

Guidelines, Terms and Conditions for the hire of Parks and Green Spaces for Events - September 2025

1. Pre-application Assessment

- a. Some events will require a pre-application assessment, this will usually be in the form of an email or letter, outlining the structure of the event, the anticipated audience numbers, the infrastructure coming into the park and how many days the park or open space is required. This will then give the organiser an 'in principle' agreement to use the location before a formal hire application is submitted.

2. Applying to Hire a Park or Green Space

- a. Event Organisers must submit event applications via email as soon as they can complete the form fully enough following the 'in principle' agreement. An application fee is payable from the time the application is submitted. Requests for events will not be recognised until a formal application has been received.
- b. All events are considered by the merits and viability of the event, whether it is community or commercial, under delegated authority. An 'in principle' hire agreement will be subject to compliance with the pre-event conditions and fee; and obtaining all necessary licences and consents. Failure to meet any stipulated requirements will result in the 'in principle' agreement being withdrawn. In such circumstances the Council will not be liable for any costs already incurred by the Event Organiser.
- c. Applications must be received within the 6-week lead time stipulated.
- d. An Event Organiser may be asked to attend a Safety Advisory Group meeting to discuss their proposed event, if it is of a significant scale, or deemed sensitive in some way.

3. Delegated Authority

- a. **Execution of the Policy**
- b. The arrangements for the use of the City Council's land and open spaces for events are conducted under the City Council's Constitutions and Delegated Authority Arrangements of the Director of Public Places' Delegated Authority, as follows; -

- c. *Constitution part 3.4 Delegations to Officers; para 3.4.6; Director of Public Places; Parks and green spaces; 3.4.6.3 Provision, management and maintenance of parks and open spaces (including Hylands Park Estate), sports and playing fields, trees, woodlands, commons, countryside areas and local nature reserves in the City and their strategic development and use.*

4. Consultation and Engagement

- a. If the organiser is holding an event which will be at capacity or will negatively impact on neighbouring properties or users to the park, it is incumbent on the organiser to engage with these groups to mitigate these factors. Large events that require a TENS Licence (a Temporary Events Notice or time-limited premises licence may be required by Event Organisers). The issue of a TENS or time-limited premises licence does not itself constitute permission to use the land although this will already have this stakeholder engagement as part of the application. If objections are received by the Council (Licensing Section), the Council will seek to mediate and offer mitigating measures where appropriate.

5. Licensing, Premises License and Safety Advisory Group

- a. Event Organisers are responsible for ensuring that all required permissions and licences are acquired in an appropriate, in a timely manner and need to be in place prior to any event taking place. Failure to have the required licences in place will result in cancellation for the event.
- b. This will include, but is not limited to the following: -
 - Consent to use council land
 - PPL PRS music content licences
 - Time-limited premises licence or Temporary Events Notice (TEN) or may be required by Event Organisers. The issue of a TEN or time-limited premises licence does not itself constitute permission to use the land
 - Temporary traffic orders.
 - Any other Licensing [such for the sale of alcohol].
- c. Specialist advice may be sought from external partners and public safety agencies, known as the Safety Advisory Group (SAG) to determine the event feasibility with the use of the park or green space required. This is determined by the infrastructure of the event itself and the impact it may have.
- d. The purpose of the SAG is to ensure that any outdoor events that have a significant impact will be organised and managed to the appropriate standards, thus ensuring the safety of both those organising the event and those attending. Event organisers must co-operate with any request from the SAG including attendance at any meetings. A SAG will not be necessary for every event.

6. Fees and Charges

- a. The Council sets an annual scale of fees and charges for the hire of its parks and green spaces for events. The fees and charges are aligned with the classification of an event, audience capacity, the duration of the event (including setup and derig periods), special requirements pre/post event, additional staffing costs and the infrastructure used.
- b. Application fee: The application fee is payable from the time an application is submitted. The application fee covers the cost of processing and administering the application. The application fees are non-refundable.
- c. Hire and booking fee: The hire fee is relevant to the size of an event and how long it will be on site for, the audience capacity and infrastructure required and is payable upfront. Large fund-raising,

commercial or private events are priced on application and are subject to a non-refundable booking fee equivalent to 25% of the hire fee.

