suitable hire charge will be agreed dependant on the size and frequency of the activity, based on an hourly rate.

10. SAFETY ADVISORY GROUP (SAG) APPLICATION, BOOKING PROCESS

10.1 The Council is committed to providing the best available advice and guidance to event organisers to assist them in planning an event in Torfaen.

Information concerning how to book event is available on the Council's website.

- 10.2 An Events Notification Form along with a Booking Form for the site has to be completed to ensure that park and open space events are approved and booked into the events calendar.
- 10.3 No more than one event will be approved on the same day in any park or open space. Should multiple applications be received for the same site on the same date one or both of the organisers may be offered an alternative date or park. Event organisers may sometimes be required to move venue or date for other reasons.
- 10.4 Applications will be checked for completeness and if verified in line with this policy, will be subject to consultation. Consultation will involve all stakeholders and members of the Torfaen's Safety Advisory Group. Other consultees may be added where appropriate to the specific park or open space.
- 10.5 If deemed necessary the event organiser may be asked to attend a meeting of the Torfaen's Safety Advisory Group to discuss their proposed event.

11. EVENTS WHICH WOULD AUTOMATICALLY NOT BE GRANTED APPROVAL

- 11.1 Events which would not be granted permission are those which are deemed to be inappropriate or may have a detrimental impact on the 'normal use' of the park and open space.
- 11.2 Applications to hire parks and open spaces will not be accepted from organisations or individuals that promote any political campaigns or controversial issues which may be damaging to community relations, are illegal or offensive to the public or breach the Council's Equal Opportunities Policy.
- 11.3 Any Event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.

12. LICENSING AND PERMISSIONS

- 12.1 Event organisers are responsible for ensuring all required permissions and licences are acquired in an appropriate and timely manner e.g. consent to use the land, premises licence, temporary events notice.
- 12.2 Event organisers should be aware that obtaining the relevant licences and permission will involve additional cost over and above the cost of hiring a park or open space. Costs may also be incurred to comply with the conditions of any licence or permission.

13. WASTE MANAGEMENT

- 13.1 The proper collection and disposal of waste plays an essential part in Torfaen, therefore waste from special events should be minimised and recycled where possible. The Council expects event organisers to be responsible for minimising waste. In addition, the Council expects organisers to promote and facilitate recycling methods as its first option of waste management before waste disposal. Following the event, all waste must be segregated in accordance with Welsh Government regulations and removed from the site by the organisers. A waste removal service can be arranged via the Council's Waste and Recycling Team, this will incur additional charges.

www.businessofrecycling.wrapcymru.org.uk

14. OUTDOOR ADVERTISING

- 14.1 Outdoor advertising using banners, posters or any other media must comply with the regulations set out by the Council. Any unapproved fly posting will be removed by the local authority.
- 14.2 Advertisements may be displayed no earlier than 28 days before the day (or first day) on which the event or activity is due to take place.
- 14.3 Any such advertisement shall be removed within 14 days after the end of the event or activity.

15. PRICING POLICY / FEES AND CHARGES

- 15.1 Fees and charges are reviewed annually. Current prices are published on the Council's website alongside the booking form and also upon request or enquiry.
- 15.2 All Applications will be subject to a booking fee which is payable once the event is approved in order to secure the date and venue.



NEIGHBOURHOOD SERVICES

Application for Hire of Park Facilities

Please answer [1] to [9]

[1] SITE REQUIRED

[2] TYPE OF EVENT

[3] TIME REQUIRED: START FINISH

[4] DATE(S) OF EVENT

[attach fixture list if necessary]

[5] REQUIREMENTS: [tick all that apply]

PITCH	CHANGING	PAVILION	TENNIS/NETBALL	BOATING LAKE	BOWLS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER [please specify]

[6] ORGANISATION

[7] NOMINATED SAFETY OFFICER

[8] NAME, ADDRESS AND CONTACT
TELEPHONE NUMBER FOR
COMMUNICATION

[9] NAME, ADDRESS FOR INVOICE

TELEPHONE:

[10] ADDITIONAL REQUIREMENTS OR INFORMATION

[11] I have read and accept the conditions of hire.

SIGNED

DATE

Please return this application form to: Neighbourhood Services, Central Depot,
Panteg Way, New Inn, Pontypool, NP4 0LS Tele: 01495 766720

NEIGHBOURHOOD SERVICES

CHARGES

[1] In the majority of cases a standard hire charge will apply. Neighbourhood Services reserves the right to vary these charges and will in any event give the applicant details of the charges to be made.

PAYMENT

[2] To be made upon acceptance of the booking, this can be online via debit card or by invoice upon the receipt of a purchase order request from the organiser. Hire fees will be subject to vat.

CANCELLATION

[3] A minimum of 48 hours notice is required to cancel a booking, but where Neighbourhood Services has been incurred any costs the hirer will be liable to pay such costs.

Should no notice of cancellation be received then payment will be due in full.

[4] The hirer shall be liable for the full cost of any reinstatement in the event of damage to a facility, with costs to be certified by Neighbourhood Services.

[5] Neighbourhood Services reserves the right to cancel any agreed booking due to extenuating circumstances i.e., weather conditions, or giving seven days notice in writing. Any paid fees will be repaid.

[6] The hirer shall insure against the death or injury to any third party and damage to property belonging to third parties arising out of the use of a parks facility during the period of hire.

The hirer shall provide proof of such insurance on request.

[7] The hirer must obtain permission for the inclusion of any advertising hoardings/placards etc. and should not remove any of the same erected by Neighbourhood Services.

BROADCASTING

[8] The hirer shall not make any arrangements for broadcasting or televising of events without the written permission of the Neighbourhood Services Department of Torfaen County Borough Council