

**Public outdoor events policy**

**October 2011**

**Reviewed & amended October 2013**

**Reviewed & amended December 2014**

**Background**

Slough is an area of cultural diversity with vibrant communities and a strong voluntary sector.

Slough's parks and open spaces, population and history make it a popular location for large and small events, fun fairs, commercial activities and promotions.

Events are a vital element of the cultural scene in Slough but events have to be managed effectively with external events putting no financial pressure on the council.

This policy has been drafted after consideration of experience of SBC and non-SBC organised events and sets out principles and procedures with the aim of providing clear processes for event organisers.

A separate booking form will also be provided to all event organisers with detailed terms and conditions, which, along with this policy, will form part of a binding contract for event organisers wishing to use Slough as a location.

The policy will provide consistent control, management and monitoring of events in Slough.

**Date of implementation**

1 January 2012

Reviewed October 2013 – implemented 1 January 2013

Reviewed December 2014 – implemented 1 February 2014

**Priorities**

Slough Borough Council has a series of priorities for the town which feed into two central cores.

Events should contribute to the council's core priorities of:

- Health
- Economy and Skills
- Regeneration and Environment
- Housing
- Safer Communities

Events should also contribute to the two central cores:

- Improving the image of the town
- Civic responsibility

## **Aim**

The aim of the events policy is to promote and manage the staging of controlled and safe outdoor events within the borough of Slough in a way so they place no financial pressures on the council.

## **Objectives**

- To ensure the maximum benefit to local residents from outdoor events in Slough
- To ensure the health and safety of all visitors to outdoor events in Slough
- To establish high standards of public safety, food handling, fire safety, environmental protection at events
- To ensure road safety and minimise the impact on the traffic network from events being held in Slough
- To minimise any detrimental effect of such events to Slough's environment
- To manage the bookings of the Town Square and all the council's parks and open spaces for events and promotional activities.

## **Definition of events governed by this policy**

i) A one off or annual large scale activity with a corporate cross-council focus, or large events by an external organiser, to which the public are invited with no restriction on numbers – for example fireworks event, Slough festival, canal festival, fairs, Mela, etc.

The lead for these is the council's events officer, who must approve them in consultation with relevant service managers.

ii) A one off or annual large scale activity *with a specific service focus* to which the public are invited in an unlimited way – for example Urban Action, Play Day etc.

The lead for these will be relevant service managers in consultation with the events officer.

iii) All other regular activities which a limited number of people can sign up for or register to take part in - for example a boot camp, healthy walks, park run or half term activity club.

These are the responsibility of service managers who may approve them, consulting with the events officer if risk assessment identifies SAG implications.

## **Criteria for event agreement**

The following criteria will be used to determine whether approval will be given to a specific event:

- Public safety and security
- Effect on the local area
- Effect of the event on regular users of the public space
- Size of area required and numbers attending
- Impact on transport infrastructure – for example parking, road closures, congestion
- Quality of the event

- Relevance to council priorities
- The ability of the organisers to plan, manage and control the event
- No financial risk to Slough Borough Council
- Compliance with the HSE's The Events Safety Guide: A guide to health, safety and welfare at music and similar events (HSG195)
- Adherence to relevant legislation
- Adherence to the principles of the council's equal opportunities policy statement 2014
- Other criteria as specified by SAG or set out in conditions specific to the location of the event

### **SAG**

SAG is the multi-agency Safety Advisory Group which includes representatives from Thames Valley Police operations and roads policing, Royal Berkshire Fire and Rescue, environmental health, traffic and network management, environmental services, events, health and safety, emergency planning and licensing.

The group is chaired by the council's emergency planning officer.

The terms of reference for the group are attached to this policy.

### **Policies**

1. Slough Borough Council arranged events take priority over all other bookings
2. Slough Borough Council will not approve an event which does not have the support of the multi-agency safety advisory group (SAG).
3. A public outdoor event as defined by the policy (see item I and ii) in the definition of events governed by the policy – above) in the Town Square, Mackenzie Square or any council parks and open spaces can only be approved by the events officer and communications manager in conjunction with relevant council teams.
4. Event bookings will only be considered if submitted a set time in advance of the date requested:
  - Three months notice for events with up to 1,000 attendees
  - Six months notice for events with between 1,000 and 5,000 attendees
  - 12 months notice for events with more than 5,000 attendees
5. Slough will only host one circus or similar event per calendar year.
6. Slough Borough Council will not approve any circuses which include animals, wild or domestic.
7. All large events (5,000 people or more) to be held at Upton Court Park.
8. Slough will only host one large event (5,000 people or more) at Upton Court Park in any four week period, inclusive of weekends.
9. No events or activities promoting a particular religion or political party to take place in Slough Town Square, Mackenzie Square or any of the council's parks or open spaces.
10. No mobile leafleting activities will be approved for the Town Centre.
11. Charitable events will only be approved if hosted by a registered charity.
12. A deposit will be required for all event bookings. This deposit is non-refundable in the event of a cancellation but will be returned to the event organiser

following completion of the event and no additional costs being incurred (see 17). The deposit will reflect the possible costs of waste collection, restitution of the site, utilities and projected staff attendance beyond the administration fee. The deposit will be required 12 weeks before the event date or when the council approves the event – whichever is sooner.

