



FLITWICK TOWN COUNCIL

Event Booking Protocol

A guide for all event organisers wishing to hire Flitwick Town Council land to host their event.

Flitwick Town Council, The Rufus Centre, Steppingley Road, Flitwick, Beds, MK45 1AH

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1. Introduction

Flitwick is a thriving commuter town located halfway between Bedford and Luton.

Although it has some 15,000 (approx..) residents and a growing number of small and medium sized businesses, Flitwick still retains a 'village' feel with its Village Hall, green spaces, historical buildings and beautiful woodland. This makes Flitwick a great place to live, work and visit.

The Town Centre offers a train station with links from Bedford to Brighton, bespoke shops/cafes and a large supermarket. Residents can also enjoy the many attractions London has to offer, which is only a 50-minute train ride away by the Thameslink train service. Alternatively, Luton Airport, less than 15 miles away, acts as a gateway to extensive choice of European City destinations and beyond.

Flitwick Town Council (FTC) welcomes event organisers to host their events in the town, which meet the Council's corporate priorities as set out in our business plan.

2. Definitions within this Protocol

Event Organiser – may be an individual or a group

Public Event – a formal, organised gathering

Successful Event – an event that has been delivered safely and in accordance with its aims

Small Event – under 25 people

Medium Event – 25-75 people

Large Event – 75-150 people

Major Event – 150 people or more and 1 day or more

Council Land – includes any of the town's parks and open spaces owned by Flitwick Town Council

FTC – Flitwick Town Council

3. Why does FTC have an Event Booking Protocol

This protocol has been developed to support Event Organisers and promote joint working between organisers, FTC and its contractors. It is only relevant to events taking place on FTC owned land. A list of the land that is available to hire and the scale of events that can be held can be found in Appendix 1.

This protocol ensures that Event Organisers and FTC will:

- * Adhere to relevant legislation and byelaws of the land (where necessary)
- * Protect the environment and landscape of the land
- * Not discriminate against any group or individual
- * Adhere to relevant health and safety legislation and guidance for public events in public spaces, and
- * Ensure that relevant timescales and planning milestones are met in accordance with those within this protocol.

Event Organisers and FTC must consider the following:

- * Impact of the event on the physical and social environment of the area

- * Enjoyment, safety and quality of life for residents, visitors and local businesses; and
- * Financial implications.

The objectives of this protocol are:

- * To ensure that FTC fully meets its responsibilities in terms of relevant event legislation and guidance
- * To ensure that the event is delivered safely and effectively with minimal disturbance to the local community and surrounding area
- * To ensure that all the necessary infrastructure has been included allowing for the delivery of a safe and successful event that does not have a negative impact on the Councils land or local community
- * To ensure FTC receives adequate revenue for the use of its land
- * To ensure that all event organisers adhere to waste reduction and maximise recycling opportunities.

It is important that FTC take into consideration the following:

- * Capacity – how many people/cars can fit in an area where the event is proposed
- * Ecological Impact – how much use can the land withstand and what type of events can be held in specific areas and whether the character of the land is altered in anyway
- * Social Impacts – how many people can comfortably fit in an area and what are the wider implications i.e. car parking in the town.

4. Who is this Protocol for?

Anyone wishing to host an event on FTC land.

5. Application Process

All event organisers are required to complete an application form to register their interest in running an event on FTC land. Once FTC receives an application form, the Amenities Officer or Bookings Officer (Rufus) will go through it and ensure that all the relevant information regarding the event is completed appropriately.

Once the Amenities Officer and/or Bookings Officer has reviewed the application form and discussed it with the Town Clerk and Senior Management team, they will confirm to the Event Organiser any further information that is required for the application to be considered and give a deadline for this information to be provided.

Once FTC has received a completed application form with satisfactory information, the event organiser may be subject to submit a Safety Advisory Group (SAG) form to Central Bedfordshire Council for their comments and recommendations.

The Event Organiser is to advise FTC of any recommendations and comments received from SAG. See section 5.2 *Safety Advisory Group* for more information on this process.

A copy of the Application Form can be found in **Appendix 2**.

Once all information has been received including from the CBC's Safety Advisory Group, if applicable, a recommendation will be considered by Flitwick Town Council Officers for a final decision. Some events require further input and will be presented to the Community Services Committee for a decision.

