



North Hykeham Town Council

Events Policy

The term “Events” includes all North Hykeham Town Council (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.

TERMS

NHTC Event – NHTC events are those exclusively authorised and budgeted by North Hykeham Town Council Community Committee.

External Event – External events are those run and operated by an organisation or individual [‘the organiser’] other than NHTC. External events are the responsibility of and accountability of ‘the organiser’. The organiser bears any costs associated with the external event.

The organiser –Responsible and accountable for an External Event.

1. TYPES OF EVENTS

1.2 NHTC EVENT OR EXTERNAL EVENT

Events ARE either external (run and operated by those other than NHTC) or NHTC events (run by NHTC and its staff).

1.3 COUNCIL EVENT BOOKING FORMS

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

2. EXTERNAL EVENTS

2.2 RESPONSIBILITY IN THE COUNCIL

External events will be managed and controlled through the Community Committee. Event fees will be the responsibility of the Finance and Policy Committee.

2.3 PLANNING AND APPLICATIONS

External events will be required to adhere to the Council's booking forms and submit an application form for the event at least 28 days prior to the event.

2.4 FEES

Fees will be charged for all external events. This may include an additional administration fee to cover office time to inspect appropriate documents.

2.5 ADDITIONAL FEES

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

- electricity – usage
- water – usage
- NHTC staff in attendance (other than merely to open and close the facility)

2.5 NAMED EVENTS ORGANISER

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

2.7 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).

2.8 EVENT SECURITY AND STEWARDING

Where possible, all events should be stewarded. The number of stewards needed will be set by the Event Organiser who will consider 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 prior to the event. Volunteer stewards must wear appropriate clothing and be clearly identified as stewards. They may NOT consume any alcohol or illegal drugs.

Where an event is expected to have 500 + visitors to an event it will be required to have trained Security staff at the event, and that they will need to be SIA registered. Voluntary Stewards can still assist at events but in the interests of public safety and liability trained Security staff will be a requirement.

2.9 STALLS AND FACILITIES

Additional stalls or other facilities (whether provided by the event or through third parties) supported by the Event Organiser must present appropriate documentation covering such needs as Hygiene certificates, risk assessments and PAT testing to NHTC office at least 14 days BEFORE the event takes place. Any food and drinks provider will be required to possess the necessary hygiene and food safety certificates as well as any meeting any other and legislative requirements for their trade.

2.10 THIRD PARTY LIABILITY INSURANCE

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

2.11 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.

2.12 INSPECTION

The Town Clerk or person nominated by the Town Clerk (Duty Officer) may attend the event at any time, without charge, to ensure the safety of the event and the assets of the Town Council.

3. NHTC EVENTS

3.2 EVENT ORGANISER

All NHTC events will be exclusively organised by a working group or the Council's Town Clerk who may delegate this function as Organiser to a Deputy or Assistant Clerk. The event will be **managed** on the day(s) by the Council's Clerks or the Council's Service Team Supervisory staff. An Organiser or Manager of the event **cannot** be a NHTC Councillor.

3.3 BUDGETS

All NHTC events will have a budget either sanctioned through a precept, or more normally through the Community Committee's precept. The budget may not be exceeded. Any surpluses arising out of NHTC events will be credited to the Community Committee.

3.4 CONTRACTORS

Any contractor wishing to participate at an NHTC Event should be on an "Approved List of Event Contractors" at least 14 days before the event. To become an approved contractor, the Town Clerk must be consulted who will require documents that satisfy the Council that it 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 discretion of the Town Clerk. Contractors may apply to be present at any NHTC event or alternatively invited to apply within the timescales noted above. There will be no restrictive competition contracts for any contractor. Although a NHTC event may benefit from certain contractor presence, this cannot be a pre-condition of any NHTC event taking place. A duty of care is a prime responsibility of the Council in respect of contractors on site at a NHTC event. The Town 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.

Although it is not a requirement for a Contractor to be included on the Council's Approved List of Event Contractors, inclusion will greatly assist the Council in efficient and fast responses when organising events.

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 a NHTC event will be charged fees per pitch which will be determined by the Finance and Policy Committee. It is anticipated that these fees will be commensurate with the scale of the event and likely public attendances. Varying pitch sizes may also be offered.

3.6 ENTERTAINERS

There will be a standard NHTC contract for entertainers at NHTC 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 the Finance and Policy Committee for each entertainer contract.

3.7 EVENT SECURITY AND STEWARDING

Where possible, all events should be stewarded. The number of stewards needed will be set by the NHTC who will consider 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 prior to the event. Volunteer stewards must wear appropriate clothing and be clearly identified as stewards. They may NOT consume any alcohol or illegal drugs.

Where an even is expected to have 500 + visitors to an event it will be required to have trained Security staff at the event, and that they will need to be SIA registered. Voluntary Stewards can still assist at events but in the interests of public safety and liability trained Security staff will be a requirement.

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.

4. CANCELLATIONS

NHTC reserves the right to cancel an event (external or NHTC) up to 2 hours before the start of an event. Only the Clerks or Duty Officer will have the authority to cancel an event.

The organiser should agree their own refund fees in the event the service provider cancels with them.

4.1 EXTERNAL EVENTS cancellation fees

Cancellation by the Organiser or NHTC

7 or more days' notice given of cancellation by the organiser or NHTC– 100% refund of the booking or entertainer's fee.

3-6 days' notice given of cancellation by the organiser or NHTC – 50% refund of the booking or entertainer's fee.

2 days or less notice given of cancellation by the organiser or NHTC – 0% refund of the booking or entertainer's fee.

4.2 NHTC EVENTS cancellation fees

Cancellation by NHTC – Entertainers or those required to pay a pitch fee

7 or more days' notice given of cancellation by NHTC – 0% refund of entertainer's or pitch fee.

3-6 days' notice given of cancellation by NHTC – 50% refund of the entertainer's or pitch fee.

2 days or less notice given of cancellation by NHTC – 100% refund of the entertainer's or pitch fee.

Where the necessary documentation to undertake services has not been provided as outlined above – 0% refund of entertainer's or pitch fee.

Cancellation by Entertainers or those required to pay a pitch fee

More than 7 days' notice given of cancellation by contractor – 100% refund of the entertainer's or pitch fee.

3-6 days' notice given of cancellation by contractor – 50% refund of the entertainer's or pitch fee.

2 days or less given of cancellation by contractor – 0% refund of the entertainer's or pitch fee.