

SALTERFORTH PARISH COUNCIL

EVENT GUIDANCE DOCUMENT

Please find below general information on using the playing field in Salterforth for an organised event. As the playing field is extremely popular for holding events and activities it is wise to check with the council as to availability for the time you wish to use it. A booking form is available at the end of this document.

Before applying to use the playing field for your event please make sure that it is adequate for your proposed event. The list below is an idea of things to think about.

- How easy is it to get to your event?
- Is there enough parking for your event?
- Whether it clashes with other events in the area?
- Have you suitable provision if the weather is bad?
- Have you got the right facilities for the age group your event is aimed at?

For larger events it is suggested that the “*Code of Practice for Outdoor Events*” by the National Outdoor Events Association and the HSE “*Guide to Safety at Events HSG195*” are read and noted. Also, Pendle Borough Council have produced an informative guide to organising an event which is available on their website - https://www.pendle.gov.uk/downloads/file/8230/event_guidance_notes.

For some events a temporary event notice maybe needed if the event has music, dancing, singing or similar, or if a display includes certain sports such as boxing. In this instance the local licensing officer should be contacted. A fee is payable for a licence.

Also, some events require traffic management and approvals from other organisations such as Lancashire County Council. Event organisers will need to ensure that the appropriate actions are taken with respect to their event.

All organised events on the playing field will require Public Liability Insurance with a £5 million Limit of Indemnity and a copy of the insurance certificate will need to be forwarded to Salterforth Parish Council for their records. A Risk Assessment will also need to be taken.

After the event an inspection should be made of the playing field to make sure that it is left in the condition it was found in. Any litter should be collected and disposed of responsibly by the event organisers.

There is no charge for booking the playing field, however, we require a booking form to be completed to ensure there is responsible use of the playing field, no clash of events and that the organisers have suitable Public Liability Insurance.

SALTERFORTH PLAYING FIELD

EVENTS BOOKING FORM

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Name of Organisation: _____

Name of Event: _____

Date of Event: _____

Description of Event: _____

By completing this booking form the event organisers are deemed to have accepted Salterforth Parish Council's terms and conditions.

Please email this form to the Parish Clerk: carole.singleton@salterforthpc.org or deliver to 6 Beckside, Salterforth, Lancashire, BB18 5BL.

- Please ensure a **Public Liability Insurance Certificate** and **Risk Assessment** for your event is supplied with your booking form or within 7 days of booking. **Failure to provide documentary evidence will result in cancellation of your booking.**
- It is the organisers responsibility to apply for any Temporary Event Notice Licencing if required. A copy of the licence should be forwarded prior to the event to Salterforth Parish Council for information purposes.
- It may be the event is small and does not require additional services. However, should additional services be required it is the event organisers responsibility to notify all relevant authorities and pay for any additional services where payment is required.
- It is the organisers responsibility to ensure that adequate toilet and hand washing facilities are provided if required, and to pay for these facilities.
- It is the organisers responsibility if required, to ensure that any contractors and performers involved with the event have suitable Public Liability Insurance and have appropriate Risk Assessments in place.
- It is the organisers responsibility if required, to ensure that all food outlets at the event have the appropriate food hygiene approvals.
- It is the organisers responsibility to report any accidents relating to their event on an appropriate accident form and pass relevant information to their own insurance. A copy of any completed accident forms should also be sent to Salterforth Parish Council for information only.
- Any generators if required for the event must be within the confines of the event. No generators are allowed on the highway or surrounding public paths.
- Any litter left after the event is the responsibility of the organisation/person booking the event and should be removed and disposed of responsibly. If Salterforth Parish Council must remove any litter from the event afterwards a charge may be made for its disposal.
- Reasonable care should always be taken to respect the playing field and equipment on the playing field belonging to Salterforth Parish Council. Any damage incurred may have to be paid for.
- All bookings are accepted at the discretion of Salterforth Parish Council who reserve the right to refuse any bookings not fulfilling the conditions.

Name: _____

Signed: _____

Date: _____