

Aims of the Events Policy

To support the vision of Chichester District Council's Events Strategy to establish a year round programme of events that meets the needs of the District's communities. Promoting Chichester District in order to raise the profile of the area, and positively contribute to the local economy and cultural experience, creating a destination experience in line with council priorities and Visions.

The policy will provide a clear framework for the programming and operation of events to take place on Chichester District Council owned and managed land. This policy applies primarily to parks and open spaces but also includes car parks and other areas of land owned by the Council.

Objectives of the Events Policy

- a) Support and enable cultural, educational and leisure activities which widen access to the district's parks and open spaces and increase participation from all sectors of the community.
- b) Encourage events and activities that enhance the quality of life for residents and visitors, encouraging healthy living and promoting diversity.
- c) Enable the Council to offer parks and open space as venues for events within its financial resources.
- d) Encourage the use of local products, services and people where possible to support the local economy.
- e) Attract visitors and event organisers to the district to bring investment, jobs and prosperity to the local economy through the promotion of Chichester District as an event destination.
- f) Manage events so as to protect, preserve and enhance the historic and natural environment of our parks, open spaces and wider district.

The Events Strategy identifies four tiers of events: Headline, Feature, City & Town, and Markets & Community Events.

Headline events are high profile, large scale events with the purpose being to attract visitors from across the UK, to encourage overnight stays and increase dwell time, and to promote and showcase the district to a large audience.

Feature events are medium to large scale events that tend to have a theme (i.e. food, music, arts, sporting) and attract visitors from the district and surrounding counties.

City and Town based events are predominantly aimed at local residents and those from surrounding towns and cities. The events encourage a sense of community, showcase and celebrate the location and promote the districts cities and towns as community hubs and help to create a destination experience.

Markets and community events are organised and attended by local communities, including charitable events, primarily neighbourhood focused.

Events staged on Chichester District Council land vary in scale and audience but fall into five main categories:

- Events organised by registered charities for the purpose of raising money for local and national charities.
- Events organised by voluntary groups or organisations for the purpose of benefiting the local community and/or raising money for local and national charities.
- Commercial events of local, national and international importance or significance that support the aims and objectives of the Events Strategy and promote the district to a wider audience and encourage visitors to the district.
- Events and activities that aim to enhance the environment of the park or open space, educate users, encourage participation and promote the leisure activities or opportunities available.
- Council organised events.

Event Programme

A programme for events for Chichester District Council land will be developed annually. The following priorities will apply to the development of this programme:

- a) Regular annual events will normally be given priority but the Council will not guarantee the provision of a site to any event or organising body based on previous use alone.
- b) The Council will give priority to those events that have a record of being well promoted and managed, offering a safe and high quality visitor experience.
- c) The Council will aim to achieve a well-balanced programme of events across the parks and open spaces, and other sites to minimise disruption to regular users.

Venues

CDC owns twelve areas of open recreational spaces across the district where several events take place each year. These are:

- Oaklands Park, Chichester
- Priory Park, Chichester
- Bishops Palace Gardens, Chichester
- New Park Road, Chichester
- Jubilee Gardens, Chichester
- Sherborne Road, Chichester
- Whyke Oval, Chichester
- Amphitheatre, Chichester
- Florence Road, Chichester
- East Beach, Selsey
- Lifeboat Way, Selsey
- St Annes Hill, Midhurst

In addition, some of the council's car parks and Estates managed land may also be available for some events.

Permitted Events

Each sites suitability for events varies but generally permitted events include the following:

- a) Sporting and recreational events;
- b) Arts and cultural events;
- c) Food and drink events;
- d) Markets
- e) Children's activities;
- f) Music events;
- g) Shows, exhibitions and craft fairs;
- h) Funfairs (operators must be members of the Showman's Guild);
- i) Circuses' (exclusion of live animals);
- j) Drama and theatre performances;
- k) Historic re-enactment;
- l) Military festivals;
- m) Environmental and horticultural demonstrations;
- n) Private hire, where admission tickets are not on sale to the general public;
- o) Other events not included here as approved by the Cabinet Member for Community Services & Culture

Programme Exclusions

The Council will not give approval for events on its land of the following nature:

- a) Any event likely to provoke unreasonable disturbance, public disorder and nuisance.
- b) Any event that includes the use of performing animals, except those which are normally regarded as domesticated in the United Kingdom.
- c) Any event that would cast doubt on the integrity of the Council.
- d) Any event the Council believes may be of questionable public morality or decency.
- e) Balloon and Chinese lantern releases are not permitted for environmental reasons.
- f) The Cabinet Member for Community Services & Culture will have the discretion on determining whether a proposed event falls within the programme exclusions.

