

Events Protocol for Parks and Open Spaces - February 2010 draft

(Items marked in red and italics show where changes or additions have been made)

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 guiding principles for event management and communications with 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 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.
- c) *Significant events will be discussed with the Safety Advisory Group and events organisers will implement their advice and recommendations. Where amplified 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.*
- d) For performances longer than 2½ hours a interval will take place before any further performance e.g. 10 – 15 minutes
- e) *For locked sites and those adjacent to residential properties* clear up will be allowed for up to 1 hour after the event finish time, 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.
- f) Events will not harm any areas set aside for wildlife, or of sporting or heritage value.
- g) *All risk assessments/ events manuals will be filed with the appropriate agency (CYC) 30 days before the event. Any amendments must be forwarded in the interim.*
- h) *All events organisers will ensure their event complies fully with the requirements of the Disability Discrimination Act*

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 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

Part B

Activity	Example	Locked Parks e.g.	Small spaces e.g.	Local Nature Reserves	Larger unlocked open spaces e.g.
		Rowntree West Bank Hull Road	Glen Gardens Batchelor Hill Scarcroft Green Acomb Green <i>North St. Gardens</i> <i>Tower Gardens</i>	Clifton Backies * Hob Moor	<i>Knavesmire</i> Rawcliffe Bar Country Park ** Monk Stray
Council run or sponsored fayres, fetes and galas	Park Birthday Party, Clifton Backies Summer Fayre	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	Oasis / Summer Daze 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)	Council Performing Art Centre concerts, Young peoples event	Possible, with EPU noise management	<i>Possible, with EPU noise management</i>	No	Possible, with EPU noise management
Non amplified music (defined by absence of mixing desk)	Orchestral event, Brass Bands Church service Choirs	Yes	Yes	Possible, depending on size of activity and local site considerations	Yes subject to local site considerations
Dance	Dance Week Programme	Yes	Yes	Possible, depending on size of activity, and local site considerations	Yes subject to local site considerations
Theatre	York Shakespeare project, Apricot Theatre, Theatre Royal.	Yes	Yes	No	Yes, subject to local site considerations
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<i>Fun Fairs and small traditional rides</i>	<i>Horse carousel, Helter-Skelter, small fun fairs, Bouncy Castle</i>	<i>Yes, subject to local site considerations</i>	<i>Yes, subject to local site considerations</i>	<i>No</i>	<i>Yes, subject to local site considerations</i>

Sports and active leisure events	Orienteering event, Cross country run, Special Olympics	Yes	Possible depending on size of activity	Yes, subject to local site considerations e.g. nesting season flora, historical features	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, Kellogg's Walk for Life	Yes	Yes	No	Yes, subject to local site considerations
Festivals	<i>Peace festival, Fiesta, Festival of the Rivers</i>	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 e.g. nesting season flora, historical features	Yes, subject to local site considerations
Commercial events open to the public	Tent show, <i>Ice Rink</i>	Yes	Yes	No	Yes, subject to local site considerations
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

* 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 as a possible location for events *and there must be a suitable buffer between the locations of the activities and the Cornfield.*

Review.

Premises licences will be reviewed with appropriate community groups and partners when the premises licence is renewed. This will be at least every 5 years.

Comments on this current draft of the protocol can be made to Dave Meigh: Head of Parks and Open Spaces 18 Back Swinegate York YO10 8ZD, tel 553386 or dave.Meigh@york.gov.uk