5.1. Timescales

Below outlines when an event organiser must make initial contact with FTC:

Small Events – at least **3 months** prior to the event

Medium Events – at least **6 months** prior to the event

Large Events – at least **9 months** prior to the event

Major Events – at least **12 months** prior to the event

These timescales may be changed at the discretion of the Town Clerk. `

5.2. Safety Advisory Group

Some events will be required to go through the Safety Advisory Group (SAG) process and the Amenities Officer or Bookings Officer will inform the hirer if this is required. The SAG enables key agencies, such as the Police, Ambulance and Fire Services as well as CBC and Event Organisers themselves, to work together to look at safety issues for any public events taking place in the town. The idea is not to discourage events in any way but to provide event organisers with support and guidance to ensure that any events are carried out safely and successfully.

Should any member of SAG have any questions about an event, the organiser might be asked to come along to meet the group so that any issues can be discussed, and the organiser can ask advice from members – there is such a wide range of skills and experience available within the CBC Events Safety Advisory Group.

6. Roles and Responsibilities of the Council

FTC has the responsibility to approve any event taking place on its land in accordance with this protocol. Our Amenities Officer and/or Bookings team will liaise directly with event organisers and all necessary parties to ensure that these events are feasible, viable and safe.

The Officer will:

- Assess the Event Application form
- Liaise with the Event Organiser throughout the process and ensure they are kept informed
- Assess all accompanying event paperwork; Event Management Plans, Risk Assessments and Event Safety Plans
- Liaise with necessary parties regarding the event, such as Councillors, ground maintenance, residents etc.
- Where deemed necessary, undertake a site visit during set-up and de-rig to ensure all conditions are being met according to this protocol and/or any information specifically detailed during the planning process. Officers may also visit the site during the event to check that the event is working in line with the conditions of hire
- Issue a licence/condition of hire to the Event Organiser and ensure this is being adhered to

7. Approval of Events

As set out above, the Amenities Officer and/or Bookings Officer with the Town Clerk, will take a decision to approve delivery of events on FTC land. The following will be considered when considering granting permission.

7.1 Calendar of Events

FTC will check availability based on whether the land is already in use or if there are any other events taking place in the town on the days requested.

All events must follow the timescale provided in section 5: *Application Process* and submit all required paperwork within this timescale.

7.2 Commercial Events

Organisers for Commercial Events must approach FTC in their pre-planning stage and ensure that they follow the timescales and submission requirements prior to advertising the event.

All commercial events will be charged a fee to hire the land for use of the event. Fees and details can be found in section 8: *Fees and Charges*

FTC reserve the right to stop any commercial events taking place on their land, at any time, if it does not abide to the points highlighted within this protocol and at the discretion of officers, to that which was applied for.

FTC reserve the right to waive fees at their discretion.

7.3 Corporate Events

Applications for corporate events, which are not open to the public, will be approved on an individual basis and subject to individually negotiated fees and charges. FTC reserves the right not to approve any private events, at any time, without justification.

7.4 Community Events

Events that are being held for the community to enjoy, with no entry fee, will be assessed on the nature of the event, whether it is for the whole community or a specific group, the size of the event and the type of activities that are being offered. FTC reserve the right not to approve any event they feel is not appropriate for the community.

7.5 Banners/Posters and Flyposting

The hirer must seek permission from FTC (or CBC Planning if applicable) to display banners and posters. Unauthorised posters and banners are classed as flyposting and will be removed.

7.6 Licences

It is essential that all event organisers have the relevant licences for the type of activities being delivered as part of their event. Some activities that previously required a licence were deregulated in 2014 as a result of amendments to the 2003 Act by the Live Music Act 2012 and 2013 Order. The Event Organiser will be required to submit relevant licences.

7.7 Insurance

It is essential that all event organisers have the relevant insurance cover to indemnify and FTC against any civil action as a direct result of something that happens at their event. This must be Public Liability Insurance and should be obtained through a reputable company.

All major events must be covered by £10 million Public Liability Insurance. All other events must be covered by £5 million Public Liability Insurance. Dependant on the nature of the event and the organisation delivering it, Employers Liability Insurance may also be required.

7.8 Refusal

In the event that an application submitted by an event organiser who has previously failed to abide by conditions of approval and timescales granted by the Council, new applications will be rejected unless clear steps have been taken to rectify and follow procedures with the new application.

7.9 Equal Opportunities

All event organisers must provide services and facilities that comply with the Equalities Act 2010. It is the responsibility of the event organiser to ensure that any staff and/or volunteers working on the event have received relevant training in equal opportunities.

7.10 Welfare

All event organisers are responsible for the welfare of staff and members of the public that attend their event. Event organisers will ensure that staff and/or volunteers that are on the front line of the event have received relevant training in dealing with children, young people and vulnerable adults. The Event organiser will ensure that good practice guidelines and recommendations are followed at all times and staff and/or volunteers undergo a DBS check where appropriate. Event organisers shall also be responsible for the welfare of any animals that are part of the event.

