

EVENT REQUEST ON COUNCIL OWNED LAND

Event Title	
Event Date(s)	
Event Time	
Event Location	
Introduction	(Give a brief explanation of event below)
Signed by Organiser	
Date Signed	

Organisation Details	
Name	
Address	
Telephone	
Email	

Capacity	Category	Please tick nature of event being applied for
5,000 +	Major Event (Tier 1)	
2,000 – 4,999	Large Scale Event (Tier 2)	
1,000 – 2,000	Medium Scale Event (Tier 3) Up to 5 hours	
100 – 1,000	Small Scale Event (Tier 4) Up to 5 hours	
Less than 100	Local Event using small section of site with no closure and no facilities	
Special Rate	Local Community, Charity, Youth or Education (please name school/youth group and/or provide charity no. if applicable)	

Key Personnel	
Event Organiser	
Person responsible for Health & Safety	
Person responsible for Security	
Person responsible for First Aid	

Equipment (please tick relevant box)		
Will electrical equipment be used? (lighting, disco equipment etc.)	Yes	No
If yes, is the equipment less than 12 months old?	Yes	No
If more than 12 months old, has it been PAT tested?	Yes	No
Give details of any other equipment to be used:		
Give details of the First Aid provision that has been made:		
Give details of expected numbers attending:		
Give details of entrancing arrangements (e.g. ticket, pay at door etc.):		

Give details of stewarding arrangements (include litter picking):

Give details of emergency arrangements:

Give details of insurance held:

Have you Insurance Certificates been included?	Yes	No
Have you included a site plan and map?	Yes	No
Have you included your event risk assessments?	Yes	No

Marketing & Promotional Activities

Anticipated audience profile (age, gender etc.)		
Has PSNI/DRD approval been given?	Yes	No
Is there to be alcohol at the event?	Yes	No
Is alcohol to be sold on premises?	Yes	No
If yes to last question, has a license been obtained?	Yes	No

Promotional Activities: Detail your advertising, posters, leaflets etc.

(Mid and East Antrim logo should NOT be used without permission)

Please tick boxes to show agreement:	
<input type="checkbox"/>	We understand that <u>no</u> fly posting is permitted for this event.
<input type="checkbox"/>	We understand that Chinese (sky) lanterns or mass balloon releases are <u>not</u> permitted at this event.
<input type="checkbox"/>	We agree to communicate and keep local residents informed.
Reinstatement	
Give details of your site reinstatement plan:	

Signature		Date	
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Please return the completed application form by email or post:-

Email: parks@midandeantrim.gov.uk

OR

**Parks & Open Spaces
Mid and East Antrim Borough Council
Museum & Civic Centre
11 Antrim Street
Carrickfergus
BT38 7DG**

For further information, call 028 9335 8232.

Completed application forms must be received **at least 4 weeks in advance** of the proposed event.

Explanatory Notes:

An event plan is required to ensure that Mid and East Antrim Borough Council and the organisers comply with Health and Safety legislation and to ensure the Health, Safety and welfare of staff and those using council outdoor facilities. Below is some guidance to assist you in completing the attached form.

Introduction: In this section, please give details of your proposals for the event and include what the event consists of e.g. disco, play, dance / band etc, associated set up times etc.

Key personnel: Give the name and contact details of the person responsible for the various roles.

Equipment: If electrical equipment under 12 months old is to be used, no certification will be required. Electrical equipment more than 12 months old may require proof of PAT testing. Details of all equipment e.g. bouncy castles, soft play equipment, sports equipment, disco gear, lighting etc. to be used at the event should be included in this section.

First Aid: Details of all qualified First Aiders and number and location of first aid kits should be included.

Entrancing arrangements: Give details of how entrance to the event is to be controlled i.e. ticket only, pay at door and how maximum numbers are to be controlled.

Stewarding arrangements: Give details of stewards to be deployed at the event i.e. numbers and their location within the building. There should be at least one steward for every 250 persons or part thereof and for under 16`s one steward for every 100 or part thereof. Stewards should be given instructions with regard to their duties and briefed on the layout of the building / venue before the event. Stewards should also be made aware of the type and location of all firefighting equipment within the building.

Emergency arrangements: Organisers will be made aware of emergency procedures within council buildings and if these are adequate this should be noted. If additional arrangements are required these should be noted here.

Insurance: Give details of all insurance held e.g. public liability including level of cover.

Audience profile: Give details of anticipated audience profile i.e. age, gender and numbers.

Promotional Activities: Give details of your marketing / promotional activities.

Reinstatement Plan: Give details of your reinstatement plan for the site this should include repairing damage, final litter collection, liaising with the Council etc.

As of 1st July 2024, the following scale of charges will be applied to all applications.

Payment: An invoice will be issued to the event organisers for the applicable fee, this must be paid prior to the event taking place.

