

Lancaster City Council

# Events

## CITY CENTRE BOOKINGS - GUIDANCE NOTES v6

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# How to Book Your Event

A

## Obtaining Permission

If you wish to hold an event on land owned by Lancaster City Council, you will need our permission. To get you started you'll need to make sure the land you want to use is available for your event. This can be checked on the *Events on Council Land* page on the city council's website:

<http://www.lancaster.gov.uk/parks-and-open-spaces/events-on-council-land>. On this page you'll find an events calendar that lists all the bookings (provisional and confirmed) we've taken so far.

Once you've decided on a date for your event, contact Customer Services (01524 582000, [customerservices@lancaster.gov.uk](mailto:customerservices@lancaster.gov.uk)) who will make a provisional booking for you and send you the latest versions of the booking form and guidance notes. **Please ensure you read the Guidance Notes before completing the booking form.**

The person who completes and signs the booking form (the "Event Organiser") will take full responsibility for the event, including payment of any fees associated with the booking and managing the Health & Safety documentation for any third parties they invite to the event such as: market stalls, fairground rides, entertainers, food providers, etc.

Please be advised we are committed to protection of your privacy and in light of the General Data Protection Regulations 2016 our Privacy Notice (which gives advice on how we use your personal information) can be viewed at <http://www.lancaster.gov.uk/ccb-privacy>.

## Minimum Notice Periods

[To check which category your event is please see *Section B – Locations and Fees – Fees & Charges* or *Section F – Terms and Conditions of Use – Definitions*.]

### Small Events

Completed applications (including booking form, proof of public liability insurance, risk assessment and payment) must be received by the Public Realm Team a **minimum of 2 weeks** before your event. Additional documentation may be requested from the Event Organiser once the booking form has been submitted, depending on the nature of the event.

### Medium Events

Completed applications (including booking form, proof of public liability insurance, risk assessment, payment and any other supporting documentation) must be received by the Public Realm Team a **minimum of 4 weeks** before your event. Additional documentation may be requested from the Event Organiser once the booking form has been submitted, depending on the nature of the event.

## Large Events

Completed applications (including booking form, proof of public liability insurance, risk assessment, payment and any other supporting documentation) must be received by the Public Realm Team a **minimum of 4 weeks** before your event. However if your event needs to be referred to ESAG (see pages 18 and 29) we must receive all documentation **minimum of 8 weeks** prior to the event date. Additional documentation may be requested from the Event Organiser once the booking form has been submitted, depending on the nature of the event.

Bookings for any event cannot be processed until any applicable administration fee is paid (see *Section B – Locations and Fees – Fees & Charges*).

For large events, we strongly advise that you check whether there are any plans for roadworks, scaffolding and/or skips in the area where your event will be taking place. To do this, please contact Lancashire County Council's Street Works Department directly to make them aware of your event and its location via [lhsstreetworks@lancashire.gov.uk](mailto:lhsstreetworks@lancashire.gov.uk).

## Event Safety

We want to help you make your event as safe as possible but, as the Event Organiser, you have overall responsibility for making sure that the event proceeds safely and without incident. This means ensuring all aspects of event safety planning are taken care of. This may seem like an onerous task, but evidence of competent event safety planning will help protect you if something goes wrong.

For events which meet the referral criteria (see *Appendix 2 – ESAG Referral Criteria*), it is compulsory to attend an **Event Safety Advisory Group** meeting. Once you have submitted your booking form, the group will be in contact with an invitation to one of the meetings.

Safety guidance has been provided in these Guidance Notes (see *Section E – Event Safety Guidance*) but we would also recommend you visit the Health and Safety Executive website ([www.hse.gov.uk](http://www.hse.gov.uk)) that may contain more comprehensive guidance on event safety.

# Locations and Fees

B

## Locations Available For Use/Hire

The pitches and locations available for you to use vary according to what you want to use the pitch/location for:

1. Promote and/or give out information about a not-for-profit (non-commercial) organisation, cause or event including charities and political parties, or collect money for a charity (but not direct debit subscriptions)
2. Put on a performance or dance
3. Bring a vehicle to promote your organisation or business (not-for-profit/non-commercial) with vehicle remaining on site during the booking
4. Hold a large event or gathering
5. Hold a market
6. Organise a march or procession

Please see below for more details on each of these.

Plans showing the location of all the pitches and locations referred to below can be found in *Appendix 1 - City Centre Locations*.

For information on what fees are applicable to all the pitches and locations, please see *Fees & Charges* below.

Political parties are not permitted to use any of these pitches and locations during periods of 'purdah' in the six week period prior to the announced date of an election and Lancaster City Council reserve the right to cancel any planned bookings that fall within a period of purdah.

### **1. Promote and/or give out information about a not-for-profit (non-commercial) organisation, cause or event including charities and political parties, or collect money for a charity (but not direct debit subscriptions)**

You may use the following pitches:

#### Lancaster:

- The Information and Charity Pitch in Market Square. No stall or equipment provided. The pitch measures 3m x 3m. Electricity is not available. No vehicles are allowed on this pitch.

#### Morecambe:

- The Information and Charity Pitch in New Town Square. No stall or equipment provided. The pitch measures 3m x 3m. Electricity is not available. No vehicles are allowed in this area.
- The Information and Charity Pitch in the Festival Market (Tuesdays, Thursdays, Saturdays, Sundays and summer Bank Holidays only). Stall provided. The pitch measures 2.75m x 0.75m. Electricity is not available.

Goods may be sold from the Information and Charity Pitch in Lancaster on non-market days only (i.e. not Wednesdays or Saturdays) provided 100% of the proceeds go to the organisation, cause or event booking the pitch. Money can be collected in tins or buckets providing a street collection permit is obtained from

our Licencing Department and attached to your booking form on submission. Please note that applications for street collection permits must be submitted to the Licensing Department at least 28 days before the proposed collection.

Charities may sell goods from the Information and Charity pitches in Morecambe and the Festival Market but a fee will be charged (no jumble or bric-a-brac permitted, items to be sold must be agreed by the Market Manager).

Block booking of all these pitches over successive weeks is not permitted. An excessive number of bookings by one organisation may result in a limit being put on the number of further bookings that organisation may make in any one year. If any organisation books the pitch but does not attend on two or more occasions without giving us prior notice, they will not be able to book the pitch again for a period of 12 months.

## **2. Put on a performance or dance**

You may use the following areas:

### Lancaster:

- The Plinth in Market Square. This raised platform can be used for performances of music, dance, theatre, etc. It measures 9m x 5m. Electricity is available on site. Unfortunately there is no disabled access onto the plinth. Please ensure you are satisfied this area is suitable for the activity you will undertake on it, and that any risks are highlighted and then minimised in your risk assessment. Please also be aware of the risks associated with inviting the general public up onto the plinth and ensure this is specifically addressed in your risk assessment if this is your intention.
- The Vehicle/Performance Area in Market Square on non-market days only (i.e. not Wednesdays or Saturdays). This area can accommodate larger performances that cannot fit on the plinth. The area measures 12m x 10m. Electricity is available on site.

### Morecambe:

- New Town Square. This area can accommodate larger displays or gazebos. For dimensions of the different areas available in New Town Square please see plan in *Appendix 1 City Centre Locations*. No vehicles are allowed in this area. Electricity is available on site.
- Outside areas A and B at the Festival Market (Tuesdays, Thursdays, Saturdays, Sundays and summer Bank Holidays only). For the locations and dimensions of these areas please see plan in *Appendix 1 - City Centre Locations*. Vehicles can be sited with the event although parking tickets must be purchased and displayed. Electricity is not available.

## **3. Bring a vehicle to promote your organisation or business (non-commercial) with vehicle remaining on site during the booking**

You may use the following areas:

### Lancaster:

- The Vehicle/Performance Area in Market Square on non-market days only (i.e. not Wednesdays or Saturdays). It can be used to site large display units or demonstration vehicles which fall within the following limits: 10m long, 3m high, 2.5m wide, no heavier than 12 tonnes, no more than 2 axles. Electricity is available on site. The exact location of any display unit or demonstration vehicle must be agreed with us in advance and a banksman must be used to help manoeuvre the vehicle into position. A parking dispensation will be required in order to allow the unit/vehicle to remain on the pedestrian zone during the day (see *Section C – Additional Notes – Vehicles* for further information on how to obtain a parking dispensation). There is a charge for this. The vehicle must be in place

by 8am and must not leave until 6pm for Health and Safety reasons. Once in place the vehicle should remain static on site between these hours and any towing vehicles should be removed from the zone. The driver must be available at all times to remove the vehicle in case emergency vehicles need to access the area. The approved route of access onto and egress from the pedestrian area must be used – you will be informed of this when your booking is confirmed.

- Dalton Square. – This area (between the junctions with Nelson Street and Sulyard Street) can be used for vehicles which are too large for Market Square. Suspension of the parking bays in this area will be required. Please contact Lancashire County Council to arrange this (0300 123 6713, [parking@lancashire.gov.uk](mailto:parking@lancashire.gov.uk)) and attach proof of suspension to your booking form on submission. There is a charge for this. Electricity is not available.