Site Specifics

Due to a number of different factors associated with each open space there are some guidelines developed for different areas to be considered when programming events on these sites. This includes number, frequency, scale and type of event which will be considered in line with the following guidelines for each site annually:

Table for each site identifying exclusions to be agreed including numbers of events or policy regarding frequency, noise etc

- Oaklands Park, Chichester
- Priory Park, Chichester
- Florence Road, Chichester
- Sherborne Road, Chichester
- Whyke Oval, Chichester
- New Park Road, Chichester
- Jubilee Gardens, Chichester
- Amphitheatre, Chichester
- Bishops Palace Gardens, Chichester
- East Beach, Selsey
- Lifeboat Way, Selsey
- St Annes Hill, Midhurst

Oaklands Park, Chichester

Restrictions: limit noise due to neighbouring properties including Chichester Festival Theatre, rugby and football played on site during winter season and softball during the summer season.			
Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	Up to 3 per annum	Minimum 6 weeks	*
Feature	Up to 10 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Priory Park, Priory Road, Chichester

Restrictions: limit noise due to neighbouring properties, cricket played on site during summer season, archaeology on site, events in Guildhall, access limitations.

Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	Up to 2 per annum	Minimum 6 weeks	*
Feature	Up to 8 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Florence Park, Chichester

Restrictions: limit noise due to neighbouring properties, football played on site during winter season, limited local parking available.

Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	Up to 4 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Sherborne Road, Chichester

Restrictions: limit noise due to neighbouring properties, football played on site during winter season, limited local parking available.

Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	0	N/A	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Whyke Oval, Chichester

Restrictions: limit noise due to neighbouring properties, football played on site during winter season, limited local parking available.

Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	Up to 3 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

New Park Road, Chichester

Restrictions: limit noise due to neighbouring properties, football played on site during winter season.

Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	Up to 3 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Jubilee Gardens, Chichester

Restrictions: limit noise due to neighbouring properties, limited space due to footpaths and mature planting throughout the site

Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	0	N/A	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Amphitheatre, Chichester

Restrictions: limit noise due to neighbouring properties.			
Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	0	N/A	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Bishops Palace Gardens, Chichester

Restrictions: limit noise due to neighbouring properties, access limitations, permission required from the Bishop for any events within the park.			
Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	Up to 3 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

East Beach, Selsey

Restrictions: limit noise due to neighbouring properties.			
Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	Up to 3 per annum	Minimum 6 weeks	*
Feature	Up to 4 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

Lifeboat Way, Selsey

Restrictions: limit noise due to neighbouring properties.			
Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	Up to 4 per annum	Minimum 4 weeks	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

St Anne's Hill, Midhurst

Restrictions: Access Restricted			
Category	Number of Events	Frequency limit	Music noise level (if applicable)
Headline	0	N/A	*
Feature	0	N/A	*
City & Town	Unlimited	Fortnightly	*
Markets and Community	Unlimited	N/A	*

* The Noise Council's COP on Environmental Noise Control at Concerts (1995) is currently being reviewed but once this work is completed, this information will be included in this policy. In the short term the council shall ensure that event organisers comply with all relevant guidance and legislation relating to the control of noise and the protection of the immediate and local environment

Charges

The following conditions will apply in respect to charges for events held on Chichester District land:

- a. Hire fees and service charges will be levied for the use of Council land and these fees will be reviewed and approved annually by the Cabinet. These fees will be published on the Council's website.

- b. A deposit for use of Council land will be required from all events organiser in advance for refuse removal and/or reinstatements and repairs following events.
- c. Registered charities will be offered the hire of land for raising money for local and national charities at no charge. An administration charge and charges for services supplied by the Council during the event will apply. Other fees may apply such as licensing requirements etc.
- d. Non-profit making and local community groups which are not registered charities will be offered free use of parks and open spaces to stage events to raise money to support their work in the community or for local charities. An administration charge and charges for services supplied by the Council during the event will apply. Other fees may apply such as licensing requirements etc.

Environmental Protection

The parks and open spaces within the district are a valuable environmental resource, therefore the following actions will be taken by the Council to protect them:

- a) The Council shall ensure that event organisers comply with all relevant legislation relating to the control of noise and the protection of the immediate and local environment.
- b) Organisers will be encouraged to work with local residents and the relevant authorities to minimise the impact of events on the local community. Where considered appropriate by the Council, organisers will be required to inform local residents in advance of events that may cause local disruption.
- c) The protection of the park environment will take precedence and will be considered when planning events.
- d) The Council does not allow the release of balloons or Chinese lanterns on any sites due to the environmental impact caused by such an activity.
- e) In the case of severe weather, the Council reserves the right to cancel the event or require the event organiser to introduce additional measures where public safety matters arise and/or to avoid excessive damage to the fabric of the park or open space. Such requirements will be at the event organiser's expense. If it is necessary to cancel an event due to severe weather, the Council will not be liable for any costs. The decision to cancel an event due to severe weather will be taken by the Council following consultation with the Safety and Resilience Team, whose decision will be final.
- f) In the case of severe winds creating dangerous conditions, the Council reserves the right to cancel the event or require the event organiser to cordon off areas where the public may be at risk. Such requirements will be at the event organiser's expense.