13. All commercial events or promotions will be required to pay a fee for each day / week they have use of the venue. All fees will be required four weeks before the event date or when the council approves the event – whichever is sooner.
14. All charitable events or promotions will be offered a discount of 80% on the commercial fee for each day / week they have use of the venue unless otherwise decided by the events officer in conjunction with the communications manager. All fees will be required four weeks before the event date or when the council approves the event – whichever is sooner.
15. All commercial events or promotions will be required to pay an administration fee. All fees will be required four weeks before the event or when the council approves the event – whichever is sooner.
16. All charitable events or promotions will be offered a discount of 80% on the commercial administration fee unless otherwise decided by the events officer in conjunction with the communications manager. All fees will be required four weeks before the event or when the council approves the event – whichever is sooner.
17. The council will charge additional fees for events requiring:
  - a. traffic management
  - b. parking enforcement
  - c. planning and / or building control
  - d. additional litter collection (during or post event)
  - e. removing park furniture
  - f. officers being present at the event
  - g. repairs to park equipment, hard or soft landscaping, gates, fencing and bollards
  - h. use of changing rooms or opening and closing of gates
  - i. use of water from metered external taps (Upton Court Park)
  - j. electricity (Town Square and Upton Court Park only)
  - k. removal of flyposting
  - l. additional work undertaken by officers due to organisers not adhering to advice or recommendations from SAG, the HSE's The Events Safety Guide: A guide to health, safety and welfare at music and similar events (HSG195), missing deadlines for paperwork or changing the event plan after the paperwork has been submitted.
18. Public liability insurance of £10million is required for all bookings. Proof of appropriate insurance must be received before a booking is confirmed.
19. All licensing legislation must be adhered to. Fees will be charged by the council's licensing service, payable on approval of the licence application.
20. Litter caused by an event is not household waste and removal and appropriate disposal is the responsibility of the event organiser.

### **Fees and charges**

The council will set an annual scale of fees and charges for event hire, based on the type of event, amount of venue used, capacity attendance, effect on the local population and event duration.

The appendix sets out the fees and charges.

These charges will form part of the council's annual review of fees and charges.

The following regulations apply:

- Prices include hire of the venue for one day and a separate administration fee.
- The fee provides for a one day event and includes one day setting up and one day taking down. Any additional days needed for set up or taking down will be charged at the agreed daily rate.
- Funfair set up and de-rig will be charged at a flat fee of £100 per day following the one free day given for each.
- Discretion to waiver or vary fees may be exercised by the commercial officer in conjunction with the communications manager.

### **Further information**

For any further information on the events policy please contact Slough Borough

Council events on:

Tel: 01753 875194

Email: [events@slough.gov.uk](mailto:events@slough.gov.uk)

Web: [www.slough.gov.uk](http://www.slough.gov.uk)

## **Fees and charges for outdoor events in Slough**

Large parks (for example Upton Court Park, Kedermister Park, Salt Hill Park)

Commercial: £3,000 to £15,000 per day

Rate will depend on:

- extent of park used (for example: lower rates for part of a park used, higher rates for all of a park used)
- projected attendance
- charging policy of event
- and will include the administration fee

Charitable, not-for-profit: 20% of commercial rate

Smaller parks (for example Lascelles Park, Mercian Way Recreation Ground, Bloom Park)

Commercial: £2,000 to £5,000 per day

Rate will depend on:

- extent of park used
- projected attendance
- charging policy of event
- and will include the administration fee

Charitable, not for profit: 20% of commercial rate

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### Funfairs

- Large (six to 10 powered rides, rollercoasters and more than 10 stalls, temporary structures / ancillary vehicles): £1,000 per day.
  - Small (less than six powered rides, no rollercoasters, less than 10 stalls and less than 10 temporary structures / ancillary vehicles): £400 per day.
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### Town Square & Mackenzie Square

- Town Square

Commercial event or promotion: £500 to £1,000 per week

- McKenzie Square

Commercial event or promotion: £350 to £750 per week

Rate will depend on:

- extent of High Street used
- projected attendance
- single event or block booking
- and will include the administration fee

Charitable, not for profit: 20% of the commercial rate.