- d. Refundable damage deposit: A deposit is required by Event Organisers alongside the Hire fee and is payable in full prior to the event taking place. The deposit will be taken and used to reinstate the site to the condition it was before the event took place. If there is no damage post-event, the refundable damage deposit is returned to the Event Organiser.
- e. Event Organisers remain liable for ALL site reinstatement works and will be required to pay for any additional costs over and above what the deposit amount covers.
- f. Costs incurred by the Council: As part of the licence agreement, council officers will monitor all new events in situ. [Once when the event comes on site, once during the event and one post-event visit].
- g. Payment terms: The application fee is payable on receipt of invoice for the event once the application form has been sent in. The Hire fee and refundable damage deposit is payable prior (and must clear) to the event taking place. Events at Hylands are subject to a different payment structure.
- h. Cancellation fees: For all other events that are not commercial and private events, an Event Organiser may cancel prior to their first day on site by giving written notice (by email) and the following cancellation fees will apply: -

Notice Given	% of Site Hire Fee Payable
28 days or more	0%
8 to 27 days	75%
7 days or less	100%

7. Event Support

- a. If you do not have very much event experience and you would like some help in the practicalities of putting on an event, Marc De'ath, the Cultural Partnership Manager or a member of the Council's Event team may be able to help you in terms of applying for a grant, help in filling out the paperwork, etc. In the first instance either telephone him on 01245-606520 or email marc.death@chelmsford.gov.uk).
- b. For organisers of community events, there is support available in the form of the Council's Small Grant Scheme, where organisers can

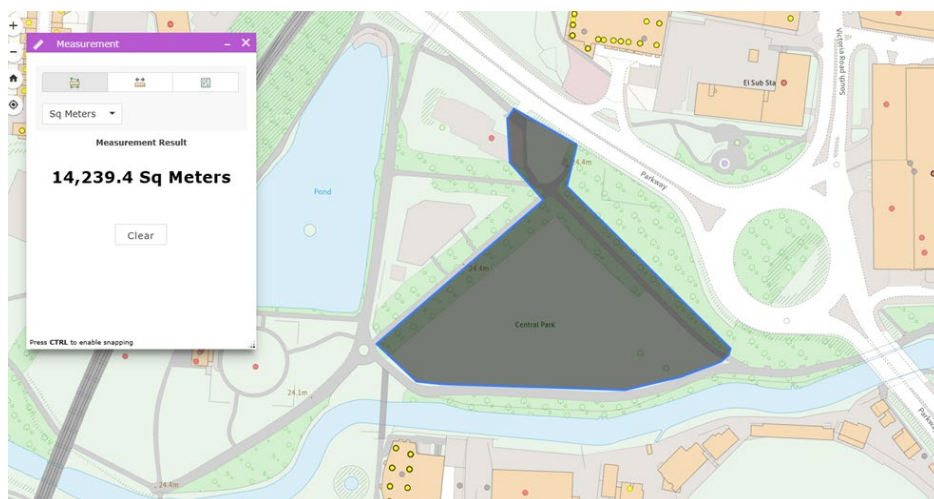
contact the Council to see whether they could be eligible for a grant to help with their event.

8. Event Areas

a. The event areas available in Chelmsford for larger are currently Central Park up to 5000 capacity, and Admirals Park up to 4000 capacity. If Hylands Park is requested, any application for an event over 5000 capacity will need to be referred to staff at Hylands House.

b. Indicative Central Park Events Area Layout and Site Constraints; -

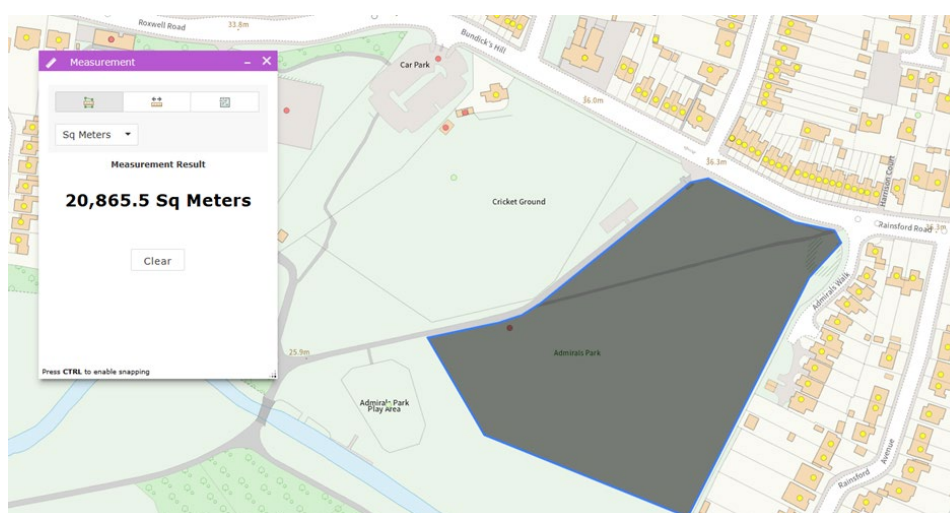
- Event and service access area is outlined in blue and shaded dark grey; and can be part of the fenced off event area. No other areas in Central Park are to be part of the event area.
- Service vehicle access from Parkway is via the Central Park entrance east of Skateboard Ramps [indicated by red arrow].
- All footpath and cycleways to remain open and unobstructed for public use, except for the footpath along the northeast side of the event area.
- Public access to the children's equipped play area and skateboard ramps are to be kept accessible via the designated hard standing footpaths and access pathways. The equipped play area via the footpath located northwest of the event area. The skateboard ramps via the footpath/cycleway north, south and west of the skateboard ramps.
- For the avoidance of doubt, unimpeded public access to the skateboard ramps and equipped play area are to remain open at all times.
- Central Park Area is