The paving/cobbles in both areas must be protected from damage by any vehicle stabilising device such as drop-down feet or legs. Drip trays should be used to protect the paving/cobbles from any possible oil or fluid leaks, however minor. See *Section C – Additional notes – Vehicles* for further information.

#### Morecambe:

- Outside area D at the Festival Market (Tuesdays, Thursdays, Saturdays, Sundays and summer Bank Holidays only), situated in parking bays running adjacent to Central Drive. Please note, HGVs are not allowed on any of the outside areas at the Festival Market. For dimensions of this area please see plan in *Appendix 1 - City Centre Locations*. Electricity is not available.

## **4. Hold a large event or gathering**

You may use the following areas:

#### Lancaster:

- Market Square, Dalton Square and Sun Square. The Vehicle/Performance Area in Market Square measures 12m x 10m. Sun Square measures approximately 23m by 17m but please refer to plan in *Appendix 1 - City Centre Locations* for useable areas. For dimensions of Dalton Square please also refer to plan in *Appendix 1 - City Centre Locations*. Road closures may be needed depending upon the size of the event (see *Section C – Additional notes – Road Closures* for further information). Businesses operating/trading in these areas should not be interrupted. There is no electricity available in Dalton Square and Sun Square. Stalls may be situated in these locations. See *Section C – Additional notes - Markets* for further information.

#### Morecambe:

- New Town Square & Euston Road. Businesses operating/trading in these areas should not be interrupted. Electricity is available in New Town Square for medium and large events only. Electricity is not available in Euston Road. No vehicles are allowed in these areas. Stalls may be situated in these locations. See *Section C – Additional notes - Markets* for further information. In the event of a requirement to bring equipment into New Town Square, the bollards situated in between New Town Square and Anderton Street (see plan in *Appendix 1 - City Centre Locations*) may be temporarily removed. Permission for this must be sought by contacting [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk) and [lhsstreetworks@lancashire.gov.uk](mailto:lhsstreetworks@lancashire.gov.uk). Proof of permission must be received by the Public Realm Team prior to any booking being confirmed. Unlocking of bollards can be arranged by contacting the Arndale Centre Manager on 01524 416922 or [contact@arndalemorecambe.co.uk](mailto:contact@arndalemorecambe.co.uk). The bollards should not be removed and left unattended at any time and should be returned to their position as soon as possible.
- Outside areas at the Festival Market (Tuesdays, Thursdays, Saturdays, Sundays and summer Bank Holidays only). For dimensions of the different areas please see plan in *Appendix 1 City Centre Locations*. Electricity is not available. Vehicles can be sited with events although parking tickets

must be purchased and displayed. Electricity is not available on these pitches. Stalls may be situated in this location (see *Section C – Additional notes – Markets* for further information).

## 5. Hold a market

You may use the following pitches/areas:

### Lancaster:

- Market Street, Market Square and Cheapside non-market days only (i.e. not Wednesdays or Saturdays). Stalls must be sited in agreed pitches and advice on the siting of stalls will be issued to Event Organisers on application. A plan showing the location of Charter Market pitches can be found in *Appendix 1 - City Centre Locations*. See *Section C – Additional notes - Markets* for further information.
- Electricity is available in some pitches. Vehicles may not remain in these areas unless a parking dispensation has been obtained (see *Section C – Additional notes – Vehicles*).

### Morecambe:

- Outside areas at the Festival Market (Tuesdays, Thursdays, Saturdays, Sundays and summer Bank Holidays only). For visiting themed markets only (e.g. continental, farmers, arts and crafts, etc). For dimensions of the different areas please see plan in *Appendix 1 - City Centre Locations*. Electricity is not available. Vehicles can be sited with events although parking tickets must be purchased and displayed. See *Section C – Additional notes – Markets* for further information.

## 6. Organise a march or procession

Marches and processions are not usually processed as city centre bookings but we do need to be aware of them in case they have an impact on any bookings we have. We need to know what time the march/procession is to take place, how many people are likely to attend and what route will be taken. If the march/procession is along a public road then the Police need to be consulted to agree a route and to review the Event Organiser's traffic management plan and method statement. If there are going to be stalls, hospitality tents and/or guest speakers at the start or end of your march/procession, then it will be deemed a city centre booking and you will need to submit an application.

The Police usually advise that if the march/procession is to take place in the road you will need a Road Closure Order (see *Section C – Additional notes – Road Closures*) and it is the Event Organiser's responsibility to provide a traffic management plan and method statement.



# Fees & Charges

## Administration Fees and Other Fees & Charges

Administration fees apply to bookings for medium and large events to cover some of the costs of processing them. These fees must be paid on submission of the booking form (other fees relating to your booking such as stall fees can be paid later). Please note, administration fees are non-refundable. The following table is to help you understand what the fees and charges are, and whether they apply to your event. Definitions of sizes and charges and other terms are also included in *Section F - "Terms and Conditions of Use – Definitions*.

| FEES & CHARGES                                     |   |   |   |  |
|--|---|---|---|--|
| Info & Charity Pitches (Market & New Town Squares) | Info & Charity Pitches (Festival Market)          | Small event                                       | Medium event  | Large event  |
| Info only (with sale of goods for charities only)  | Info only (with sale of goods for charities only) | One day event, in one location, with one activity | Event is multi-day OR multi-location <sup>1</sup> OR multi- activity <sup>2</sup> OR is a Market <sup>3</sup> | Event is multi-day AND multi- location <sup>1</sup> AND multi- activity <sup>2</sup> OR needs referral to ESAG |
| ADMINISTRATION FEES                                |   |   |   |  |
| None   | None  | None  | £30   | £30  |
| OTHER FEES AND CHARGES                             |   |   |   |  |
| None   | If goods for sale - £5/day                        | None  | Fees for stalls <sup>3</sup><br>Fees for fairgrounds <sup>4</sup>   | Fees for stalls <sup>3</sup><br>Fees for fairgrounds <sup>4</sup>  |

### NOTES

- 1 - The three locations in Market Square, Lancaster (vehicle/performance area, plinth and Information & Charity Pitch) are counted as one location for the purposes of the administration fee.
- 2 - An event which has MORE than one of the following: entertainment; stalls for sale of goods and information; fairground, parade or march; demonstration or dance display.
- 3 - Bookings for markets or for events with stalls will incur an additional charge per stall unless the stall is run by a charity or a local community group. The charge will be based on the size of the stall: £21.50 for stalls up to 3m x 3m, £25.50 for stalls up to 4.5m x 3m. Stall charges must be paid for a minimum of 2 weeks before the event. In the event of stalls cancelling after payment, the stall charge will be refunded less a 25% reduction to cover administration costs.
- 4 – Bookings which include fairground rides will incur an additional charge of £50 per ride. Ride charges must be paid for a minimum of 2 weeks before the event. In the event of rides cancelling or not attending after payment, the ride charge will be refunded less a 25% reduction to cover administration costs.

## How to Pay

Bookings for any event cannot be processed until the relevant payment is received and it is the Event Organiser's responsibility to ensure the payment is received by Lancaster City Council. Payment must be made by debit or credit card by ringing **01524 582000** when submitting your application.



## **Hire Charges & Bonds**

Depending on the nature and/or location of your event, a bond may be required to cover any damage or reinstatements following your event. If so, a Lancaster City Council officer will be in touch after reviewing your event proposal. The value of the bond will depend on the nature and location of your event.

# Additional Notes



## Insurance

Event Organisers are required to hold and provide evidence of a current insurance policy in respect of Public Liability or Third Party Risks (including product liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Officer. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.

Event Organisers will also be required to obtain and hold evidence of insurance cover for any exhibitor, performer, sub-contractor, caterer, stall-holder etc. whom they have instructed/authorised to appear at or take part in the event.

Public liability insurance can be obtained for one day only through LRO Insurance (0207 347 5160, [www.lroinsurance.co.uk](http://www.lroinsurance.co.uk)). Please note that Lancaster City Council does not endorse this company and it is the Event Organiser's responsibility to ensure that the insurance obtained is adequate for the event.

## Risk assessment

Event Organisers will be required to provide a risk assessment for the event. This should include (if applicable) erection/dismantling of any structures/displays/stalls, vehicle access, adverse weather conditions, use of electricity, etc, and list the risks associated with these as well as the measures that will be taken to reduce each risk. Risks to members of the public must be addressed within the document.

Event Organisers will also be required to obtain and hold risk assessments for any exhibitor, performer, sub-contractor, caterer, stall-holder etc. whom they have instructed/authorised to appear at or take part in the event.

## Plans

Where appropriate a detailed site plan showing the position of everything involved in the event (structures, vehicles and staff locations) should be provided. A programme schedule if appropriate is also required.

In respect of races, a detailed route plan must be provided showing the location of route marshals.

## Electricity

Electricity is available on the following sites: the Plinth, the Vehicle/Performance Area, Market Square (not the Information and Charity Pitch), New Town Square (also not the Information and Charity Pitch), and some Charter Market Pitches.

Should you wish to use the electricity supply, you will need to complete a licence and pay a £75 deposit (refundable if usage does not result in damage to the supply/equipment or an electrician's call-out). There is a £10 charge for each day's usage. All items using the supply must be PAT tested and we also encourage the use of RCD protection as an additional precaution.

