

Holding an Event on Parish Council Land Policy

Application Process

Ilmington Parish Council ("the Council") owned land offers a suitable venue for a variety of events and activities. The Council should be informed of any proposed events on its land.

If you are thinking of organising an event on Council land, please read the 'Council Land Terms & Conditions of Hire' and then complete the 'Event Application Form' below.

Organisations must include evidence of public liability insurance with their application.

To allow us time to properly consider your request, please apply in sufficient time. For small events with fewer than 500 participants, we advise submitting your written request at least six weeks before your event. For larger events, apply at least 12 weeks in advance.

Decision

When all the above information has been provided, the matter will be referred to the Council for decision as to whether the event can be held, and if there are any other conditions relating to that permission.

Hire Cost

Typically no charge will be levied for outdoor activities/events where they are arranged by charities, non-profit groups, community groups, or sporting clubs whose membership is drawn from within the parish, but this is at the sole discretion of the council.

Use of the pavilion facilities is normally subject to a charge (except for the external toilets).

Activities and events run by non-residents of the parish or for commercial gain will be subject to a charge. Charges may vary for activities and events of a more complex nature. These events will need to be discussed in detail between the council and the applicant.

Regardless of charges or free use of council facilities, there will be a reparation/make good clause in all agreements. Any damage to land or facilities will be charged to the event/activity organiser named on the application form.

A ground bond/deposit may be payable once your booking is confirmed.

Informal Gatherings

Informal gatherings of people for recreational use of the councils' green spaces (such as picnics, games of rounders etc.) do not need to go through our formal event process.

Small gazebos for shade are acceptable but no tents, marquees or fixings in the ground, no bouncy castles or hired entertainers, no barbeques, and no overnight camping.

Please be respectful of other park users. Please pick up any litter/debris associated with your gathering and leave the site as you found it.

No sale of alcohol or other products, and no loud or amplified music.

If you do wish to include any of the activities mentioned above, then please make a written request to the Council.

Council Land Terms & Conditions of Hire

1. The Council will not be responsible for any loss, damage or injury of any description to persons or property which may be sustained subsequent upon or arising directly or indirectly from the holding of the said event and the organisers shall indemnify the council against all such claims.
2. The organisers will have minimum public liability insurance cover of £2 million for each and every incident against all liability arising, covering both the participants in the event (including any officials employed in connection therewith) and all third parties. A copy will need to be submitted for approval. If the event is of higher risk, then the council will be able to request a higher-level cover where appropriate. The organisers will comply with any conditions which may be required by the insurers in respect of this event.
3. The organisers are responsible for ensuring that overall safety at the event is maintained so that as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety. The organiser will submit a suitable risk assessment to the Council on request and without unreasonable delay. Further safety certificates, such as ADIPS for fairground rides, may be required where necessary.
4. The organisers will have plans and procedures in place to deal with the following:
 - Event communications
 - Crowd management
 - Fire
 - Lost children and vulnerable adults
 - Toilet and drinking water provision
 - Waste management & recycling
 - Disability compliance
 - Security and stewarding
 - Emergencies
 - First aid
 - Transport (including parking)
 - Food safety
 - Environmental impact
 - Equal opportunities
5. If suitable and/or adequate public toilets are not available, provision must be made by the organiser to the satisfaction of the council.
6. The site or area being used will be left in a clean and tidy condition to the satisfaction of the council. The organisers are to be responsible for the full costs of the repair of any damage to the site which occurs as a result of the holding of this event – such repairs are to be carried out by the council at the organiser's expense or by an approved contractor as agreed by the council. Depending on the size and nature of the event, a returnable deposit against reinstatement of the ground may be required
7. The organisers will comply with the requirements or regulations of any national governing body or institution which lays down regulations so far as the proposed event is concerned.
8. Car parking on any green field site is not permitted unless prior arrangement and permission is obtained from the council.
9. Overnight parking of campervans and motorhomes and camping on green field sites is not permitted unless prior arrangement and permission is obtained from the council.
10. The council reserve the right to revoke this consent on giving written notice to the organisers if, in the opinion of the council's events team, it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event, the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, Coronavirus (COVID-19) government guidelines or any other circumstances outside the council's control, and on the consent being revoked as aforesaid the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against the council for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.

Event Application Form

Please complete this form if you're looking to hold an event on council land. If you aren't able to fill in all sections of the form at this stage of your event planning please complete what you can and we will confirm the rest at a later date.

Contact Details

Name of organisation	
Address	
Name of main contact	
Email	
Phone no.	
Name of responsible person on the day (if different from above)	
Email	
Mobile no.	

Event Details

Name of event			
Proposed location			
Purpose of event	Charity: local <input type="checkbox"/> national <input type="checkbox"/> charity registration no. _____ Not-for-profit <input type="checkbox"/> Commercial <input type="checkbox"/>		
Have you held this event before?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Event proposed start date(s)		Proposed finish date(s)	
Event proposed start time(s)		Proposed finish time(s)	
Site set up proposed start date		Proposed start time	
Site clean-up proposed finish date		Proposed finish time	
No. of participants (including visitors) anticipated			
Will the event be ticketed?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, no. of tickets:		

Description of activities

Description of activity

*Please note it may be easier to attach a full programme of activities to the application.
Please specify all components, stalls, activities, dog shows, etc.*

Which facilities would you like to use?

☐ Pavilion ☐ Sports pitches ☐ Car park ☐ Overflow parking

Do you have a site plan? Yes ☐ No ☐

This is important if your event includes structures such as marquees, tents, stages, parking areas etc.

Will there be any of the following that may require a further licence or permit?

If yes, please give further details. Under the Licensing Act (2003), you may need an additional licence such as a Temporary Event Notice (TEN) or Premises licence.

☐ Live or recorded music ☐ Play or performance ☐ Films
☐ Alcohol ☐ Food and / or drink ☐ Gambling or lotteries
☐ Road closures ☐ Street collections ☐ Street trading
☐ Fairground rides ☐ Fireworks or bonfires ☐ Animals

Do you require power? Yes ☐ No ☐

If yes, give details of how you intend to supply it:

Do you require water? Yes ☐ No ☐

If yes, give details of how you intend to supply it:

Will you manage event traffic and parking? Yes ☐ No ☐

If yes, give details of how you intend to do this:

Will you be providing temporary toilets? Yes ☐ No ☐

If yes, give details of your plans:

Please note that existing site facilities may not be available or may not be adequate for the number of people at the event.

What are your plans to manage any waste produced?

(food, general waste, plastics, paper etc.)

Please note that the Council will not be responsible for any waste produced and organisers must make their own provisions.

Please give details of your plans for recycling and waste management:

Public Enquiries

If members of the public enquire about this event, where shall we send them and what contact details can we give them?

Declaration

By returning this form, I confirm that I have read and accepted the terms and conditions of hire.

I understand that I will need to submit event documentation for a review on request, including a suitable risk assessment and a copy of public liability insurance.

I confirm that the information provided is correct and I apply for permission to hold the event described on Ilmington Parish Council land.

Signed *	
Name (block capitals)	
Role at event	
Date	

* If returning this form by email, a signature is not required as long as the email is sent from the person named above as the main contact.

By signing the Form, you are agreeing that Ilmington Parish Council can hold and process your personal data, as provided on and with this Form.

Please send your completed application to: clerk@ilmington-pc.gov.uk