c.

d. Indicative Central Park Events Area Layout and Site Constraints; -

- Event and service access area is outlined in blue and shaded dark grey; and can be part of the fenced off event area. No other areas in Admirals Park or Tower Gardens are to be part of the event area.
- Service vehicle access from Rainsford Road entrance opposite Park Avenue.
- The cycleway/footpath running north south from Rainsford Road towards the humpback river crossing bridge is excluded from the event area and needs to remain accessible at all times. All other footpath and cycleways to remain open and unobstructed for public use, except for those contained within the event area.
- Public access to the children's equipped play area via the designated hard standing footpaths and access pathways from the south and through Tower Gardens.
- Admirals Park Area is



e.

- Other venues may be available subject to agreement of event. Plans of the event areas are available on request and show clearly the boundaries. No footpaths/cycle lanes can be closed off within these areas.

9. Event Diarising

- The main event season is May to September with a small number of seasonal events, such as the Oktoberfest, Fireworks Display and Christmas Charity Runs.
- This policy aims to provide a diary gap between events where amplified music is used, or events which are anticipated to significantly impact of normal park users, visitors and local residents and thus providing and each given location of one week on, one week off with a turnover of events of 7 days.

- c. A gap between events enables the Council to undertake post-event checks and to do any reinstatement works required.
- d. Any events will be diarised for 1 year only and will be reviewed post-event. Should organisers wish to book annually, there is no guarantee of date(s). Date(s) agreed on application.

10. Event Cancellation and Postponement

- a. The Council has the right to terminate a Licence Agreement if at any time the Event Organiser fails to comply with any of the terms and conditions of the agreement, and if after being notified of this, continues to act in breach of the terms and conditions of the agreement, the Council reserves the right to terminate.
- b. The Council may immediately terminate the agreement in any of the following circumstances: -
 - The Event Organiser fails to pay any amount that is due to the Council for the application fee, hire fee, refundable damage deposit in the time period required.
 - The image or reputation of the Council has been or is likely to be adversely affected by a breach of the agreement by the organiser.
 - The Event Organiser is or threatens to be in the reasonable opinion of the Council, subject to an insolvency or bankruptcy event.
 - The Council requires the event site in an emergency.
 - The Council is of the opinion that the event will or is likely to compromise public health or safety.
 - The Council is of the opinion that the event will or is likely to be dangerous or cause damage to the event site.
 - The Event Organiser fails to obtain or comply with any condition of advertising consent or legislation relating to the event or event site.
 - The event poses a risk to public order on the advice of the Emergency Services.
- c. The Event Organiser may terminate the agreement at any time prior to the event by giving written notice (email or post) to the Council. The fees associated with cancelling will take effect.
- d. Every effort will be made to reschedule an event, should it be cancelled at no fault of the Event Organiser, but the Council cannot guarantee this. Event Organisers may need to submit a new application for alternative dates if required.

