

SANDHURST TOWN COUNCIL	
Large Events Policy	
Approved: 19 January 2017	Review: January 2019

This policy supports the desire of Sandhurst Town Council for the public open space at Sandhurst Memorial Park to be used to host safe and entertaining public events. Supporting public events in Sandhurst is considered to be of significant benefit to promoting a happy, healthy and integrated community atmosphere, making the town a desirable place to live, work and play.

1. Definitions: A 'large event' is defined as 'any event at which the public will reasonably be expected to participate, by walking up and paying for any service. (Including, but not limited to: entrance fee, event programme, parking, drinks, food, charitable contributions, cake stalls, bouncy castle, fairground rides, animal rides etc.)'
2. The Large Event Policy will apply to all events matching the definition, whether the event is organised by those groups based on the Memorial Park or those based out of the area.
3. A Large Event organiser will be required to complete the most current form of the Bracknell Forest Council (BFC) Safety Advisory Group (SAG), and submit this to BFC with a copy sent to Sandhurst Town Council (STC) and will attend any meetings of the SAG if subsequently required, as condition of use of the Sandhurst Memorial Park. Any licenses that are required, as indicated on the SAG form will need to be obtained within the timescales set by BFC and a copy provided to STC.
4. The Large Event Organiser will demonstrate to SAG via the application form and meetings (if required) that arrangements are in place to ensure best practice for event organisation, particularly with reference to the BFC 'Guide for event organisers' (currently Version 10, issued June 2014) or the subsequent revisions of this document.
5. The Large Event organiser will supply to STC copies of public liability insurance with the appropriate levels of cover for the proposed event (Minimum £5 million public liability).
6. The Large Event organiser will supply to STC copies (electronic PDF format preferred) of any event organisation documentation that is reasonably requested, as a condition of use of Sandhurst Memorial Park.
(Including but not limited to: Risk assessments relating to food preparation and sale in a public area, traffic management plans, arrangements for exclusion of the public from areas using portable generator sets, or portable appliance tests for equipment plugged into mains.)
7. The Large Event organiser will confirm their understanding that STC accept no liability for any losses incurred as a result of the denial of permission to use the Memorial Park, following a failure to demonstrate appropriate safety and licensing arrangements to the satisfaction of BFC SAG and STC.
8. In no circumstances will the liability of STC exceed the value of the financial contribution made under item 11.
9. The Large Event organiser will prove as a condition of park use, that they have engaged positively with the existing on-site service providers, such as Sandhurst Sports Club, Sandhurst Town F.C., Sandhurst Town Boys and Girls F.C., Sandhurst Cricket Club and Pistachios in the Park, in order to ensure the uninterrupted right to trade of STC

leaseholders and to support those businesses and clubs which have already been determined by Sandhurst Town Council to be beneficial to the Sandhurst Memorial Park and the wider town.

Engaging positively is considered, as an absolute minimum, to comprise an email to the principal organisations listed above, outlining the proposed event and inviting a discussion regarding participation and contribution. STC must be provided a copy of all emails by email including STC@sandhurst.gov.uk in the 'cc' address box.

10. The Large Event organiser will attend meetings with STC Councillors and / or STC Officers to discuss the Large Event arrangements where reasonable notice of a meeting is given (10 working days in normal circumstances.) Large Event organisers are requested to invite a representative of STC to attend their own organising committees, to support good communication between the land owner and event organisers.
11. The Large Event organiser will propose and agree, in advance, a financial contribution to STC in return for the use of the Memorial Park, which is proportionate to the nature of the event. The proposed fee will be presented to and agreed by Leisure Committee where time allows, or will be agreed by the Chairman and Vice Chairman of Leisure Committee plus the Executive Officer or Deputy Executive Officer at short notice.
(It is considered reasonable that commercial events should pay a significantly higher fee than charitable events and events organised by local Sandhurst based clubs, whose contribution will be smaller or waived.)
12. The Large Event organiser is afforded no rights to affix any form of signage or other advertising, either their own or that of event sponsors, on land at the Memorial Park in the build up to an event, without the express written consent of Sandhurst Town Council.
13. The Large Event organiser is afforded no exclusive rights to the land at Sandhurst Memorial Park, and is prohibited from denying the public access to or through their event, other than where areas of the park must be excluded for reasons of public safety.
(For instance fencing an area around a portable generator set and a motorised fan for a bouncy castle is acceptable, to keep the passing public away from moving parts.)
14. Failure of a Large Event organiser to meet any of the terms of the Policy will result in landowner consent being withdrawn and access to the site will be denied.
15. All promotional material issued by the Large Event organiser must make clear who the event is being organised by.
16. The Large Event organiser must ensure appropriate security is provided for all aspect of the event.
17. The policy will be reviewed on a regular basis to ensure it remains a valid and effective tool for organising large events.
18. A checklist detailing the copies of documentation required by STC is included. This is to be completed by the organiser and sent to STC, 2 weeks prior to the event.

Sign and date:
Organisation:
For proposed event (Date / Title):

**LARGE EVENTS POLICY
CHECK LIST FOR EVENT ORGANISERS**
To be completed and returned to Sandhurst
Town Council weeks before the event date.
(stc@sandhurst.gov.uk)

ACTION REQUIRED	ACTION TAKEN	COPY RECEIVED BY STC
Complete SAG form and submit to BFC		
Apply for relevant licenses via BFC		
Supply copy of valid event insurance cover		
Return signed copy of the large events policy		
Contact Sandhurst Sports Club- Enterconfirmed@yahoo.co.uk		
Contact Sandhurst Town F.C.- Enterconfirmed@hotmail.com		
Contact Sandhurst Town Boys & Girls F.C.- Enterconfirmed@address.com		
Contact Sandhurst Cricket Club Enterconfirmed@hotmail.co.uk		
Contact Pistachios in the Park - Enterconfirmed@hotmail.co.uk		
Contact Allotment Society – Enterconfirmed@ntlworld.com		
Contact Scout Group Enterconfirmed@address.com		
Contact Gardening Club Enterconfirmed@address.com		
Arrange meeting with STC to discuss site plan		
Propose fee for agreement by Leisure Committee or delegates		
Confirm the SAG feedback and any action taken to address the feedback received		