8. Fees and Charges

All fees and charges are at the discretion of the Council. Fees are based on size of event, type of event and length of event, including set-up and de-rig times. Fees are charged per event.

8.1 Land Hiring Fees

Below is a **guide** to land hiring fees:

Event Size	ONE DAY ONLY (£)	Set-up/De-rig Days (£)	Subsequent Days (£)	Deposit (£)
Small <i>(under 25 people)</i>	£15 per hour	n/a	n/a	n/a
Medium <i>(25-75 people)</i>	£75	n/a	n/a	£35
Large <i>(75-150 people)</i>	£150	n/a	n/a	£250
Major <i>(over 150 people and/or 1 day or more)</i>	£300	£200	£50	£500
Football Pitch Hire <i>(Rufus Centre/Hinksley Road)</i>	Price upon request	n/a	n/a	n/a
Corporate Events	£500	Price upon request	Price upon request	£250

Hirers that wish to establish a new regular event such as an exercise class, and in FTC's opinion are providing a benefit to the community, may be offered a discounted rate for consecutive bookings (only applicable for small sized events up to 25 people); excluding land at the Rufus Centre.

Fees are payable, along with a deposit payment, when the agreement has been obtained for the event to take place. If the full fees and deposits have not been received within 1 month to the date of the event, the Council reserve the right to withdraw their acceptance of the event and granted permissions.

8.2 Refund of Deposits

On completion of a successful event, the deposit payment will be returned to the event organiser (minus any deductions appropriate), within 30 days of the event date, unless there are mitigating circumstances or any other charges unpaid.

8.3 Cancellations and Refunds

If an event is cancelled more than 1 month prior to the event date, fees and deposit payments will be returned in full.

If an event is cancelled within 1 month of the event date the Council reserves the right to retain 50% of the hire fees and charges.

8.4 Officer Time and Administration

Certain events that may require additional officer time will be charged accordingly. This will be pre-agreed with the organiser at an hourly rate of £16.00.

9. Further Guidance

Once applications have been assessed FTC may advise event organisers of aspects for their event which may require further guidance and/or action. These may include:

- Compliance with the CBC Safety Advisory Group
- Event Management Plan
- Health and Safety
- Road Closures and Traffic Orders
- Power supply
- Licences
- Catering and Food Hygiene
- Noise
- Animal Welfare
- Fireworks
- Any specific activities within the proposed programme

Please note: this list is not exhaustive and there may be other aspects which arise dependent on the event.

It is also important that the event organiser carries out the relevant risk assessments, standards and fire assessments. Support can be provided by FTC with writing these documents and will be subject to the administration charges outlined within section 8.3: *Officer Time and Administration* where relevant.

There are also a number of other considerations that FTC require the event organiser to manage as part of their event. These include:

- Marketing and Promotion
- Signage
- Traffic Management and Car Parking
- Welfare and Sanitisation

Event organisers are encouraged to refer to The Purple Guide for health, safety and welfare at events. FTC will refer to this guide if necessary and event organisers will be expected to adhere to these guidelines. This guide can be viewed at www.thepurpleguide.co.uk

10. Conditions of Hire

The Amenities Officer and/or Bookings Officer will liaise with the event organiser regarding the conditions of hire and if necessary, issue an agreement between FTC and the event organiser. FTC reserves the right to immediate termination of the agreement if at any time the event organiser breaches any aspect set out within the agreement itself.

Appendix 1 – A list of FTC land available to hire:

Area of Land
Rufus Centre
Millennium Park
Hinksley Road Recreation Ground
Station Road Field
3 Station Road

Appendix 2 – Event Booking Application Form

This form is to be used by event organisers wishing to host an event on land owned by Flitwick Town Council. It should be completed at the earliest opportunity and returned to sarahburgess@flitwick.gov.uk

Please ensure that you have read and understood the Event Booking Protocol which accompanies this form.

Event Details:

Event Title	
Proposed Date/s for Event	
Proposed Start and Finish Times for Event	
Proposed Location for Event	
Set-Up and De-Rig Dates and Times (if applicable)	
Type of Event	
Nature of Event	
Event Audience (number of people and target audience)	
Brief Overview of Event	

Is there a charge to the public to participate	
-------------------------------------------------------	--

Organiser Details:

Name	
Organisation	
Are you a Charity/Non-Profit Organisation?	
Email	
Telephone	

Declaration:

I confirm that the information contained in this document is true and correct to the best of my knowledge.

I understand that I cannot hold the event on land owned by Flitwick Town Council without prior agreement and the necessary paperwork being submitted according to the Council's Event Booking Protocol.

I understand that the responsibility for safety at my/our event remains solely with the event organiser.

Print Name	
Role within the Event	
Signed	
Date	