You will need to obtain an electricity key prior to your event to access the supply – you will be advised about this when your event is confirmed.

## Markets

If you wish to hold a market, or have stalls as part of your event, all stallholders must provide you with proof of public liability insurance (product liability insurance as well for food stalls) and a risk assessment before the event. Food stalls must also have a food hygiene rating (as issue by a local authority) of 3 or over or, if not, provide proof of communication with our Environmental Health Department which proves they will allow attendance at the market. It is the Event Organiser's responsibility to check each stallholder complies with these requirements and stallholders must not be allowed to attend the event if all documents have not been viewed by the Event Organiser. Protective flooring must be used in any stalls where there is a risk of the paving being contaminated by grease, including all stalls serving hot food. (The Event Organiser will be invoiced for any post-event cleaning required.) For further information about food hygiene requirements please visit the Business Guidance section of the Food Standards Agency website at <https://www.food.gov.uk/business-guidance>.

A fee will be charged for each stall attending the market unless the stall is being run by a registered charity, or a local community group (see *Section B – Locations and Fees – Fees & Charges*).

The Event Organiser must provide a list of all stallholders attending the market (including name, contact details, commodity to be sold, and whether a charity/local community group) as well as a plan showing the location and size of each stall no later than 14 days prior to the event. We may carry out "spot checks" (randomly requesting sight of the required documentation from one or more stallholders) before the event to ensure all documentation is in place prior to confirming that the event can proceed.

## Single-use plastics

Single-use plastic drinking vessels must not be used at your event. Please ensure you and any stall-holder, caterer, etc. whom you have instructed/authorised to appear at or take part in the event use paper drinking vessels.

## Fairground Equipment

If your event includes a fairground or other rides, you will need to obtain and hold a current in date ADIPS Declaration of Operational Compliance for each ride, as well as insurance documents and a risk assessment for the company providing the fairground or other rides (see *Insurance* and *Risk assessment* above).

A fee will be charged for each fairground ride attending the event (unless the ride is free to the public) and any fairground stalls (see *Section B – Locations and Fees – Fees & Charges*).

Vehicles accessing Market Square must fall within the following limits: 10m long, 3m high, 2.5m wide, no heavier than 12 tonnes, no more than 2 axles.

## Licences/Permits

Lancaster City Council is responsible for licensing the sale and supply of alcohol and the provision of regulated entertainment (entertainment provided in the presence of an audience for the purposes of entertaining that audience - e.g. plays, films, live or recorded music, dancing, sport events, etc – held in a public place where the public are given access). This also applies to licences required for the provision of late night refreshment within the Lancaster district. If you are conducting any of the above activities, you will need the relevant licence.

All alcohol and entertainment application forms and guidance notes are available on the [GOV.UK website](https://www.gov.uk). You can also apply online for a premises licence, club premises certificate, a temporary event notice or a street collection permit if any money will be collected at the event. Please note that applications for premises licences require a 28 day consultation period.

Should you require advice regarding the type of licence which may be required for your event please contact the licensing team via [licensing@lancaster.gov.uk](mailto:licensing@lancaster.gov.uk) or call 01524 582033. Please provide copies of any licences you obtain for your event to the Public Realm Team and ensure you mention applications or intended applications on your booking form, applications for temporary event notices must be made at least 10 working days before the event, and street collection permits must be applied for at least 28 days before the date of proposed collection.

## Road Closures

If you are intending to host an event on the highway you must seek permission for a temporary road closure from either Lancaster City Council (for events involving processions, rejoicing, illuminations or thronging such as carnivals, Remembrance Day events, etc) or Lancashire County Council (for major sporting events such as cycle/running races). Lancaster City Council need 8 weeks' notice and Lancashire County Council need 12 weeks' notice to process these.

As Event Organiser you will be required to provide appropriate traffic management (including a traffic management plan), signs, barriers and diversion routes to support the road closure. Accredited persons (usually a Traffic Management contractor) must be used to stop and control traffic as the Police no longer manage events on the highway (apart from Remembrance Day Parades) and will not provide staff to do this. It is not permitted to simply walk in the road with no control of the traffic due to the obvious health and safety implications, and any meaningful risk assessment would identify that as a high risk activity and therefore one to be avoided.

For further information or guidance about road closures from Lancaster City Council, please see: <http://www.lancaster.gov.uk/business/licences-and-permissions/road-closures> or contact the Council's Licensing Department ([licensing@lancaster.gov.uk](mailto:licensing@lancaster.gov.uk), 01524 582033).

For further information or guidance about road closures from Lancashire County Council, please see: <http://www.lancashire.gov.uk/roads-parking-and-travel/roads> or ring 0300 123 6701.

## Playing Music

If you plan to play music that is copyrighted during your event, then you will require a music licence from PPL PRS Ltd (0800 0720 808, [https://pplprs.co.uk/contact us](https://pplprs.co.uk/contact-us)).

Licences must be obtained and copies supplied prior to the event. Failure to do so may result in civil action against you for copyright infringement, and you may be liable to pay damages and costs.

## Vehicles

Vehicles (other than those on the Vehicle/Performance area in Market Square or as part of a market in Lancaster city centre for which a dispensation has been obtained, or on Dalton Square where a suspension of parking bays has been obtained) may not be parked on any Lancaster site.

Parking dispensations can be obtained online only. There is a charge for this. Please go to <http://www.lancashire.gov.uk/roads-parking-and-travel/parking/> to apply for a dispensation and attach proof of it to your booking form on submission. Alternatively contact Lancashire County Council (0300 123 6713, [parking@lancashire.gov.uk](mailto:parking@lancashire.gov.uk)).

Vehicles may access the pedestrian zone in Lancaster city centre before 10am and after 5pm to help with the setting up and dismantling of events. Failure to remove vehicles between 10am and 5pm from the pedestrian zone (other than those for which a dispensation has been obtained) may result in the issuing of a penalty charge notice (parking ticket).

Permission must be obtained for vehicles to be sited at the Festival Market and a relevant pay and display ticket must be obtained

### **Structures and Stalls**

Any structures/displays/stalls or demonstration vehicles must be attended at all times and removed completely from the pitch at the end of each day. All structures/displays/stalls should be of good quality and professional appearance so as not to detract from the look of the city centre as a whole. You will be required to submit photos with your application.

### **Display of Information/Advertisements/Goods**

The display of information, advertisements or goods on walls, traffic signs, street lighting columns or other items of street furniture is not allowed at any time.

### **Event Participants**

The Event Organiser is responsible for ensuring that the event does not operate so as to cause annoyance or concern to occupiers of adjoining properties and/or businesses or the general public (e.g. excessive noise, fumes, etc). Electric generators must not be used unless agreed with us in advance (see Terms and Conditions 5.4).

### **Refuse and Litter**

The Event Organiser is required to clear any rubbish or packaging from the pitch on a regular basis including at the end of the day and, where necessary, provide an adjacent rubbish bin.

### **Animals**

Any bookings (including circuses) which include the use of non-domesticated and performing animals, or animals being used for entertainment purposes will not be allowed to use Council land.

### **Weapons**

Any booking involving items that could be classed as weapons (any article made or adapted for use for causing injury to the person) will be carefully considered and may be rejected. The Council does however recognise that the Ministry of Defence may wish to book Events for recruitment purposes at which they would like to display weapons. If so, the Event Organiser must inform the Council of this in writing at the time of the booking and ensure that any weapons are not loaded and no "live" ammunition is present on site.

# Submitting Your Application

D

## Before submitting your application

Before submitting your application to us, please check that you have completed all sections of the booking form and that you have signed and dated the form at the end. **Please note signing the booking form indicates you have read, understood and agree to the terms and conditions within these guidance notes.**

When submitting your application, you must provide the following documentation with it:

- ☐ Proof of your Public Liability Insurance (with limit of indemnity of £5million or more)
- ☐ Risk Assessment
- ☐ Street collection permit (if applicable)
- ☐ Temporary event notice (if applicable)
- ☐ Proof of parking dispensation (if applicable)
- ☐ Proof of suspension of parking bays in Dalton Square (if applicable)

All documentation must be in the name of either the Event Organiser or the organisation s/he is representing. It may be necessary for you to provide additional information or documentation depending on the scale and complexity of your event. This will be discussed with you once your application has been reviewed. Please ensure you apply for any licences, notices and permits in enough time to comply with the notice period for that particular licence, notice or permit.

Before we can start processing your application, you must also pay the Administration Fee if applicable (see *Section B - Fees & Charges*). Payment must be by debit or credit card.

## Submitting your application

Applications can be submitted in one of the following ways:



### BY POST

To: **Public Realm Team, White Lund Depot, White Lund Road, Morecambe, LA3 3DT**



### BY EMAIL

To: [publicrealm@lancaster.gov.uk](mailto:publicrealm@lancaster.gov.uk)

## Next Steps

Once we have received your booking form it will be reviewed by one of our team who may request further information. All relevant documentation must be submitted within the timescales stipulated in *Section A – How to Book Your Event – Minimum Notice Periods*. Your booking will be confirmed in writing once all documentation has been received and reviewed. Please note, your event must **not** take place without this confirmation.

