



# NORTH HYKEHAM TOWN COUNCIL

## EVENTS POLICY

The term “Events” includes all NHTC spaces for hire or use but excludes the hire of single rooms and outdoor pitches/sports matches which are covered elsewhere. Spaces may include internal and external spaces or both together.

### 1. TYPES OF EVENT

#### 1.2 INTERNAL AND EXTERNAL

Events to be either External (run and operated by those other than NHTC) or Internal (funded and run by NHTC and its staff).

#### 1.3 COUNCIL EVENT PLANNING PACK

All events should consider the advice given in the Council's Planning Pack for events and ensure the event adheres to all requirements therein.

### 2. EXTERNAL EVENTS

#### 2.1 EVENTS RESPONSIBILITY IN THE COUNCIL

External event will be managed and controlled through the Out Sourcing sub-Committee (of Finance and Policy statutory Committee) and all revenue and costs will be their responsibility.

#### 2.2 PLANNING AND APPLICATIONS

External events will require to adhere to the Council's Planning pack and submit an application form for the event at least 28 days prior to the event

#### 2.3 FEES

Fees will be charged for all external events. This will include an additional administration fee to cover office time to inspect appropriate documents. If the event organisers are charitable, the registered charity will need to apply to NHTC for a suitable grant to cover NHTC costs, including fees if the event is to be effectively free to the Charity. The external services sub-committee has no independent authority to financially subsidise any external event.

#### 2.4 ADDITIONAL FEES

Additional fees will be scheduled for facilities and services needed for events and charges for usage agreed for such items as

- electricity – useage fee only.

- water – useage fee only.

- NHTC staff in attendance, if they are not simply used to open and close the facility

#### 2.5 EVENTS ORGANISER

A nominated Events organiser/manager is required for all external events. That person will be ultimately responsible for the organisation and management of the event.

#### 2.6 NHTC STAFF

NHTC staff will normally be used to open and close the facility being used for the event and at NHTC discretion, used to monitor the effectiveness of the management of the event (this will be non chargeable)

## **2.7 EVENT STEWARDING**

Volunteer stewards will be required to be provided for the event and if the event proposes to have an attendance level above 500, those stewards will need to be SIA registered. Stewarding levels will be in accordance with recommendations through the SIA.

## **2.8 STALLS AND FACILITIES**

Additional stalls or other facilities (whether provided by the event or through third parties) supported by the organiser must present appropriate documentation covering such needs as Hygiene certificates, risk assessments and PAT testing to NHTC office BEFORE the event takes place. Any food provider will be required to possess at least a basic hygiene certificate.

## **2.9 THRID PARTY LIABILITY INSURANCE**

All external events MUST be supported by at least £2m public liability insurance by the event organiser.

## **2.10 LICENCES**

Any licences required for events (such as sale of alcohol) must be obtained through the relevant body before the event. Existing NHTC licences cannot be used for external events.

## **3. INTERNAL EVENTS**

### **3.1 DEFINITION**

Internal events are those exclusively supported by North Hykeham Town Council and are either sanctioned through the Statutory Committee responsible for events or have been specifically precepted by the Town Council.

### **3.2 BUDGETS**

All internal events will have a budget either sanctioned through a precept, or more normally through the statutory committee responsible for the event. The budget may not be exceeded. There will be no admin fees for internal events although service personnel involvement will be charged at their annual rate including premium time rates, when applicable. Other fees may be chargeable to contractors (see 3.5 below). Any surpluses arising out of internal events will be credited to the statutory committee responsible for events unless there is a legal Town Council directive on an alternative designation.

### **3.3 EVENT ORGANISER**

All internal events will be exclusively organised by one of the Council Clerks. The event will be managed on the day(s) by Council Clerks or supervisory staff. An organiser or manager of the event will **not** be a NHTC councillor.

### **3.4 CONTRACTORS**

Any contractor wishing to participate at an Internal Event must be on an “Approved List of Event Contractors” at least 14 days before the event. To become an approved contractor, the Clerk must be consulted who will require documents that satisfy the Council that the Council will not be at risk with the presence of the contractor. Documents such as Hygiene certificates, risk assessments and public liability insurance will be required at least 14 days in advance of the event. Further documents may be required subject to the Clerk. Contractors may apply to be present at any internal event or alternatively invited to apply within the timescales noted above. There will be no restrictive competition contracts for any contractor. Although an internal event may benefit from certain contractor presence, this cannot be a pre-condition of any internal event taking place. A duty of care is a prime responsibility of the Council in respect of contractors on site at an internal event. The Clerk will endeavour to ensure that a variety of contractors of different services are included on the Council’s Approved List to ensure both a competitive approach to contractor selection where necessary and a variety of contractor services to be offered to event visitors during an event.

### **3.5 CONTRACTOR FEES**

NHTC will not make a charge for an entry on the “Approved Events Contractor List”. If contractors require additional services at an event such as electricity, a connection charge will be made as well as consumption charges. This will apply to any additional services. Usage charge based on consumption draw per KW hour.

Contractors to an internal event will be charged fees per pitch which will be determined by the Community Services Committee. It is anticipated that these fees will be commensurate with the scale of the event and likely public attendances. Varying pitch sizes will also be offered.

### **3.6 ENTERTAINERS**

There will be a standard NHTC contract for entertainers at internal events. The contract will include terms and conditions that include performance times and equipment tested certificates production for inspection before an event. There will also be a requirement in the contract for public liability insurance of a minimum of £2million.

The contract price will be agreed by Community Services Committee for each entertainer contract.

Cancellation clauses in the contract will provide for cancellation by NHTC up to 2 hours before an event in which case the greater of 50% or £50 will be payable to the entertainers under contract. Only the Clerks (event organiser) will have the authority to cancel an event.

### **3.7 STEWARDING**

All events must be stewarded. The number of stewards needed will be set by the event organiser who will take into account the type of event and the number of attendees. Stewards may be volunteers but they should be given some basic training in steward’s duties and responsibilities. Volunteer stewards must wear appropriate clothing and also be clearly identified as stewards. They may NOT consume any alcohol or illegal drugs.

On no account will NHTC service staff act as volunteer stewards when they are on duty at an internal event. They are present to ensure that the event location is adequately and properly serviced.

If event attendances exceed 500, SIA approved stewards will be required and stewarding levels will be in accordance with recommendations through the SIA for the size and nature of the event.

### **Events Policy –**

S. 3.3 - Revised by Finance and Policy Committee 28/9/17 item 6 refers

Ratified Town Council 30/11/17 item 9