

Events Protocol for Parks and Open Spaces September 2011

This protocol is produced to support the city's ambition of Making York More Eventful and ensuring that this happens in an effective, efficient and environmentally sound manner. It is produced in two sections:

Part A: sets out the requirements for event management and communications with the council, communities and partners.

Part B: sets out site-specific considerations with relation to the types of event.

Part A

Section 1: Event management

- a) Events management, in the first instance, will be in accordance with the licence issued for that site (premises licence).
- b) All events require a named "Responsible Person" who will be responsible for the management of the event, the main point of contact with the Council and ensure compliance with this Events Protocol.
- c) All event organisers shall carry the necessary public liability and third party insurance, provide appropriate first aid and steward cover as detailed in the "Purple Book" and have the events manual / risk assessments approved by the Council.
- d) Significant events will be discussed with the Safety Advisory Group and events organisers will implement their advice and recommendations. Where live music or the use of amplification equipment for amplifying voice or music is proposed forms will be provided at time of booking to be submitted to our Environmental Protection Unit at least 6 weeks prior to the event for approval. Forms requiring the notification of medical services requirements will also need to be produced at this time.

- e) For performances longer than 2½ hours a interval will take place before any further performance e.g. 10 – 15 minutes
- f) For locked sites and those adjacent to residential properties clear up will be allowed up until 11.00 p.m. after that time clear up will take place the following day but not before 9.00 am Monday to Friday or 10.00 am at the weekend.
- g) Events will not harm any areas set aside for wildlife, or of sporting or heritage value.
- h) All risk assessments/ events manuals will be filed with the Council 30 days before the event. Any amendments or updates must be provided as required by the council.
- i) All events organisers will ensure their event complies fully with the requirements of the Equalities legislation.
- j) Where appropriate events organisers will have agreed traffic management and parking plans with CYC Highways.
- k) Should a complaint arise before or during an event the City of York Events and Festivals Complaints procedure will be followed (see www.cityoffestivals.com)

Section 2: Communication

- a) Event information will be made available on local community notice boards and libraries, on site based notice boards etc; and,
- b) Mail shots to neighbouring properties will be undertaken when amplified music is part of the event – for each site a list of streets will be compiled
- c) Information will be published in relevant Ward Newsletters where deadlines and space permits.
- d) Use of the Council and partners web opportunities will be made available where appropriate. e.g. www.yorkfestivals.com, www.whatsonyork.com
- e) The information will include, where possible, the nature of the event e.g. live music etc. and where it will take place within the site, its duration and any likely “warm up” time; what time it will start and finish; and a contact telephone number

Section 3: Bond

At the discretion of the Council a bond may be required from hirers to be held against possible ground maintenance and repairs arising as a result of the event.

At the discretion of the Council a “good behaviour” bond may be required to ensure compliance with our events guidelines and protect our site licences. The bond would only be invoked in the following circumstances:

- Where the events organiser had previously failed to provide the documentation to the timetable set out in Part A, Section 1 of the Events Protocol
- Where complaints about the running of a previous event by the same events organiser had been upheld within the Council’s Events and Festivals Complaints Procedure
- Where events organisers cannot satisfactorily demonstrate previous events experience or provide suitable references
- Where the Council has previous experience of late settlement of outstanding accounts

Part B

Activity	Example	Locked Parks	Small spaces	Local Nature Reserves	Larger unlocked open spaces
		Rowntree West Bank Hull Road	Glen Gardens Batchelor Hill Scarcroft Green Acomb Green North St. Gardens Tower Gardens	Clifton Backies * Hob Moor	Knavesmire Monk Stray Rawcliffe Bar**
Council run or sponsored fayres, fêtes and galas	Park Birthday Party	Yes	Yes	Yes, subject to local site considerations e.g. nesting season, flora, historical features	Yes subject to local site considerations
Children's activities, fun and games	Shine programme, Educational sessions	Yes	Yes	Yes, subject to local site considerations e.g. nesting season, flora, historical features	Yes subject to local site considerations
Amplified music (defined by the use of a mixing desk)	York Arts Academy concerts, young people's event	Possible, with EPU advice	Possible, with EPU advice	No	Possible, with EPU advice

Non amplified music (defined by absence of mixing desk)	Orchestral event, Brass Bands Church service Choirs	Yes, with EPU advice	Yes, with EPU advice	Possible, depending on size of activity and local site considerations	Yes subject to local site considerations
Dance	Big Dance Programme	Yes	Yes	Possible, depending on size of activity, and local site considerations	Yes subject to local site considerations
Theatre	York Shakespeare project, York Theatre Royal.	Yes	Yes	No	Yes, subject to local site considerations
Fun Fairs and small traditional rides	Horse carousel, Helter-Skelter, Bouncy Castle	Yes, subject to local site considerations	Yes, subject to local site considerations	No	Yes, subject to local site considerations
Circus activity	Chinese State Circus	No	No	No	Yes, subject to local site considerations
Sports and active leisure events	Orienteering event, Jane Tomlinson 10K, Special Olympics	Yes	Possible depending on size of activity	Yes, subject to local site considerations	Yes, subject to local site considerations

Larger charity events including start / finish for fund raising walks and runs	It's a Knockout, Red Nose Day, Walk for Life	Yes	Yes	No	Yes, subject to local site considerations
Festivals	Peace Festival, Festival of the Rivers	Yes	Yes	No	Yes, subject to local site considerations
Smaller charity and community events	Church gathering, School treasure hunts	Yes	Yes	Yes, subject to local site considerations	Yes, subject to local site considerations
Larger community events and gatherings	Olympic Torch concert, York 800 celebrations	No	No	No	Yes, subject to local site considerations
Commercial events and attractions open to the public	Tent show, Ice Rink, Beer Festival	Yes, subject to local site considerations e.g. alcohol restrictions	Yes, subject to local site considerations e.g. alcohol restrictions	No	Yes, subject to local site considerations e.g. alcohol restrictions

Private hires not open to the public (grass / tarmac areas only e.g. not play facilities)	Company BBQ, wedding reception	Yes, subject to local site considerations e.g. alcohol restrictions	Yes, subject to local site considerations e.g. alcohol restrictions	No	Yes, subject to local site considerations e.g. alcohol restrictions
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- * The Clifton Backies Management Board are responsible for Clifton Backies, the protocol will be used in assessing any requests we receive on their behalf for use the land
- ** Rawcliffe Bar Country Park in this context does not include the Cornfield.