



Insert Picture of Alice Park

Events in Alice Park Policy and Application Form

Introduction

1. Alice Park as a Venue

Alice Park was bequeathed by Hugh Montgomery in memory of his wife Alice McVicar who had a great interest in the welfare of children. The eight-acre site was opened in 1938. It is situated to the north of London Road on the eastern side of Gloucester Road on the east side of Bath close to Larkhall Village.

As can be seen from the picture on the front page, the park is a pleasant grassed area dotted with mature trees and contains an enclosed children's playground, a secluded wildlife area and a licensed café selling a variety of food and drinks. Toilet facilities are also provided. Electrical power and mains water can also be made available.

Centrally there is a gently undulating grassed area which has been used over the past years for a wide variety of events, a policy which the Trust wishes to continue and encourage.

2. Types of Event

The physical characteristics of the park would allow the following types of event:

1. Small scale concerts, theatrical performances, cinema and musical events,
2. Car and caravan shows,
3. Local sporting events,
4. Horse, dog and agricultural shows,
5. Historical re-enactments,
6. Firework displays,
7. Fairs and circuses.

3. Nature of Event.

The Park is primarily an amenity that serves the local community. These would be organised by:

1. A registered charity
2. Non-profit making organisations,
3. Community or voluntary groups that are directly beneficial to local residents.

The Trust actively encourages applications from such organisations.

Other organisations or businesses that will directly benefit from the event they arrange will also be considered as a means of benefiting both the park and the local community.

4 Size of Event

Events are considered **small** where the number of participants (audience, performers and staff) does not exceed **499** people.

Events involving more than **500** people are classified as **major**. Such events are likely to impact of the wider community and involve other agencies. Bath and North East Somerset Council have formed a Safety Advisory Group for Events. (SAGE). The Trust reserves the right to refer such events to that group. In such circumstances the organisers will be put in contact with this group.

5 Event Activities

The Trust bequest imposes limitations on the nature of events can be held in the park.

The Trust Deed prohibits the use of the park for religious and political purposes. The deed also stipulates that no charges can be levied or restrictions imposed on accessing park facilities e.g. the children's playground,

5.1 LICENSING REQUIREMENTS

Those wishing to apply to run an event in the park should be aware that certain activities require an application to relevant regulatory bodies for a licence. Events where a licence would be required are as follows:

5.1.1 The Sale of Alcohol (including alcohol provided as part of the price of admission or in exchange for donations).

5.1.2 Public Entertainments (which includes performances, music and dancing, cinematic presentation carried on in the presence of the public or in which they are invited to participate)

5.1.2 Late night refreshment (which involves the sale of hot food and drink between 11.00 hours at night and 5.00 hours the following day.)

The proprietor of Alice Park is a holder of licences covering such events and can be approached with a view to making an agreement for licensable activities to be carried out under his authorisation.

Organisers may wish to enter into agreements with other licence holders to make similar arrangements.

Alternatively, the organisers may wish to serve a Temporary Events Notice (TEN) on the Licensing Authority. This applies to small events of less than 7 days duration. Appendix 2 gives more details on this.

The Trust will only consider applications where appropriate consents and/or licenses have been obtained from the appropriate regulatory body. The Trust reserves the right to share information with such authorities and to refer applicants to them to obtain the relevant consents.

Applicants should bear in mind the time required by the Trust and regulatory bodies to obtain such consents. Applications should be submitted to the Trust at least four weeks before the date of the event.

6 Restricted Events

The Trust reserves the right to decline permission for any event. Such decisions are considered in relation to the terms of the Bequest as contained in the Trust document, the physical characteristics of the park or any other factor that the Trust considers relevant based on the nature of a particular application.

At present the Trust are minded to decline applications in respect of the following activities:

- 6.1 The release and use of self-supporting airborne objects or equipment (including balloons, drones, model aircraft and sky lanterns),*
- 6.2 Tobacco manufacture and distributions,*
- 6.3 Alcohol manufacture,*
- 6.4 The manufacture or distribution of fire-arms and related items of war or oppression,*
- 6.5 Any activity involved in the promotion of the sex industry,*
- 6.6 Any activity involving cruelty to animals, birds and other sentient beings,*
- 6.7 Promotion of the fur trade,*
- 6.8 Any activity that might reasonably be deemed inappropriate or on the advice of SAGE or any of its constituent representatives likely*

to cause disharmony or unrest to the detriment of the health and safety of participants and/or the local community.

Where any event involves the use of performing animals, the organiser must be able to produce relevant proofs of registration, animal health, and related welfare details as laid out the appropriate legislation relating to such events.

7. Matters to be considered prior to application

Prior to submitting an application to the Trust, potential organisers should consider the following:

7.1. Funding the Event.

Are you in a position to fund your event? Costs will include:

- 7.1.1 the infrastructure, (e.g. tents, staging, barriers)
- 7.1.2 services, (e.g. water, electricity, toilets)
- 7.1.3 fees associated with hiring, licenses and risk assessments.
- 7.1.4 insurance including public and employee liability,
- 7.1.5 where applicable bonds held by the Trust against costs of making reparations to Trust land and assets.