## **SLOUGH SAFETY ADVISORY GROUP**

### Terms of Reference

#### Policy statement

It is the policy of Slough Borough Council (the council) to uphold high standards of public safety at all events in Slough. To ensure, so far as is reasonably practicable, the safety and well being of the public at those events. To aid this the council maintains a safety advisory group to offer specialist advice to persons or organisations wishing to stage events in Slough and to advise the council of any advice given.

#### Main role of SAG

The main role of the SAG is to provide specialist advice to event organisers to help them discharge their duty to public safety and wellbeing functions. The SAG will operate in accordance with these agreed terms of reference, and will keep and make available, as appropriate, records of its activities in order that it effectively carries out this function and ensures transparency of decision making. The terms of reference are dynamic and reviewed on a regular basis.

#### Specific terms of reference

- To advise on the event, venues and its immediate environs as required
- To advise on the exercise of Council Officers' powers under Health and Safety and Food Safety legislation and under the Licensing Act 2003 for the event and venues
- To advise on the enforcing actions and duty of care of the local authority and other partners as defined in related legislation
- To provide a forum within which the local authority and partners develop a co-ordinated approach to public safety and wellbeing
- To take on other safety and public protection functions as agreed
- To receive, consider and act upon reports in relation to matters found during inspections by group members
- To receive notification of the issue of any legal notices or prosecutions

#### Status of SAG and conflicts of interest

All comments and observations made by the SAG are always advisory. SAG has no statutory compulsion and event organisers are under no obligation to submit information, attend SAG meetings, or follow the SAG's advice. However, the advice given will assist event organisers in meeting their legal obligations.

Although SAG's recommendations are considered best practice, each of the constituent members has their own regulatory role and may exercise their powers independently of SAG. If it is decided by the SAG that the correct event planning is not in place, it can recommend that the event does not go ahead.

SAG is not a licensing panel but can recommend to the panel that an application to the Council for a licence be refused.

SAG does not directly manage or let the Council's premises, parks or open spaces but can recommend that the use of them, as event venues, be refused in applications where SAG requirements are not being met.

- The decision making power is delegated to the local authority or other as designated (this may be the Chair of the SAG)
- The ultimate responsibility for the event safety lies with the event organiser.
- Members of the SAG must declare any material conflict of interest in relation to any item put before the SAG, prior to any discussion on that matter. If the interest could be considered prejudicial, then that person should withdraw and be replaced by an appropriate person or persons agreed with the SAG

## Composition of the SAG

Authorities or partners to be represented on the SAG.

- The SAG shall consist of persons with sufficient seniority/experience/competency/ knowledge on their services strategic/ policy/practical issues to be able to take operational decisions on behalf of their service/body, save where these raise new policy issues
- The SAG will be constituted in the following manner; however the composition of the SAG should be appropriate to the event being planned for
  - Core members
  - Invited representation

### **Core members**

Core membership may include:

- Chair (from the local authority)
  - Licensing Officer
- Council Officer for Corporate health and safety
- Environmental Health Officer for health and safety and food safety
- Commercial Officer
- Emergency planning
- Police service
- Traffic management
- Fire Brigade
- Parks
- Ambulance service

### **Invited representation**

Those persons or partners who are invited to the SAG meetings, to make a presentation or offer advice to the SAG but who may not be party to the



formal decision making process of the SAG. .These representatives will be allowed to freely contribute to the meeting=and will have their view considered, reported and recorded.

The following may be invited either to all SAG meetings, or to a particular meeting as considered appropriate:

- NHS/Public health services
- Legal Services representation, Slough Borough Council
- Other local authority service representation such as Highways, Waste Services
- Voluntary first aid services
- Transport services
- Local business representation

The Chair may invite any other specialist to assist the SAG fully consider any issue.

## Administration of the SAG

- The Chair will be an officer representative from the Council
- The relevant service lead will act as lead service to the SAG.
- The Council will provide the administrative support to the SAG.
- The SAG will consult with all core members of the SAG, invited representation, other council services

## Frequency of meetings of the SAG

The Council holds SAG meetings once a month, The number of SAG meetings can be flexible, determined by particular local circumstances and will be event specific. Any core member may request an additional special meeting or series of meetings. Such requests shall be considered by the Chair.

- It will be within the remit of the SAG to constitute smaller working parties to address specific issues relating to the event and venues. The outcome of any such groups will be reported to the next available SAG.

## SAG Minutes

- Each meeting of the SAG will be prearranged to an agenda published in advance of the meeting with minutes recorded
- The minutes of the meetings will be circulated to all SAG members, and to such other parties as may be determined by the Chair
- A summary of meetings of the SAG will be held by local authority as a public record and be subject to the Freedom of Information Act 2000 (FOIA) and the Data Protection Act 1998 for further discussion)
- The FOIA Inter-Agency protocol adopted by local authorities and other public authorities will operate where information is requested from the SAG's records

and the involvement of another public authority is necessary prior to the decision about the disclosure or non-disclosure of information.

Agreed:  
Review date: