

## CENTRE SQUARE EVENTS BOOKING INFORMATION

Please ensure all the attached documents have been thoroughly read before you return the booking form.

### EVENT GUIDANCE NOTES

#### INTRODUCTION

This guidance pack has been designed to provide information to organisations wishing to arrange an event on the Centre Square, Middlesbrough Town Centre owned by Middlesbrough Council. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a small roadshow to a large outdoor festival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

**Should you consider that more information is required** there are many national associations and clubs who may be able to offer advice on specific types of event.

**Please note** that the guidance for advance notification of an event differs somewhat depending on the event's size. For instance, notification for a large-scale event should be received at least nine months prior to the event, for a medium-scale event the period should be six months and for a small-scale event three months. However please contact the Events team (01642 729135) if you are already outside these timescales.

#### RISK ASSESSMENT

**Please remember** that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. Carrying out a detailed risk assessment should ensure this. All hazards associated with the event should be identified, the level of risk assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

**A formal record should be kept of the risk assessments.**

**Where the event consists of more than one attraction** e.g. a summer fete, a written risk assessment may be required for each activity.

**Any contractors involved in the event** should also carry out risk assessments. Where relevant, you should obtain copies of these.

#### STAGE 1 - PRE-PLANNING

Detailed preplanning is essential to ensure the event is successful. The following need to be considered at this stage:

**WHERE.** Make sure the venue you have chosen, is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards, which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

**WHEN.** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will probably need to arrange lighting for an evening function. The event should not clash with any other major events in the area.

**WHO.** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, the elderly or disabled? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.

**WHAT.** Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible also try to establish the size of the proposed event.

**SPECIALIST EQUIPMENT.** Will the activities require the use of any specialist equipment such as fairground rides, inflatable bouncing devices, etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc.? Some equipment may require certificates of erection by a competent person.

**CODE OF PRACTICE.** All events should consider the need to comply with guidance particularly the HSE The Event Safety Guide (A guide to health, safety and welfare at music and similar events). This document is also widely known as The Purple Guide, which gives advice on structures, marquees, tents, toilets, stewarding, electrical matters, etc.

**WELFARE ARRANGEMENTS.** The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the Code of Practice for Outdoor Events referred to above. Provision also needs to be made for lost children, missing persons, baby changing and lost property.

**SPECIAL PERMISSION (LICENCES).** A licence will be needed if the event will include the sale of alcohol, the provision of regulated entertainment and/or the provision of hot food or drink. Regulated entertainment is any of the following:

- The performance of a play
- An indoor sporting event
- Performance of live music
- Any playing of recorded music,
- Similar entertainment to live music, recorded music or dance.
- Exhibition of a film
- Boxing or wrestling entertainment
- Performance of dance
- Similar entertainment to live music, recorded music or dance

**The provision of facilities for regulated entertainment is also licensable.**

**There is a licence in force covering the Centre Square with a nominated licence holder for all licensable activities including the sales of alcohol.**

**Any requests to sell alcohol must be discussed with the Council prior to booking.**

**INSURANCE.** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity. Depending upon the nature of your organisation and the size of the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

**TIMESCALE.** Set out the proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.

**NOISE.** Be considerate to neighbours to the Square including local residents, businesses, the Court, etc. All events involving licensable activities are required to comply with the conditions of the licence for Centre Square. These conditions include the requirement for a Noise Management Plan.

## **STAGE 2 - ORGANISING THE EVENT**

Once you have decided on the fundamental objectives behind the activities, you can start to organise the event in detail. You may wish to consider the following, although this is not an exhaustive list, when planning your event:

- Site visit prior to event
- Establish a Committee
- Liaison
- Site Plan
- Emergency Plan
- Traffic Management Plan
- Temporary Structures
- Stewards
- Attending Numbers

- Security
- Facilities and Utilities
- Clearing Up
- Risk Assessment

### **STAGE 3 – AFTER THE EVENT**

**SITE CONDITION.** After the event, an inspection should be carried out to make sure nothing has been left on the site, which could be hazardous to future users. This inspection should also identify any damage, which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. with specific security arrangements in place.