



Guidelines for holding events on Bournemouth Borough Council's Parks, Highways and Seafront

**Contact: The Events Team, Bournemouth Borough Council, Events
Department, Town Hall Annexe 1st Floor, St Stephen's Road, Bournemouth,
BH2 6EA**

**E-mail: events@bournemouth.gov.uk
Tel: 01202 451718, Fax: 01202 451743**



Organising outdoor events in Bournemouth

Whether it is a small community initiative or a large commercial promotion the Events Team at Bournemouth Borough Council would like to hear from you! With plenty of parkland and countryside within the borough as well as seven miles of golden beach, Bournemouth is the ideal location for a wide range of events.

How do I apply for my event?

1. An application form is attached for you to complete and return to the Events Team **giving as much detail as possible** about your event to include proposed date, time, location, set-up and content. Please feel free to continue on another piece of paper if you run out of room on the form. Alternatively you can submit a separate, more detailed events proposal along with the application form (especially for larger events).
2. On receipt of your application form we will check the availability of your location and the suitability of the event within that location.
3. If the event is more complex, we would need to discuss this with you further, and a meeting will be set up.
4. If agreed, a letter of agreement will then be issued detailing the Council's terms and conditions, which you as an organiser will need to sign up to in order for the event to go ahead.
5. **Please do not confirm arrangements or commit yourself to anything costly until a letter of agreement has been issued.**
6. If you would like to make a collection for your chosen charity as part of your event you will need to obtain a street collection licence. Please contact Democratic Services on 01202 454935. **Please note collections cannot be made within the gardens or along the seafront promenade, and any collections in Pier Approach must be accompanied by entertainment.**

What about Health and Safety?

We require the following paperwork at least **two weeks** prior to your event taking place:

- A comprehensive and approved risk assessment, a template of which can be provided for your use. If you have a preferred format then please feel free to submit this. For further information on risk assessments, please refer to the Health and Safety Executive (HSE) website - www.hse.gov.uk/risk/practice.htm.
- A copy of your £5 million **Public Liability Insurance**. If you don't have public liability insurance, you may qualify for cover under the Council's own insurance (subject to specific requirements). Please contact us directly to discuss this further. Please note there will be a charge for this.
- A Risk Assessment and Public Liability Insurance for all sub-contractors to the event or promotion e.g. entertainers, dj's, staging, marquees etc.

Catering

If you are including catering as part of your event, you will be requested to provide a copy of their **public liability insurance, food hygiene certificate** and details of their **registered Local Authority**. **This information will be required at least 2 weeks prior to your event in order for our Environmental Health team to complete the relevant checks.** Please note that all caterers will be required to have/comply with the following:

- Facilities to wash hands (minimum a bowl, hot water, cold water (or suitably mixed), soap and hand drying facilities)
- A bowl for washing utensils (hot water)
- A documented food safety system for each unit i.e. Safer Food Better Business
- Training certificate i.e. Level 2 (Basic Food Hygiene)
- Take regular temperature checks of hot food
- Wear appropriate over clothing i.e. apron
- Have refrigeration facilities or an equally effective method of keeping high risk foods chilled to <8°C
- Have sanitiser
- Supply a current gas safety certificate for catering units / mobiles
- Have adequate guarding for generators
- Provide adequate and secure storage for generator fuel
- Have adequate provision for the sustainable disposal of food waste
- Have adequate provision for the sustainable disposal of waste water
- All on-site caterers should provide fire retardant structures to work within and provide certification in advance to prove they have fire retardant structures.
- All on-site caterers should provide risk assessments for their working practices, in advance.
- All on-site caterers should provide suitable fire fighting equipment, tested in date.

Ancillary Activities and Requirements

Some ancillary activities may require additional paperwork to be provided in advance of your event. Below are a few examples:

- **Inflatable's:** Any inflatable (such as bouncy castles) needs to be accompanied by an ADIPS certificate, public liability insurance for a cover of £10m and a full risk assessment.
- **Animals:** Dependent on the activities, animals may need to be registered under the Performing Animals Act. Please contact us for further information if this is applicable to you.
- **External providers:** As the event organiser, you should ensure that you have retained copies of insurances for any external parties providing entertainment at your event, for example, children's entertainers, face painting etc.

Licensable Activities

You will see from the application form that some activities now require the land on which the activity is to take place to be licensed. Licences have been granted for the following locations in Bournemouth:

- Meyrick Park
- Kings Park
- Shelley Park
- The Lower Gardens
- Pier Approach
- Boscombe Beach
- Winton recreation Ground
- Bournemouth Square & Triangle

These licences place specific conditions on the use of this land, and event organisers are now legally obliged to abide by these conditions.

If your chosen location is one of those listed we will send out the conditions specific to that location on receipt of your application form.

If the location of your event is not one of those listed above, and the maximum number of people attending at any one time is less than 500, a temporary event notice (TEN) can be applied for. Details of this will be sent to you on receipt of this application form.

If you think that your attendance numbers will be 500 or more at any one time, please contact us for more information.

Logistics

This is an important aspect to any event. Have you considered the following aspects?

Access: What are the access points to the site? Are there any barriers or gates that pose issues? If you are expecting large numbers of people, you may wish to identify local parking facilities and disabled access.

Security / Stewards: For large and sports events marshals can play an important role as information points and safety for public. Materials and structures left onsite for long durations may require security to be present.

First Aid: Larger events may require you to have first aid provision on site. The HSE guide has a useful table and information to help you decipher what provision should be present at your event.

Toilets: Some sites may already have facilities onsite. The HSE guide has guidelines in place to ensure you have the correct provision at your event.

Gazebos / Marquees: Any temporary structure needs to be weighted and not staked on council land. All marquees should be constructed by a reputable company and flooring included within.

Signage: Do you require signage to be erected for the duration of your event? Certain areas may require specific types of signage e.g. highways. Please contact us for further information on requirements, as permission will need to be given. Please also note that signage on Highways must be made from Correx material.

Electricity: Most outdoor areas do not have access to power. Generators should be super-silent diesel powered with drip trays and cordoned for public safety if required.

Sustainability

You will need to consider the key sustainability issues specific to your event. We recommend that event organisers review the following points:

- **Access** - Ensure communication methods & physical access facilities mean everyone is welcome. For example, is there Blue Badge parking nearby?
- **Local Area** - Look after the local community by reducing the amount of litter, congestion & noise at your event.
- **Energy & Water** - Look at inventive & alternative ways to reduce energy & water usage during your event. Could solar power, cycle power or biofuel generators be used instead of silent diesel generators?
- **Transport** - Promote walking, cycling & travelling by public transport to your event as these are more environmentally friendly.
- **Reduce & reuse**- What equipment is really needed for your event? To reduce waste items, only buy what is needed and reuse or borrow where possible. If you are planning on having keepsakes try to ensure they are recyclable.
- **Responsible sourcing** - Support local businesses by using them to provide services and products during your event where possible.
- **Recycle waste** - Provide clearly labelled recycling bins as well as general refuse bins. Aim to have a zero waste-to-landfill policy for your event.

Cost of Events

The minimum charge for holding an event on council land is from £100 for a small free community event or from £50 for charitable events (plus VAT). This charge is dependent on the size, duration, and requirements for your event and the exact cost will be advised on receipt of the application form. Commercial activities will be considerably more.

Contact Details

Post: The Events Team, Town Hall Annexe 1st Floor, St Stephen's Road, Bournemouth, BH2 6EA

Phone Number: 01202 451718

Fax Number: 01202 451743

E-mail: events@bournemouth.gov.uk