11. Event Planning and Management

- a. All Event Organisers wishing to put on an event in a park or green space are required to produce an Event Management Plan (EMP). The EMP should be a clear guide as to how the event will be produced and managed.
 - It is acknowledged that levels of responsibility can differ significantly between small- and large-scale events, and the extent of the information required may vary depending on the size and impact of the event. For smaller events where certain items from the list below may not be considered as relevant, it is expected that written consideration of each item will be given, even when this is simply highlighting the non-requirement of the item.
 - Information required within the Event Management Plan [this list is not intended to be exhaustive]: -
 - Accessibility provision
 - Safeguarding statement (see Council's website before completing)
 - Crowd management plan and where necessary car parking marshalling arrangements
 - Emergency control/evacuation plan
 - Environmental impact assessment (including on the event site)
 - Equalities and diversity statement
 - Event communications plan
 - Fire safety procedures
 - Medical plan/first aid provision
 - Food and Trading safety plan
 - Lost child and vulnerable adult procedure
 - Marketing plan
 - Proof of valid and current public liability insurance (minimum £5 million but depending on event can be £10 million or above)
 - Risk assessments/method statements
 - Toilet and sanitation plan

- Security and stewarding provision
- Site plans
- Production and event schedule
- Traffic and transport management plan including access and egress into the park location
- Waste management plan, including recycling policy
- Sustainability policy and plan

12. Safety and Security

- a. Human safety: The safety and security of event visitors, organisers, staff, stakeholders, Council staff and other members of the public must not be compromised at, or by any event. It is the duty of all Event Organisers to make such provisions necessary to ensure that this is the case. Adequately trained security and stewarding personnel are vital to ensure the safety in and around the event area.
- b. All Event Organisers must ensure that there are enough trained and briefed staff in appropriate positions to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the event area, as well as implement procedures for accidents or emergencies.
- c. All staff working in an event security role must be qualified to the appropriate level with the Security Industry Authority (SIA).
- d. Any staff who may be expected to work with or come into direct contact with children or vulnerable adults should be appropriately DBS checked.
- e. Safeguarding: Event Organisers have a duty of care to safeguard and promote the welfare of children and vulnerable adults at their event and all activities that involve participation of children, young people and/or vulnerable adults are approved on the understanding that the Event Organiser has the necessary safeguarding policies and procedures in place.
- f. Event area safety: Event Organisers are responsible for the security of the event area. Should a site presence from the council be required that relates to a site security matter, the cost of this will be paid for by the Event Organiser.
- g. Acts of terrorism and malice must be considered by all Event Organisers, and they will be expected to consider counter and preventative measures relevant to the event they are holding and where necessary.

- h. Vehicular access: Only persons who are properly authorised by the Council shall be allowed vehicular access to the event site. If this is needed, organisers must have a traffic management plan in place with adequate banksman required for safe off-loading of equipment. Any vehicles entering the site should have “lights on, hazards off” and to use their indicators to show their intended direction of travel and restrict their speed to 5 mph.
- i. Site signage: Signs within an event site should be clear to read, using plain English and be positioned so they can be seen from a reasonable distance by the event audience. All main toilet, medical and safety facilities, as well as emergency exits should be signposted throughout the event site.
- j. Where outside signage and advertising is required, the Event Organiser is only permitted to do so in certain sites as per the Council's Temporary Banner Policy and anything seen, that has not been agreed will be taken down and the Event Organiser will be fined.

13. Event Health and Welfare

- a. Event Organisers not only have a duty of care to the people working and attending their event, but they must ensure that they do everything possible in order not to impact on the broader health care provision in the surrounding areas to the event.
- b. The Council expects events to be organised and run in accordance with the provisions of “The Purple Guide to Health, Safety and Welfare at Music and Other Events. <http://www.thepurpleguide.co.uk> . This guide is now only available online and has replaced the original “Purple Guide” (HSG195) which was originally published by the Health & Safety Executive (HSE) and there is no hard copy available for purchase.
- c. It is imperative that Event Organisers fully consider the accessibility requirements of disabled people attending events. Organisers are required to be proactive and robust when making improvements for access for disabled people attending their events.
- d. Staff and contractors are required to produce risk assessments in line with the Health and Safety at Work Act 1974.
- e. Toilet provision is vital at all events and the appropriate number and type of toilet should be provided with the anticipated number of people attending the event and having fully accessible wheelchair-friendly units.
- f. Any event with performances with animals will NOT be permitted. If the event is for example, a dog show, the organiser must demonstrate

that the welfare needs of the animals are being met to the appropriate Animal Welfare Act 2006 as a minimum and as per RSPCA Guidance.

- g. Communication about leaving dogs in hot cars, if applicable, no owners should leave dogs in cars. Stewards should do all they can to enforce this policy and report to the head person and dial 999 immediately if they see a dog in distress.
- h. It is a legal and moral duty that events are made as safe as possible for all persons.
- i. Catering must provide healthy food and drink options and ensure they have the correct certification to trade. The Council's Environmental Health Officers retain the right to inspect the site for compliance.
- j. 'NO special or cosmetic treatments (including any skin, body or ear piercing, permanent or semi-permanent tattooing, cosmetic treatments or body enhancement)' will be permitted.
- k. Portable petrol generators are not permitted.