Event Promotion and Programming

The following conditions will apply to the promotion of events:

- a) The Council will publicise events in parks and open spaces on its events page of its website www.chichester.gov.uk where possible.
- b) Promoters and organisers of events remain responsible for the marketing and promotion of their event and shall be required to comply with the relevant licensing and planning legislation.
- c) The Council seeks to offer a wide and varied programme of events to the public in meeting the objectives of this Policy. Applications for events in parks and open spaces will be dealt with on a first come first served basis, excepting that recurring annual events will be given priority if they are staged on regular dates.
- d) The Council will advise prospective event organisers of the forthcoming year's events. The Council will seek to avoid a clash of similar events by creating a district wide events calendar and advising against events of similar character and attraction in the same location at the same time or close timeframe to each other.
- e) The Council will consider events on the basis of those permitted events and prohibited events as referred to above. References may be required and taken up where the content of an event needs further confirmation. The Council accepts no responsibility for the impact of refusing an event.
- f) Flyposting for events will not be permitted and the necessary permissions must be obtained for any promotional banners or posters erected. On the Highway, permission must be obtained from West Sussex County Council as the Highway Authority. The cost of removing any unauthorised promotional material will be deducted from the returnable deposit paid by the event organiser.

Operational Requirements

The following general operational conditions apply for staging events on Chichester District Council land:

- a) Event organisers cannot hold an event on Council land without the Council's written permission. This permission will be granted at the discretion of the Council and only following satisfactory completion of the Event Application documents, compliance with Hire of land Terms and conditions, evidence of insurance and suitable risk assessments. Larger events will also need to submit an event management plan.
- a) The majority of events are held during the period 1 April to 30 September each year but events outside of this time will also be considered.
- b) Operating hours for events will be between 9am to 12am (excluding set-up and set-down). In exceptional circumstances an extension of these hours may be sought from the licensing authority
- c) Events where admission is charged for entry into an event, will be permitted. However, the Council will seek to minimise the impact that these events have on regular park users.
- d) Bonfires are not permitted on Council land as part of any event.

e) The Council will inform local resident associations and park user groups of the event programme for each park and will consider their views during the planning stages for each event. Organisers of larger events will be encouraged to liaise directly with these groups to understand any concerns and limit the impact their event might have on local communities.

Monitoring of Standards and Customer Satisfaction

The following conditions for monitoring standards will apply:

a) Organisers will be required to take appropriate action during their event and for future events to learn from their experiences and seek to improve on the event and the impact on local residents. The Council may require a clear Action Plan setting out the lessons learnt and the improvements to be incorporated in future years before approving subsequent events.

b) No event organiser shall make an assumption that there is any form of agreement or contract with the Council for continuation of annual events.

c) The Council will monitor standards, customer satisfaction and feedback and will liaise with organisers to instigate improvements where appropriate.

Licensing

The following conditions will apply regarding the licensing of events staged on council land:

a) If required, in accordance with the Licensing Act 2003, event organisers will be required to obtain Temporary Event Notices or Premises licence for their event.

b) The event organisers will be responsible for ensuring that their event complies with the relevant Temporary Events Notice or Premises Licence. Compliance will be strictly monitored by the Council's Authorised Officers.

c) Organisers, during all licensable activities, shall be required to promote the four licensing objectives: i. The Prevention of Crime and Disorder; ii. Public Safety; iii. The Prevention of Public Nuisance; iv. The Protection of Children from Harm.

d) Organisers shall be required to read, understand and put into practice measures and conditions which may be attached to any relevant permission under the Licencing Act 2003 and supporting legislation or advice.

Insurance

Event organisers shall meet the following insurance requirements:

a) Organisers will be required to obtain and provide evidence to the Council of Public and Employers Liability Insurance to a minimum value of £10 million.

b) This minimum figure is subject to review and may be updated at any time on the advice of the Council's insurers.

c) Event organisers will be responsible for ensuring that all participants and contractors are adequately insured.

Health and Safety

Event organisers shall be required to provide evidence where required by the Council that they are complying with:

- a) All relevant Health and Safety Legislation;
- b) Depending on the nature and/or size of an event, the event organiser may be required to attend/consult with the Safety Advisory Group of the Council. This group is composed of all the Emergency Services, the Highways Authority, Environmental Health and Licensing.

Safeguarding Children and Adults

Event organisers shall meet the following insurance requirements:

- a) Event organisers will need to address safeguarding within their risk assessment and event management plans.
- b) All event organisers will be required as a minimum to provide evidence of procedures for dealing with lost children.