

Events Policy

Public Green Spaces

Introduction

1. This policy sets a framework for guidelines and procedures for the management of events in RB Kingston's public green spaces (parks and open spaces). A public green space is a park or recreation ground which is owned and/or managed by the Council.
2. The policy will ensure that proposed events are in line with the aims and objectives of the Council's Green Spaces Strategy 2008-2018 and provide consistent control, management and monitoring of events especially during pre-event consultation and planning.
3. The overarching aim of the policy is to ensure that any event held in a public green space is enjoyable, inclusive and safe for those that attend and the local community.

Event Management Principles

- a) To consider the effect of an event on the local community and park users prior to letting
- b) The nature and content of the event should reflect well on the Council and local stakeholders
- c) To ensure that the appropriate consultation is carried out with local ward Members, local residents and key stakeholders
- d) To minimise disruption for residents and businesses local to the venue
- e) To ensure that all key partners and agencies are consulted and/or informed to guarantee the safety of the events
- f) To minimise any adverse effects to Council assets from litter and damage during and after the event
- g) To rectify any damage as soon as possible at the hirer and/or organiser's expense
- h) To provide event organisers with guidelines to ensure full compliance with appropriate legislation (Health and Safety, Licensing)
- i) To support well managed, safe and successful public events

Criteria to be considered prior to confirmation

4. The following criteria will be used to determine whether approval will be given. These criteria should be read alongside the application process.

- a) Timing of event and its duration. Frequency of events in the proposed location (adverse effect on park users, residents, local businesses, etc)
- b) The quality and content of the event (theme, size, numbers attending, advertising methods)
- c) Car parking implications and possible impact on transport infrastructure
- d) Ability of the organiser to meet the conditions of the Licensing Act 2003 (if appropriate)
- e) Is the event a public event and if applicable, are the entry arrangements reasonable? I.e. gate entry charge, entry with programme etc.
- f) The creation of opportunity for local participation
- g) Will the event have a negative environmental impact on the Park? Likely effect on the conditions of the public green space (ground, infrastructure, ecology, trees etc)
- h) The ability of the organiser to effectively plan, manage and control the event and maintain Health and Safety requirements.
- i) Are the emergency services and statutory bodies satisfied concerning the suitability, public safety and emergency planning requirements for the event?
- j) Is there any planned maintenance or improvement works in the parks that will clash with this event?
- k) The organiser's commitment to equal opportunities, in particular access for people with disabilities.
- l) Ensure no financial or reputational risk to Royal Borough of Kingston upon Thames

Consultation

5. It is essential that in any application for an event, consultation is undertaken with internal and external partners. The level of consultation is dependent on the location of the event and the impact on the local environment. The consultation process may include the following:

- a) Initial application is received into DES Customer Contact Centre and passed to DES Administration Team
- b) Comments sought from relevant internal departments and Partners where appropriate (e.g. Quadron, Traffic co-ordination, Neighbourhood Managers, Green Spaces Team, Environmental Health, Sport and Recreation Team, Street Scene Team) Borough Valuers?

- c) Opinion sought from relevant external agencies (e.g. Police, Fire Brigade, Ambulance Service, Environment Agency, Kingston Town Centre Management, TfL, and Lessee's of Council land)
- d) Comments sought from Ward Councillors and Neighbourhood Chairs.
- e) Relevant level of external consultation (local residents, Friends of groups, Residents Association etc)

Classification of events

Community

1. Small informal gatherings, such as a family picnic or a children's party are not considered as an event that requires permission by the Council.
2. Community events are those that are organised by the community, not for profit or charities and voluntary groups that directly benefit the residents and stakeholders of Kingston.

Examples of community events include:

- Sponsored walk/bike ride
- Fundraising activities

Commercial

3. Commercial events are those that do not fall into the above classification. As a guideline for applications received we will use the following criteria:
 - Corporate event
 - Marketing and promotional activities for profit making organisations
 - Funfairs, circuses and any event that aims to make a profit from the activity
 - Private lets e.g. wedding reception/private party
 - Car boot sales (see exclusions and restrictions)

Large Events

4. These are events that have 500 or more audiences and/or attendees a day. Applications must be submitted 90 days before commencement of the event.