Capacity	Category	Application Fees
5,000 +	Major Event (Tier 1)	Cost decided on consideration of application
2,000 – 4,999	Large Scale Event (Tier 2)	Cost decided on consideration of application
1,000 – 2,000	Medium Scale Event (Tier 3) Up to 5 hours	£500 + VAT
100 – 1,000	Small Scale Event (Tier 4) Up to 5 hours	£250 + VAT
Less than 100	Local Event using small section of site with no closure and no facilities	£10 per hour
Special Rate	Local Community, Charity, Youth or Education	No fee

Where the event being booked is a ticketed concert, additional charges may apply.

Parks and Open Spaces Events and Activities Pricing and Booking Policy

June 2024

Approved Date	May 2024
Review Date	
Related Legislation	Wildlife NI Order
Related Policies, procedures, guidelines, standards, frameworks etc	Filming and photography policy Pricing Policy for licensed activities Policy
Replaces	Events Pricing Policy (for the purposes of parks and open spaces)
Policy Lead	
Sponsor Directorate	Operations and Communities
Version	1

1. Introduction

This policy sets out the framework for pricing structures and procedures for event and activities in Council owned and managed parks and open spaces.

Local groups often make use of parks and open spaces for community events; both large and small. This policy is designed to ensure all any event making use of a park or open space, managed by the Council is organised in a safe manner, considering other users and ensuring appropriate management and support by Council.

The variety of events held in parks and open spaces varies, from small school picnics to community festivals. Many different types of events have been considered however given the variety it is not possible to list very potential event. Therefore, it may be necessary in some cases to refer to a similar type of event.

2. Purpose and Aims

2.1 The purpose of this policy is to provide an appropriate pricing framework for events/activities held on Council land by third parties, which will ensure sites are accessible and affordable in line with the purpose and remit of the event or activity.

2.2 Aims

- To establish and review usage of parks and open spaces.
- To support local groups, organisations and businesses.
- To encourage positive use of parks and open spaces.
- To enable the Council to recover some costs associated with facilitation of events/activities where appropriate.
- To ensure charges are fair and equitable
- To support Council's objective to promote equality of opportunity
- To support the Council's social responsibility, to enable flexibility within the policy to enable reduced or no cost when appropriate.
- To develop, implement and keep under review specific concessionary rates to promote the achievement of council objectives and strategies and ensure these are applied consistently across the Borough.

2.3 Context

In addition to the overarching principles set out in the corporate pricing Policy framework this policy is reflective of relevant legislation, regional initiatives and strategies and Council strategies specific to events/activities in Parks and Open Spaces across the Borough.

2.4 Sites

This Policy applies to all parks and open spaces managed by the Council with the exception of Carnfunnock Country Park. Due to the dynamic nature of Carnfunnock Country Park and bookable features, this site's fees will be reviewed annually alongside seasonal review in preparation of the following year's pricing plan.

2.5 Scale

Events /Activities are harmonised for the purposes of council procedures and policies as follows:-

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Table 1 – categorisation and fees

This policy refers to tier 3 and 4 events only (max 2,000 people). Event exceeding this scale (or longer events) should be referred on a case-by-case basis at SMT.

3. Site Fees

3.1 Commercial Events/Activities

Application fees are applicable for all commercial events (events that are intended to generate a profit). These events generally have an entrance fee attached and are closed to casual public attendance.

3.2 Application fee guidelines

Application fee are based on size and nature of the event. Guidelines fees are outlined in table 1 however Council reserve the right to review fees on consideration of the nature of the event e.g. if entrance fees are excessive, events are private or the site/any facilities are to be closed to the public.

3.3 Service Fees – Licenses and bonds

3.3.1 Council will consider applications in a timely manner. All applications should be made 4 weeks in advance of any event/activity date.

3.3.2 Applicants are responsible for seeking authorisation and making payments in respect of licensable activities.

3.3.3 Applicants are responsible for obtaining relevant and appropriate insurance.

3.3.4 A refundable deposit of £500 will be payable to the Council for any event/activity where risk of damage is possible. If any damage occurs to the site, the deposit will be used to re-instate the site. The applicant is liable for any costs in excess of this deposit.

3.3.5 Council reserve the right to request a higher deposit where risk of damage is significantly higher.

4 Concessionary Pricing and Exemptions

4.1 Non-commercial Events

Events/activities held solely for the benefit of the local community, charity, youth or education facility will not incur a fee to encourage and support use of local sites by local groups.

4.2 A refundable deposit may apply depending on the nature of the event.

4.3 Evidence of the non-commercial nature of the event must be produced at time of application.

4.4 Non-commercial events will not provide significant commercial or advertising benefit opportunities to a profit-making business or organisation. Applicants must provide evidence that any profit generated are used for the benefit of the charity, organisation or community.

Where the cost of providing a venue or space that are incurred by Council exceed the fees paid under this policy, or where no fee is applied, Council may apply charges on a cost recovery basis.

5 Equality Screening

This policy has been equality screened with no adverse impact identified therefore an Equality Impact Assessment is not required.