

Procedure

Events on Council-Owned Land

Background

The procedure should be read in conjunction with the Events on Council-Owned Land Policy.

Procedure

- 1.1 A list of major events will be reviewed by the Tourism, Community and Publicity Committee in autumn each year. New major events would not normally be approved unless six months' notice is given.
- 1.2 In approving events, the Tourism, Community and Publicity Committee will take the following in to consideration:
 - priority will be given to local organisations
 - charitable and not-for-profit organisations can receive subsidised charges for the use of council-owned facilities
 - the charge for commercial organisations who use council-owned facilities for events is at the discretion of the town clerk
 - only one major event can take place at any one time
 - new major events would not normally be approved unless six months' notice is given
 - if an organisation does not adhere to the approved event management plan, it may be disqualified from holding events in future.
- 1.3 Any council facilities required for an event must be booked and paid for six calendar months in advance of the event.
- 1.4 In late November/early December each year, event organisers will be invited to a meeting to review the previous season's events and to identify improvements for the following year.
- 1.5 Two months before each event, the event organiser must complete an event plan, appendix 1, and submit it to the town clerk.
- 1.6 One month before the event, the event plan will be reviewed by a panel, which consists of the chairman of Town Management and Highways, the chairman of Tourism, Community and Publicity, the town clerk and the event organiser. The police and fire and rescue will be invited to this meeting. Final approval of the event plan is delegated to the town clerk.
- 1.7 Ahead of the event, the members' briefing will include an event summary.
- 1.8 During major events, the operations manager, the deputy town clerk, the town clerk or the support services manager will be available or in attendance.

- 1.12 On the first working day after an event, a debrief will take place and the event organiser will be notified of any areas of non-compliance with the approved event management plan.
- 1.13 Any material non-compliance will be reported to the Tourism, Community and Publicity Committee, which can make recommendations to the Full Council to ultimately disqualify an organisation from holding future events.

Implementation: 1 May 2024

Review: May 2027

John Wright
Town clerk
May 2024