7.2 Relationships with neighbours and the community.

Events are more successful when good relations with residents and others in the community likely to be affected. Promoters will need to provide evidence to the Trust of how this has been carried out, The Trust may require organisers to take further steps where it is of the reasonable opinion that its own reputation might be adversely affected.

Information should include dates, times nature of the activity, numbers attending, likely disruption of the community from crowd numbers attending, noise, traffic movements etc. **The park abuts a residential area and parking both on site and the surrounding roads is severely and organisers should bear this in mind as part of their planning.**

7.3 Timescales.

Organisers should allow adequate time to bearing mind that regulatory agencies have specific requirements for applying for grants of licenses and permissions. (See appendix 3 for details).

8 Guidance on Legal Compliance and Best Practice

To ensure that an application for an event is processed without undue delay, organisers should consider that there are legal obligations that they may need to consider which could apply to their event. Following the best practice guidance associated with these legal requirements will help the Trust to discharge its own legal obligations in the supporting the proposed event. Not every event will need to meet every requirement but in planning an event the following should be considered:

8.1 Accessibility

The Trust has been pro-active in ensuring that it meets its obligations under the Equalities Act 2010 and all parts of the park, and its facilities are accessible to those with restricted mobility. However in planning organisers must ensure that those with disabilities are not comparatively disadvantaged compared with others attending.

The term “disability” is wide ranging and includes sensory as well as physical and mental impairment.

Organisers are required to make “*reasonable adjustments*” to ensure that the whole range of attendees can benefit from the experience. The cost and practicability of such adjustments will need to be balanced with the benefits to those attending which may include those who may not be disabled.

Such adjustments might include:

8.1.1 Additional walkways and/or ramps over wet and uneven ground or changes in level,

8.1.2 Disabled toilet facilities

8.1.3 Enhanced lighting

8.1.4 Communication with visually or hearing-impaired attendees particularly in case of emergency.

8.1.5 Warning regarding potential disturbing visual or sound effects.

These adjustments should anticipate potential needs and be in place prior to the event.

8.2 Advertisements

Larger and commercial advertisements are subject to local authority consent and the local authority should be consulted in good time.

There is an exemption for community and charitable who put up temporary signs advertising such events. Such notices should not exceed 0.6 of a square metre and must NOT be lit. The Trust can be approached for permission to install such advertisements but will require them to be removed promptly at the end of the event.

During the period of display they must:

- 8.2.1 Be kept clean and tidy
- 8.2.2 Be kept in a safe condition,
- 8.2.3 Not obscure any signs placed by any public authority or the Trust for the purposes of safety, security or public benefit.

Further information can be obtained from the Bath and North East Somerset Councils Development Management Team (See Appendix 1)

8.3 Charity Collections

If organisers are intending to hold a charity collection as part of the event the councils Licensing Team must be approached at a very early stage for the appropriate consent.

8.4 Emergency Vehicles

The Trust maintains two entrances to the park for the use of emergency vehicles and will not allow these to be compromised. In planning their event organisers should take account ensuring that the layout of their event does not in any way obstruct access of emergency vehicles to any part of the park,

8.5 Fire Safety

The Trust has an overall responsibility to ensure that it conforms to the Regulatory Reform (Fire Safety) Order 2005 to maintain fire safety.

However, anyone wishing to run an event in the park has a similar duty as a “responsible person” to ensure that their activities do not introduce any additional risks without adequate controls being put in place to minimise the

risk to both people and property. Neither should their activities compromise the overall safety of those using the park and the local community.

Officers from Avon Fire and Rescue Service in enforcing the above regulations have the right to carry out inspections before and during the event and can require organisers to carry out improvements or in extreme cases to prohibit certain activities.

The Trust supports the Fire Authority in carrying out its duty and urges event organisers to consult with them in ensuring the risks from fire are minimised.

In particular, organisers are urged to consult them in respect of;

- 8.5.1 The erection of marquees and other structures where access may be restricted,
- 8.5.2 The use of any equipment involving naked flames
- 8.5.3 The use of Liquified Petroleum Gas for heating and/or cooking
- 8.5.4 The use of Fireworks and/or other pyrotechnics,
- 8.5.5 Any other activity that has the potential to increase the risk of fire.
- 8.5.6 The use of any container containing gas under pressure

The contact address for Avon Fire and Rescue can be found in Appendix 1.

8.6. Health and Safety

Alice Park Trust is under an overall duty to protect the Health and Safety of those using the park. In inviting organisers to use the park the Trust must ensure that they discharge their duty to effectively manage the event in a way that protects the health and safety of everyone who is involved in or who is likely to be affected by the event.

The Trust requires that everyone who proposes running an event in the park completes a risk assessment which covers all activities relating to the event. For smaller events guidance is readily available on the internet. (See appendix 1). A useful source of advice is “The Purple Book” a document produced using the collective experience of professional and specialist organisations engaged in the events “industry”. Following the advice laid out in this and other relevant documents will help in enabling the organisers to discharge their legal duty.