14. Environment

- a. All Event Organisers should consider the negative impact of their event to the local environment.
- b. Organisers of large (1000-1499) or major scale events (up to 5000) will be required to produce a written Environmental Impact Assessment (EIA) report as part of the application process. This should form part of the Event Management Plan (EMP). The report should address the anticipated negative impact the event may have and consider mitigation measures.
- c. Noise levels are dependent on specific locations and the requirements of those locations. Some events may require an independent acoustic consultant on site to provide continual monitoring of noise levels. Event organisers will be required to adhere to the noise conditions for open air events in Chelmsford. In some instances, officers from Chelmsford City Council may wish to measure the noise levels at an event. The current Music Noise Level (MNL) shall not exceed 65dB(A) LAeq. This will be reviewed on a yearly basis. Amplified music or amplified sound from any event is only permitted between 08:00 hours and 23:00 hours, outside of these hours such noise will not be audible at any noise sensitive property.
- d. Trees are a major asset to Chelmsford's parks and open spaces, and it is important to ensure that adequate arrangements are in place to prevent damage to or loss of this asset. The following restrictions are in place: -

- No vehicle or structure shall touch or interfere with any tree base or canopy
 - No tree or shrub will be pruned by the Event Organisers
 - No exhausts from heaters/generators shall be positioned next to the base or trees and where possible, exhaust outlets shall be directed away from tree canopies
 - Nothing shall be attached to trees without prior consent of the City Council's Arboricultural Officer
 - Any damage to trees as a direct result of the event shall be recharged to the organiser
- e. Event Organisers are to consider the impact of their event to the site and ensure adequate measures are put in place to reduce this potential to damage or disturb. Any site reinstatement required over and above the usual wear and tear of an event will be charged to the Event Organiser, and this will be deducted from the refundable damage deposit held. If the charge is over the refundable damage deposit, the Event Organiser will be required to pay an additional invoice.
- f. Chelmsford City Council do not permit the organised or intentional release of balloons or sky lanterns at events, or in any of its parks and open spaces. Balloon and lantern releases have a significant detrimental impact on the environment and pose a threat to wildlife. This policy is in force to protect habitat and wildlife.
- g. Any events containing animal acts, trading of animals or similar are not permitted. Chelmsford City Council's Animal Welfare Charter [in particular section 8] applies within the context of this policy.
- h. Chelmsford City Council does not permit any drone flying in its parks and green spaces. A separate policy exists.
- i. The Council will only permit one dedicated [or single purpose] firework display per year with an approved and authorised operator.
- j. As part of wider event planning and scheduling, consideration of the use of pyrotechnics or fireworks [as part of a professionally organised event] will be considered as part of this policy.
- k. Wildlife and nature are extremely important for the preservation of biodiversity. It is a priority to safeguard the ecological future of the wildlife and habitat in the city. Event Organisers must make every effort to minimise the impact their events have on the biodiversity within our parks and open spaces.
- l. Banners are permitted in certain locations within the Council's parks and City Centre on application and must adhere to the Council's Temporary Banner Policy. Any unauthorised advertising or fly-posting

found, will be a breach in the Licence agreement with the Council and will subsequently incur any associated costs in connection with the Council having to remove such material. If a criminal offence has been committed by fly-posting or unauthorised advertising formal enforcement action will be taken.

15. Waste Management Plan

- a. The Council will require all organisers and promoters to put in place and deliver a waste management plan for each event that focuses predominantly on waste minimisation and ensures that as much as possible of the waste that is generated, is source separated ready for collection for recycling or composting. The Council will provide a comprehensive recycling and waste collection service to a wide range of sporting, recreational, cultural, social and educational events taking place in parks, on green spaces and in other public places throughout the Borough, this service will be chargeable.
- b. All waste generated at events is classified as trade/commercial waste. Event organisers and vendors have a 'Duty of Care' to ensure all waste is disposed of properly using a registered waste carrier. This duty is imposed by Sect. 33 of the Environmental Protection Act 1990.
- c. Organisers should refer to the Collection Policy for Outdoor Events and provide a comprehensive Waste Management Plan, ensuring that it adheres to this policy.
- d. The Event Management Plan and Waste Management Plan is expected to ensure that the cleanliness of event area is managed, waste and litter are collected and removed throughout the event and immediately following the event to minimise the impact of the event area post event.