# Event Safety Guidance

## Who is responsible for safety at a public event?

The Event Organiser is responsible for safety in all aspects at public events. As well as public liability insurance, you should have any other appropriate insurances required to cover your event. Lancaster City Council reserves the right to refuse bookings if such measures are not in place.

Where land and buildings are owned by Lancaster City Council it is the City Council's responsibility for their condition.

It is expected that you will have a named person or group responsible for safety at your event. For larger events this may be a dedicated safety officer with a support team.

## Risk Assessment

A risk assessment is a careful examination of what is likely to cause harm to people and an explanation of the measures that you will need to put in place to reduce or eliminate those risks. A risk assessment is also a way of identifying hazards and recording the action taken to reduce them.

Undertaking a risk assessment should be one of the first and most important steps in planning your event – this is applicable for all events from an information charity pitch to a large event. This will help you ensure that you have adequate health and safety measures in place. Your risk assessment should be submitted with your booking form and other supporting documentation as part of your completed application to Lancaster City Council.

## Stewards

You must have enough stewards for the size and type of your event (applicable to medium and large events). It is vital that stewards are properly briefed about their roles and responsibilities. Stewards should be provided with means of communication and high-visibility clothing for easy identification. In addition, there should be at least one control point which is staffed at all times. This will provide a focal point for the emergency services if required. Equally important is a reliable method of communication with the public. This is vital if the site has to be evacuated.

## Evacuation

Your Event Safety Plan must include a site evacuation procedure (applicable to large events). For indoor events, it is worth checking whether the building you intend to use already has an evacuation plan in place.

## First Aid and Medical Treatment

You are responsible for ensuring that an appropriate number of qualified staff are on duty at your event. For further advice on the level of first aid/medical cover required you can contact St. John Ambulance.



## Fire Arrangements

For medium and large events, you must agree arrangements for fire prevention, detection and control before your event. You may need to provide directional and informational signs at your event. Consideration should also be given to providing multilingual signs.

Arrangements will need to be communicated to the stewards

Emergency routes (Blue Routes) identified on your plan must be maintained clear at all times. Appropriate fire extinguisher for areas such as staging building and temporary structures will be required, together with trained personnel to use them.

For catering vehicles the following guidelines must be followed:

- The catering vehicle should be positioned so as not to affect other buildings in the event of a fire.
- All LPG, electrical and cooking equipment must be properly maintained.
- Generators should be sited away from gas supplies and other flammable materials.
- Fuel must be stored in closed approved containers. Quantities should be kept to a minimum and fuel should not be added when a generator is running.
- Appropriate fire extinguishers must be provided and checked every 12 months.
- Cooking equipment must not be lit until the catering vehicle is stationary.
- All staff must be aware of the emergency procedures in the event of a fire.
- The exit from the catering vehicle should be kept free from obstruction.


## Security

If your event includes VIP's attending your event or if you intend to hold large amounts of cash, you must ensure that special security measures are in place. The Police can advise you on these issues.

## Construction


Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project. This will include staging, big top tents, lighting rigs etc. The HSE website <http://www.citb.co.uk/documents/cdm%20regs/cis80%20busy%20builder%20cpp.pdf> offers guidance on creating a simple plan for these purposes.

**1**



- ✓ Workers with the right skills, knowledge, training and experience
- ✓ Contractors providing appropriate supervision, instruction and information
- ✓ A written **construction phase plan**

**2**



**Section 1 plus...**

- ✓ principal designer and principal contractor must be appointed
- ✓ need a **health and safety file**

## **People with Disabilities**

You must ensure that all the arrangements you make, including emergency procedures, take into account the needs of disabled people.

## **Timing**

Avoid holding your event in the dark as bad visibility makes accidents more likely. If light is likely to be an issue consider temporary facilities or artificial lighting.

## **Environment**

You must consider environmental issues when planning your event. For example, consider whether the site is suitable for the type of event you are planning and take account of local concerns such as noise, litter and parking.

## **Noise Pollution**

For larger scale events such as circuses and funfairs, you must assess noise levels and consider local residents living near to venues. As the Event Organiser you will be expected to produce a noise management plan taking into consideration the nearest noise sensitive property on the boundary of the site.

If you intend to have drumming groups playing during your event, please limit the frequency of these to 15 minutes in every hour to avoid annoyance to others.

## **Adverse Weather Conditions**

You must consider the average weather for the time of year for your event. If it is during warm weather, arrangements must be made for the supply of drinking water, shelter and the risk of heat exhaustion affecting both your staff and visitors.

During cold spells consider the effects of ice and snow under foot and be aware of the effects of hypothermia for staff and visitors. Additional consideration also needs to be given during periods of high winds, in particular if you are using where marquees or gazebos.

## **Facilities**

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA system, lighting and marquees/gazebos.

## **Crowd Barriers**

Consider whether you will need crowd barriers for areas such as staging areas, and if so what type of barrier. This is particularly important where there is an interface between the general public and public highways.

## **Use of Inflatable amusement devices**

If inflatable amusement devices are to be used at your Event, the following guidance must be adhered to:

- The inflatable must be properly secured. Inflatables should have at least 6 anchor points and these must be used with metal ground stakes at least 380mm long and 16mm wide with a rounded top

and a welded metal 'O' or 'D' ring fitted to the end (refer to operator manual). Correct and good condition ropes should be used. If ground stakes cannot be used due to surface then ballast weighing at least 163kg with suitable fixings to attach the guy ropes should be used. The inflatable must be secured to ground so that wind cannot get under it.

- An anemometer for measuring wind conditions must be used, measurements taken at regular intervals and recorded. Inflatables should not be used in winds above 24 mph (33kmph). Some devices may have lower maximum wind speed for operation. The maximum wind speed should be confirmed in the operator's manual.
- The correct (and a well-maintained) blower should be used to inflate the device (see operating manual and refer to this to ascertain the specific time it should take to inflate fully). Poorly maintained blowers or blowers with incorrect output can cause stability issues which risk the integrity of the device and create a risk of injury.
- The inflatable must comply with British Standards and should be subject to an annual in-service inspection.
- Electrical equipment including blowers should not be used if in poor condition.
- There should be constant supervision by at least one suitably trained person. Operating instructions should be referred to as regards the number of users and the safety matting to be used. Users should not wear shoes or glasses and should empty pockets of sharp or dangerous items. Anyone obviously intoxicated should not be allowed on. Regular check of the anchor points should be made. Wind conditions (as above) should be regularly measured. Operators should be able to demonstrate a practical appreciation and understanding of the risk associated with the operation of their device that follows the information set out within the operating manual and HSE guidance.

Further information can be found at <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm> .

## Road Closure

Closing a public highway can be a complex legal matter. If your event requires part or all of a public highway to be closed, you will need to make an application in writing to either Lancaster City Council or Lancashire County Council. There may be cost where a road closure is granted. For further details please see *Section C – Additional Notes – Road Closures*.

## Events on the Highway

Plan your route carefully. Whenever possible your event should be held in a park, sports ground or away from main roads. Signpost your route in order to control the flow of pedestrian or vehicle traffic.

If your event involves large numbers of vehicles or pedestrians try to start and finish your event off the road. Mass starts may be dangerous so consider whether staggered starts may make the group easier to manage. Never allow cars to follow closely behind groups of participants. Support vehicles should be at a safe distance and shouldn't cause an obstruction for any other traffic.

## Event Safety Advisory Group (ESAG)

The Lancaster & District Event Safety Advisory Group (ESAG) is a multi-agency group, chaired by a City Council officer, which provides advice and guidance to Event Organisers, particularly for events that have the potential to pose a significant risk to the safety and wellbeing of participants, spectators and/or the general public.

The ESAG membership includes representatives from:

- Lancashire Fire and Rescue
- Lancashire Constabulary
- North West Ambulance Service (Vice-Chair)
- Lancaster City Council (Chair & Secretariat)
- Lancashire County Council Highways
- HM Coastguard (for coastal events)

Depending on the nature of your event, it may be that you have to attend a meeting with the ESAG group to discuss your proposal. Please refer to the ESAG referral criteria (see *Appendix 2*) which should give you some guidance on whether your event will need to be referred.

Dates for upcoming meetings are displayed on the ESAG webpage on the City Council's website.

### **When things go wrong**

Remember, as the Event Organiser, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence you may have to account for your actions in a court of law. If an incident does occur at any event in the City Council's district you will be expected to explain the incident, the consideration given and the control measures that were put in place.

### **Finally**

This guide is intended to help you fulfil your responsibilities as an Event Organiser. However the planning of your event shouldn't involve only reading our guidance notes. We recommend you read other safety guides including guidance offered by the Health and Safety Executive ([www.hse.gov.uk](http://www.hse.gov.uk)).

Lancaster City Council will not be held responsible for injury, death, loss or damage to property arising as a consequence of your event. It is your responsibility to ensure that you take the necessary steps to protect yourself from liability.