For larger and more complex events a “competent person”, that is a person with relevant qualifications and experience should carry out the risk assessment.

The risk assessment should form part of the overall application to hold the event and be incorporated into the event management plan detailing how it is intended to run the event.

The Trust can be contacted for further information or advice. The Trust does reserve the right to pass information onto SAGE or other regulatory agencies where in their opinion advice or permissions may be necessary.

8.7 Planning Permission

As the Park is a private open space, it is subject to The Town and Country Planning (General Permitted Development) Order 1995. Whilst it is unlikely that events in the park will require specific planning permission the Trust reserves the right to refer applications to the local planning authority in appropriate cases.

8.8 Trading Standards

If the event involves the sale of food, drink or goods, The Local Authority Trading Standards department will be concerned that the following legislation is not contravened:

- 8.8.1 Weights and Measures Act 1985 which prohibits vendors giving short weight or measure to a customer,
- 8.8.2 Sale of Goods Act 1979 and Goods and Services Act 1982 which ensures that goods are of satisfactory quality and are fit for purpose according to the description of the article or product.
- 8.8.3 Copyright, Design and Patents Act 1988 and Trade Marks Act which impose severe penalties for selling counterfeit goods.
- 8.8.4 Licensing Act 2003 which prohibits the sale of alcohol to persons under 18 years of age.

Trading Standards Officers may attend the event to ensure that the requirements of the legislation are met. Individual Traders may be subject to enforcement action, the organisers are under a duty to see that those involved comply with the law.

The Local Authority Trading Standards Department are available to give advice and Information. (See appendix 1).

8.9. Temporary Structures,

Temporary Structures are subject to Building Control Acts and Regulations. These will include tents, marquees, canopies, staging, grandstands, screens, sound and lighting towers, and fixed enclosures. Organisers are advised to give adequate notice to the Local Authority Building Control Department with sufficient details of layout plans and construction details to enable them to determine the structural stability of these structures.

Organisers should contact the Local Authorities Building Control Department for relevant advice and information. (See appendix 1). In certain circumstances officers may carry out onsite inspections to satisfy themselves that appropriate measures are in place.

8.10. Waste Management.

The Trust has a policy of encouraging the recycling of waste as is possible. To facilitate this, event organisers must ensure that all waste generated as part of the event is collected to ensure that the park is returned to a fit state for subsequent use.

They should also make adequate arrangements with either the local authority or private contractors to provide adequate segregated containers for the collection and subsequent disposal of waste according to its nature. The waste containers provided in the park are generally unable to cope with waste associated with events. The Council's Directorate of Environmental Services can be contacted for Information and Advice (See Appendix 1).

9 In Conclusion.

The Trust recognises that the park plays a valuable contribution to the life of the local community and events in the park are part of enhancing this.

Applications are very welcome, but organisers should recognise that the more complex the event the longer it takes to ensure its effective planning. A suggested timetable for applications is laid out in Appendix 2. Some of these are advisory. Others are fixed to enable legal or local authority requirements to be met.

The Trust has agreed a scale of fees for using the park and its facilities Depending on the nature and duration of the event and the organisation benefiting, These Fees are laid out in Appendix 3 Initial applications should be

submitted on the attached form (Appendix 4) accompanied by a non-returnable registration fee of XXXXX Pounds to :

Alice Park Trust

Address:

Tel:

Email

Appendix 1
List of Useful Addresses

Appendix 2

Planning your Event

In order to plan your event, the table can be used to ensure that the necessary deadlines that need to be met are adhered to. Failure to meet some of these deadlines could result in permission to hold the event being refused. These are highlighted in bold print.

	Timescale Before date	Date and signature on completion
Check availability of park and reservation	Between 52 and 18 weeks	
Consultation with residents and businesses	Up to 26 weeks	
Trustees to consult SAGE	Up to 26 weeks	
Check whether the relevant licences are available. Apply for those needed	Up to 26 weeks	
Commence detailed planning for event. Use Purple Book as reference Guide	Up to 26 weeks	
Submit Draft Events Management Plan to Trust	Up to 18 weeks	
Inform Building Control of any proposed temporary structures	Not later than 18 weeks	
Book waste and recycling services	Not later than 12 weeks	
Submit formal application for necessary licenses and permits	Not Later than 10 weeks	
Deadline for Submission of Final Event management plan to Trust	Not later than 10 weeks	
Deadline for Submission of Final Event Management Plan to SAGE	Not later than 8 weeks	
Deadline for complying with SAGE directions	7 weeks before date of event	
Submission of Temporary Events Notice (if required)	4 weeks before date of event	
Final Submission of Temporary Events Notice (if applicable)	At least 10 working days before event	
If requested by Trust formally meet to Review Event	Within one month after event	

Appendix 3

Scale of Fees

(To be decided by the Trust)

Appendix 4
Events Application Form