

# CHECKLIST FOR ORGANISERS OF EVENTS WITHIN PARKS/OPEN SPACES

Appendix D

## The Procedure:-

- You must give us **ideally 3 months and no less than 6 weeks notice** to allow enough time for necessary paperwork, permissions, licence etc. Bookings may not be processed or accepted if they are short notice.
- Agree a date provisionally with:-  
Maureen McIntyre on:- tel 01582 – 54 6710, fax 01582 54 6713, e-mail [mcintyrem@luton.gov.uk](mailto:mcintyrem@luton.gov.uk)
- **Complete and return the Booking Form (which needs to detail all the components of and requirements for your event), together with the completed Risk Assessment and detailed scale site layout plan** (a blank site plan will be supplied once you have decided on your venue).  
**NB: Without these 3 documents your event cannot be submitted for approval.**
- Your application for an event will then be processed via (a) for smaller/low risk events – LBC's Health and Safety, Food Control, Noise Control etc as appropriate; or (b) for larger/high risk events - to the Council's Safety Advisory Group (S.A.G.) S.A.G. is a group of Council officers and external agencies who meet monthly to examine all aspects of events such as Health & Safety, Licensing regulations, Risk Assessments, road safety, first aid, etc.
- We will then write to inform you whether the event can proceed, with any changes/conditions/requirements needed; and any charge to be levied (the relevant fee where appropriate; plus any additional costs incurred as a result of the event eg for equipment hire/transportation or water standpipe provision etc; plus the cost of a Licence if required under the new Licensing regulations)
- Please be aware that concessionary/free use of facilities will not be granted unless your event requires nothing from us in terms of pitches, equipment, work, etc.
- Please note that a number of items, documents, etc will be required from you later on, which you should consider at the start when planning your event:-

## Items you need to Consider:-

- **Deposits** (refundable) when required are (a) not applicable to most small events; (b) for large scale events between £350-£700 against ground damage, £50 for loan of basic equipment (ie: ropes/stakes etc), £10 for loan of each access key.
- The **booking/event charge** will be determined based on the type of event, attendance, requirements etc.
- Following new national Licensing regulations, a **Licence** is required for events which contain "entertainment". The Parks Division have obtained licences for some key venues. Accordingly, you will be informed as to whether you need to purchase a Licence – if so the cost will depend on the event size.
- **Public Liability Insurance** with a minimum cover of £5 million is required for all events; with additional separate cover for any fair rides. (Luton Borough Council organized events are automatically covered)
- In addition to the overall event Risk Assessment you supply to us with your event application as mentioned above, you must also obtain **risk assessments from your equipment suppliers/entertainers** (these are to be checked and retained by you, we do not require a copy).
- **Food/drink** - food vendors must be registered with Environmental Services
- **Noise Consultant** – if you are holding an event with any music in it then you must nominate a Noise Control Person and their mobile number which must be available on the day. If music is a main part of the event (more than 1 hour and not just background music), then you will also be required to pay for a qualified Noise Consultant(s) at your cost who will attend the event and measure noise with a noise level meter on the day, and provide a report - see [www.luton.gov.uk/eventnoise](http://www.luton.gov.uk/eventnoise)
- **Door Supervisors** – if you are holding a large scale event (with or without a bar) then you may be required to have registered door supervisors for stewarding/security roles.
- **Car parking** – you need to consider your event's car parking provision - is it adequate? Do you need to cordon 'no waiting' areas on surrounding roads? Do you need a Road Closure? Stewards will probably be required. (There are costs involved with all these elements)
- What **equipment** is required, eg: ropes, stakes, bins, portable PA system, etc - please state your exact requirements. Will you require access to public toilets, water standpipe, electricity, a games attendant, sports pitches, etc? Are any access keys required eg: to a barrier, gate or bollard? (There are costs associated with all these elements.)
- The Council's **Conditions of Hire** must be fully complied with (see separate document)
- Speak to the **Police** (tel 401212 – Operations Planning) re any required policing – please note there is a scale of charges for formal policing requirements for events.
- Will the existing **toilet provision** be adequate or will you need to arrange/pay for portable toilets?
- **First Aid provision** - you will need currently trained people, see Conditions of Hire for numbers required, there is a minimum requirement of 2 First Aiders for all events
- **Races/Cross Countries** - you will need a BAF Permit (which also includes Public Liability Insurance)
- **Dog Shows** - dog faeces must be removed and the Dog Warden will be invited to attend
- **Litter** - what arrangements are you making for litter? Will you need bins, a skip etc? (this is an example of additional event costs for which you will be charged).

Please see the Conditions of Hire for more details of event requirements. Thank you.