# Terms and Conditions of Use

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## For Events on Land Owned by Lancaster City Council

### 1. **Definitions**

- 1.1 "Council" means Lancaster City Council.
- 1.2 "Due Date" means 2 weeks, 4 weeks or 8 weeks prior to the date of the Event, depending on the size of the Event.
- 1.3 "Event" means the purpose for which the Site has been booked.
- 1.4 "Event Organiser" means the individual, company (or their representative) booking the Event who pays any fees due under clause 2.
- 1.5 "Site" means the location booked for the Event including the immediate surrounding area open to the public.
- 1.6 "Market" – an event which includes more than 4 individual operators selling goods/services for profit
- 1.7 "Small Event" (non-commercial/not for profit) means an event held on a single day or series of single non-consecutive days, in a single location, comprising a single activity.
- 1.8 "Medium Event" means an event that falls into just one of the following categories: held on multiple days or in multiple locations or involving multiple activities (for example, entertainment and stalls), or is a market.
- 1.9 "Large Event" means an event that falls into MORE than one of the following categories: held on multiple days or in multiple locations or involving multiple activities (for example, entertainment and stalls).
- 1.10 "Multi Activity" means an event which has MORE than one of the following: entertainment; stalls for sale of goods and information; fairground, parade or march; demonstration or dance display

### 2. **Fees and charges**

- 2.1 The Event Organiser will pay the following applicable fees and charges by the Due Date:
  - a) £0 administration fee for bookings by non-commercial (not-for-profit) organisations of the Information and Charity Pitches (except for the pitches in the Festival Market where goods are being sold where a £5 daily charge will apply).
  - b) £0 administration fee for bookings by non-commercial (not-for-profit) organisations for Small Events.
  - c) £30 administration fee for bookings by non-commercial (not-for-profit) organisations for Medium Events or Large Events or for a Market.
  - d) £21.50 minimum charge per stall for Markets and Events incorporating for-profit stalls (charge increasing with stall size).
  - e) £50.00 charge per fairground ride attending the Event.
- 2.2 The Event Organiser will complete, sign and submit an electricity licence and pay the following applicable electricity charges to the Council by the Due Date:
  - Electricity use - £10/day
  - Deposit - £75 (to cover call-outs should they occur, refundable if no call-outs occur)

### **3. Indemnity and Insurance**

- 3.1 The Event Organiser shall indemnify the Council against all actions, claims and demands by any person who suffers or sustains loss, damage or injury arising out of or as a result of use of the Site by the Event Organiser other than death or personal injury due to any act of neglect of Council employees or agents. All necessary actions must be taken to ensure the safety of the visiting members of public.
- 3.2 Event Organisers are required to hold and provide evidence of a current insurance policy in respect of Public Liability or Third Party Risks (including product liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council's Risk and Insurance Officer. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary. Event Organisers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed/authorised to appear at the Event by the Due Date.
- 3.3 If proof of insurance is not received, the Council will not grant permission for its land to be used and will not accept liability for any losses incurred as a result of cancellation. It is the responsibility of the Event Organiser to seek relevant advice as to the appropriate level and type of insurance for their event. The Council reserves the right to request a higher limit of insurance if considered necessary.

### **4. Licences**

The Event Organiser will be responsible for obtaining any licences that may be required for the Event (e.g. Road Closure Permit, Premises or Street Collections Licence). Proof of any relevant licences obtained must be provided to the Council by the Due Date.

### **5. Use of the Site**

- 5.1 The Site shall be used only for the purposes of the Event and at the dates and times specified in the application
- 5.2 The Event Organiser shall provide the Council with the following by the Due Date:-
  - a. A programme schedule and a site plan highlighting the location of the Event and any stalls, displays, marquees and rides, showing all emergency routes
  - b. In respect of races, a detailed route plan showing the location of the route
  - c. A current fire test certificate in respect of marquees  
(N.B. earth bonding of the marquee by a qualified electrician will also be required.)
  - d. A construction phase plan for any events which involve the constructing and deconstructing of any staging/big top tents/lighting rigs etc. (under 2015 CDM regulations)
- 5.3 The Event Organiser shall ensure that adequate access is provided at all times for emergency service vehicles.
- 5.4 All generators will be securely fenced off and have fire extinguishers in close proximity. Generators shall not be used unless previously agreed with the Council – we would require any generator used is in a good state of repair, is kept within the boundaries of the booking area/stall and does not operate at a volume of more than 70 dB (at 2 metres).
- 5.5 The Event Organiser shall keep the Site clean and tidy and remove any litter and debris as soon as possible after the Event finishes. If the Event Organiser fails to do this then the Council reserves the right to carry out the work in default and charge the Event Organiser the reasonable cost incurred.
- 5.6 The Event Organiser shall not allow anything to be done on the Site which may cause a nuisance, annoyance, disturbance or damage to the Council, residents, visitors or occupiers of neighbouring property.

- 5.7 The Event Organiser shall be aware of and comply with all relevant Event Safety Guidance publications.
- 5.8 Any electrical equipment used during the Event or by the Event Organiser is required to be safe and possess a current Safety Certificate in accordance with the requirements of the 'Electricity at Work Regulations 1989'. Event Organisers shall ensure that the operators of equipment comply with all health and safety requirements in respect of their operations.
- 5.9 In the case of fairgrounds, the Event Organiser shall make sure that there is not another fairground booking within one month of their required dates. This can be done by checking on the events calendar ahead of submitting the booking form. The City Council will not permit multiple fairground bookings to take place over the period of one month.

## **6. Site Condition**

- 6.1 Any reinstatement cost incurred by the Council following the Event shall be met by the Event Organiser.
- 6.2 The Council may require the Event Organiser to pay a bond prior to the event that would be used for any foreseeable reinstatement costs.
- 6.3 The Council may require the Event Organiser to inspect the site with a Council representative immediately after the event to assess the condition of the Site.

## **7. Cancellation**

- 7.1 The Council may cancel the Event without notice, if in the Council's opinion the ground conditions are not suitable.
- 7.2 The Council may cancel the Event, without notice, if the Event Organiser breaches any of these terms and conditions.
- 7.3 If the Event is cancelled the Council shall not be responsible for any losses incurred by the Event Organiser.
- 7.4 If the Event Organiser cancels the booking fees are not refundable
- 7.5 In the case of Market bookings, where stalls have been pre-paid for, in the event of stalls cancelling or not attending the event the stall charge will be refunded subject to a 25% reduction of the original charge for the stall to cover administration costs.
- 7.6 If the event needs to be cancelled the event organiser should ensure the public are notified. Also call 01524 582000 and request that the City Centre Booking calendar be updated with details of the cancellation.

## **8. Pitches**

- 8.1 The Information and Charity pitches are only available to registered charities, political parties and other non-commercial (not for profit) organisations and, subject to condition 9, are to be used for the distribution of information only.

## **9. Sale of Goods**

- 9.1 In addition to distributing information, organisations are permitted to sell goods from the Lancaster and Morecambe Information and Charity pitches only if all proceeds from any sale go to the organisation named in the booking form.
- 9.2 In addition to distributing information, organisations are permitted to sell goods from the Festival Market Information and Charity pitches on payment of a £5 daily charge.



- 9.3 The Charity Registration Number must be provided to the Council by the Event Organiser by the Due Date.

## **10. Vehicles**

- 10.1 The Vehicle/Performance area is located between the City Museum steps and the Plinth in Market Square, Lancaster. It is to be used to site large display units or demonstration vehicles. This area is not available on Charter Market days (Wednesday/Saturday) and does not include the museum portico or steps.
- 10.2 The exact location of any unit/vehicle must be agreed with the Council by the Due Date and a parking dispensation will be required in order to allow it to remain in the pedestrian zone between 10:00 and 17:00 hours.
- 10.3 Once in place the vehicle should remain static on site between these core hours and any towing vehicles should be removed from the pedestrian zone.
- 10.4 Vehicles other than those specified in the application may not be used. Following set-up, all vehicles should be removed from the pedestrian zone by 08:00 and should not return before 18:00.
- 10.5 Vehicles cannot access the Morecambe New Town Square site.
- 10.6 Vehicles parking at the Festival Market must purchase and display a pay and display ticket.

## **11. Structures and Stalls**

Any structure/display/stall/vehicle located on the site must be attended at all times and removed at the end of each day.

## **12. Display of Information**

The display of information, advertisements or goods on walls, traffic signs, street lighting columns or other items of street furniture is prohibited.