Exclusions and restrictions

5. There are a number of hiring requests that the Council will not allow, or will impose strict conditions
 - BBQ's or bonfires
 - Animal orientated circuses

- Restrictions on inclusion of animals in any event
- Restricted number of funfairs or circuses (see below)
- Restrictions on fireworks
- Car Boot Sales (see below)

Funfairs and circuses

6. The Council will permit one circus every other year and one funfair every other year. Permitting more than the allocated number of circuses and funfairs would have an injurious impact on the local environs and residents. This is in regard to noise, nuisance and natural environmental impact (grass, shrubs, trees and wildlife).
7. The designated site for a circus is the Fairfield Recreation Ground in Kingston and the designated site for a funfair is Athelstan Recreation Ground in Kingston. No other sites will be considered.
8. Car boot sales will not be permitted on any site in Kingston Town Neighbourhood (i.e. Fairfield Recreation Ground, Canbury Gardens). In other locations the Council will take into consideration other factors such ground conditions, parking arrangements and likely impact on the surrounding environment.

A Temporary Event Notice (TEN)

9. A TEN is required for licensable events at which no more than 499 people will be at the event at any one time. Licensable events are in relation to music, dance and theatre. An application for a TEN must be made to the Licensing Department and the local police at least 10 working days before the event.
10. Currently there are two public green spaces in which the Council holds licences. They are: Fairfield Recreation Ground and Canbury Gardens

Cost: A charge of £40 per notice is applicable for Temporary Event Notice

User conflict

11. If objections are received through the consultation process, the nature and impact of the objection will be dealt with on a case by case basis, although compromise will be actively sought by the Council. In the case of continued dispute on small non-commercial events the Service Manager (Green Spaces) will make the final decision, of the event. In all other cases the application will be determined by the relevant Neighbourhood Committee.

Fees and charges

12. The Council will set an annual scale of fees and charges based on the category of event, the numbers of people expected to attend and the duration.

The following parameters will apply:

- a) Provisional bookings will only be accepted through a completed application form.
- b) A returnable deposit will be charged at the time the full fee payment is due for any reinstatement required as a result of the event.
- c) The full payment and deposit must be made and cleared four weeks before the event.
- d) A non-refundable deposit of 10% of hire charge is required at the time of the initial enquiry to filter out unrealistic requests.
- e) Events that are organised by community/charitable organisation may be charged at a discretionary rate.
- f) Officers will have the discretion to waive or vary fees for an event with written agreement from the Service Director (Environment and Sustainability)

Use of the deposit (reinstatement bond)

- 13. Should any damage occur to the infrastructure of the site (paths, gates, turf, shrubs, trees etc) reinstatement cost will be the responsibility of the organiser. Any such work can only be undertaken with the agreement of the Council and by the Council's grounds maintenance partners. The cost of the work plus a 10% management fee will be deducted from the deposit.
- 14. Any refuse collected will be taken from the site and legally disposed of by the organiser. Alternative arrangements can be made with the Council prior to the event for clearing the site (price available on request). Payment must be received within 21 days of a written demand served upon the hirer/organiser of the event.
- 15. The organiser must provide relevant recycling receptacles, and make the necessary arrangements for collection. Arrangements can be made with the Council prior to the event for providing recycling receptacles (price available on request). Payment must be received within 21 days of a written demand served upon the hirer/organiser of the event.
- 16. Any litter, debris, equipment or valuables left on site after the event will be removed by the Council of which the cost of the removal shall be deducted from the deposit plus a 10% management fee.
- 17. If any Council public conveniences or buildings are made available specifically for the event they are to be left in a clean and tidy condition and free of litter at the close of the event. Alternatively the applicant can use the Council grounds maintenance partners to clean the toilets at an extra charge. Payment must be received within 21 days of a written demand served upon the hirer/organiser of the event.

Lead in time

- 18. The initial enquiry for large scale events must be made, where possible, at least 8 months in advance of the date of the event for all relevant paper work and consultation to take place. All paperwork should be received by the Council 6 weeks before the event, where appropriate.

19. The initial enquiry for medium scale events must be made, where possible, at least 6 months in advance of the date of the event for all relevant paper work and consultation to take place. All paperwork should be received by the Council 6 weeks before the event, where appropriate.

20. The enquiry for small scale events must be made at least 6 weeks in advance, unless otherwise agreed, in order for relevant preparation to take place.

Late applications

21. Late applications will only be accepted for small events which do not require a licence and if there is enough time for essential consultation.

22. Once an initial inquiry has been made the pack will include:

- Event Application Form
- Current Fees and Charges
- Conditions of use
- Event Policy
- Risk assessment template (including example)
- Indemnity form
- Event management guidelines – safety plan
- Application to fix temporary directional signage on street furniture
- Useful contacts and information