## **13. Refuse and Litter**

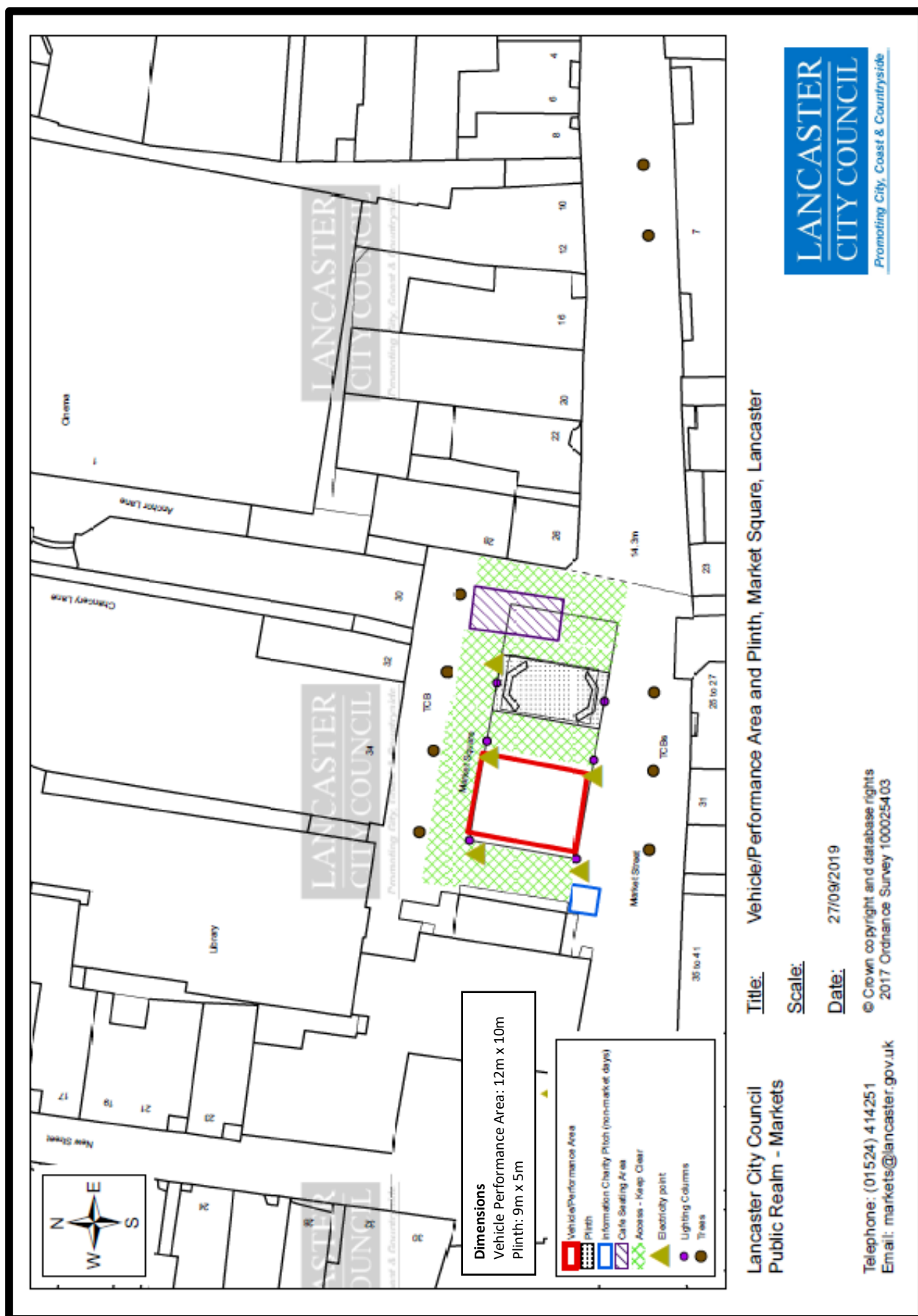
The Event Organiser will be required to clear any rubbish or packaging from the pitch on a daily basis and, where necessary, provide an adjacent rubbish bin.

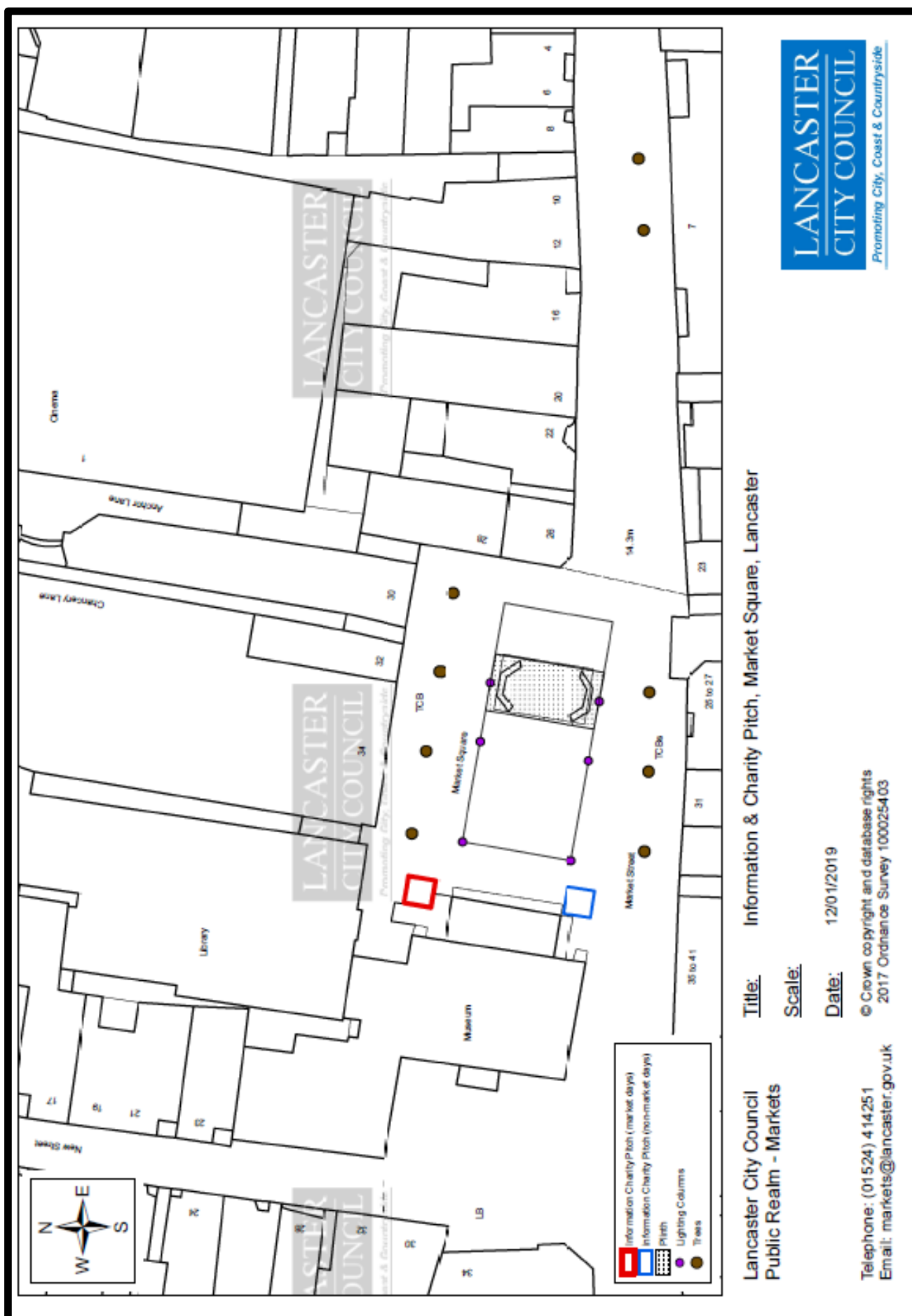
## **14. General**

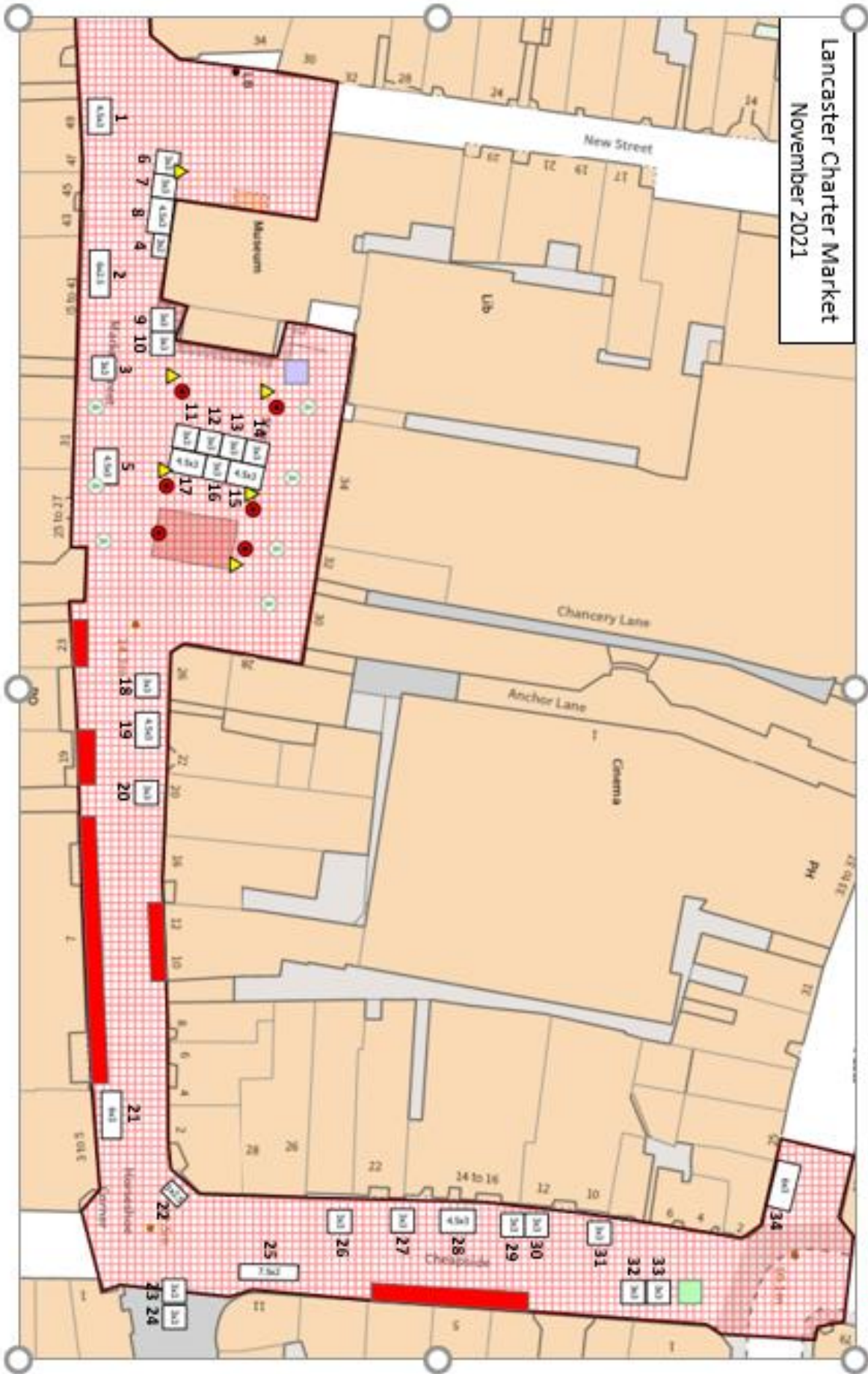
- 14.1 The Event Organiser shall comply with all reasonable requirements of the Council.
- 14.2 In the case of events which need to be referred to ESAG, require road closures, TEN applications or premises licences, the Event Organiser will be responsible for notifying Council, the Police and Emergency Services of the Event proposals at least **8 weeks prior to the Event**.
- 14.3 The Event Organiser will be responsible for providing suitable and sufficient first aid cover.
- 14.4 The Event Organiser will be responsible for completing a comprehensive Event risk assessment and providing a copy to the Council by the Due Date.
- 14.5 Authorised Council officers shall be permitted entry to the Site at all times during the Event.
- 14.6 The booking is personal to the Event Organiser and the benefit or burden of any part of this agreement, which includes the right to use the Site, shall not be subcontracted, sublet, assigned or otherwise transferred without prior written consent of the Council.

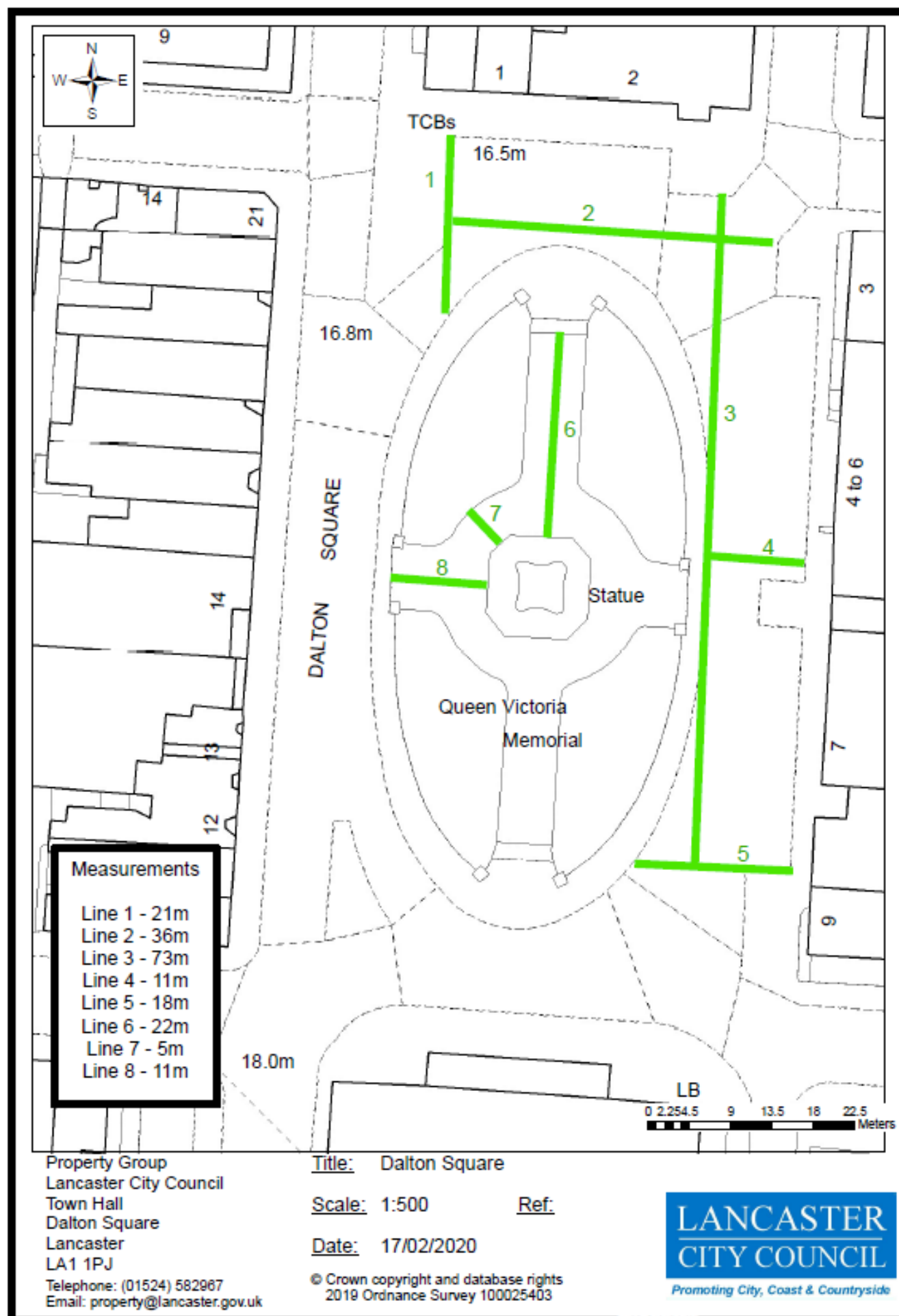
## Appendix 1 – City Centre Locations

### Vehicle/Performance Area and Plinth, Market Square, Lancaster

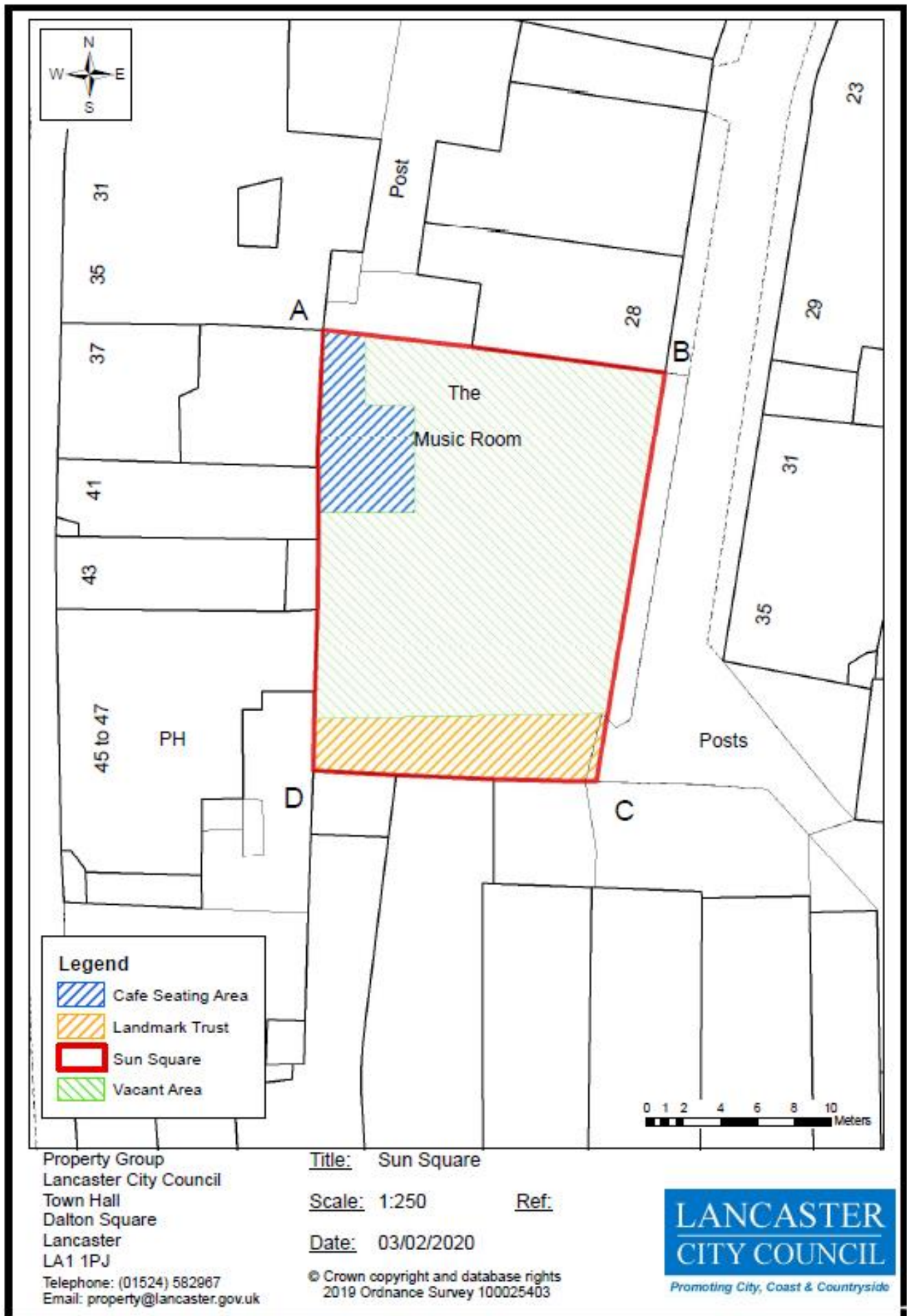


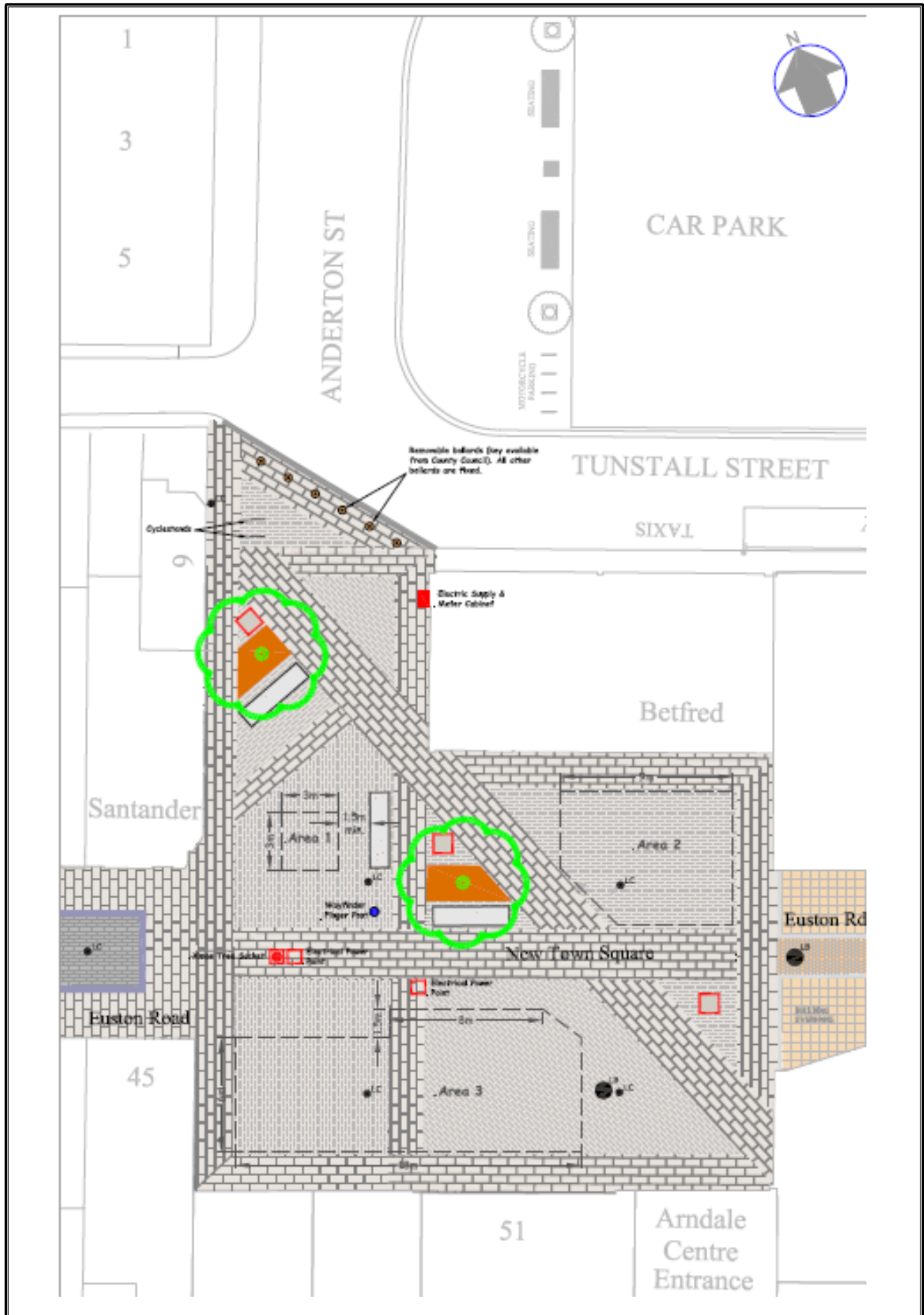




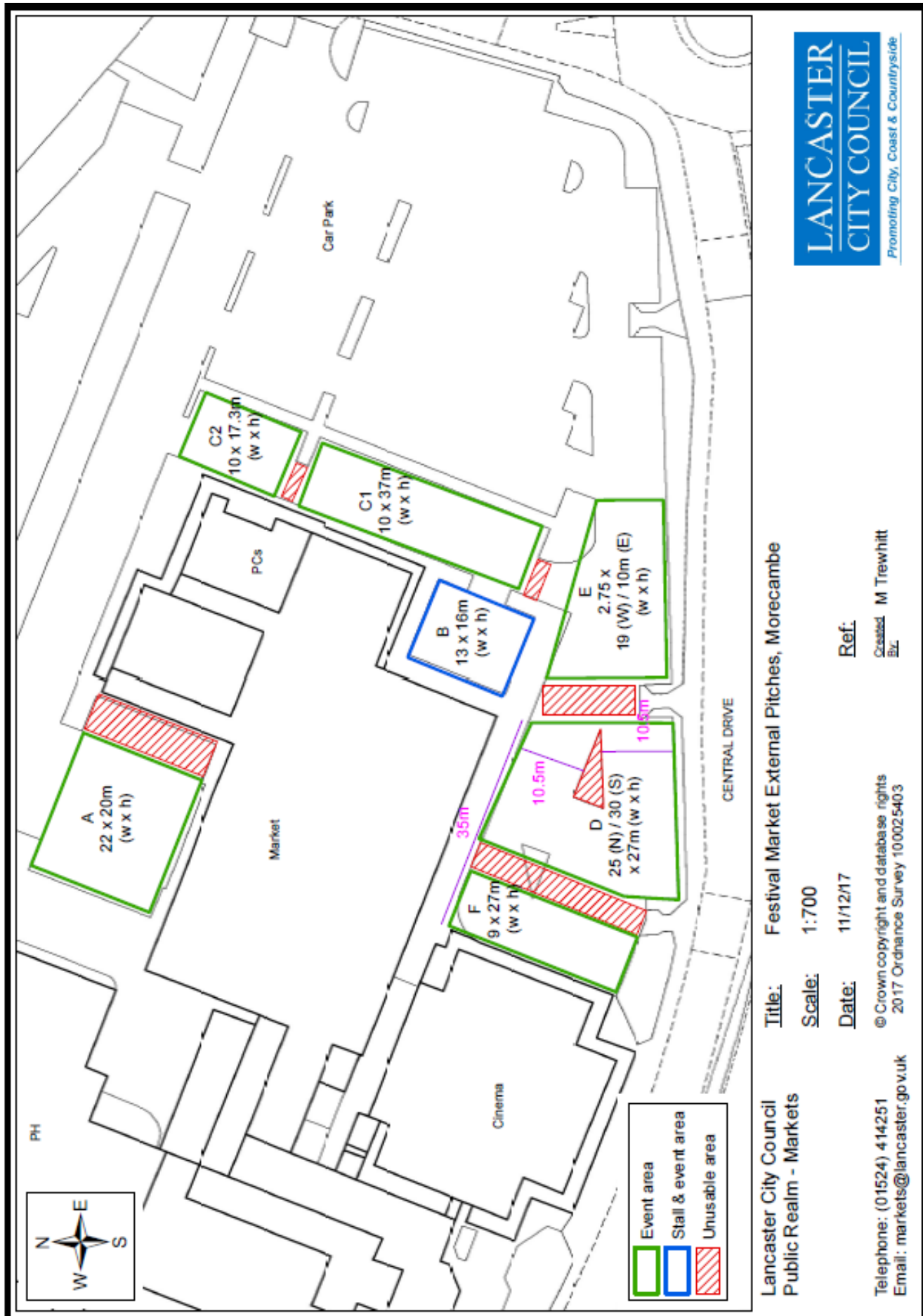












## Appendix 2 – ESAG Referral Criteria

