
Parks and Open Spaces - Outdoor Events Policy

1. Foreword	3
Executive Summary	4
3. Background	5
4. Context	6
5. Principles	7
6. Vision	8
7. The Role of Events going forward	9
8. Summary of strategies	9
9. Scope	10
10. Benefits and economic value of events	11
11. Principles of Events going forward	12
12. Definition and size of events	13
13. Type of events	14
13.1 Charity/Community Events	14
13.1.1 Community events	14
13.1.2 Local events	14
13.1.3 Local Charity Events	14
13.1.4 National Charity Events	14
13.2 Commercial events	14
13.2.1 Promotional / marketing events	14
13.2.2 Private hire & corporate events	14
13.3 Events which would automatically not be granted permission	15
13.4 Unauthorised events	15
13.5 Other considerations	15
14. Application and approval process	17
14.1 Stages of approval	18
14.1.1 Initial enquiry	18
14.1.2 Application	18
14.1.3 Consultation	18
14.1.4 Detailed checks	19
14.1.5 Final approval	19
15. Audit	21
16. Training	21
17. Review	21
18. Roles and responsibilities	21

1 Foreword

We are very pleased to publish Enfield's updated Parks Events Policy as revised in July 2020, which outlines the approach that we will take to support and manage events in Enfield's parks and open spaces.

We have a wide range of excellent well-maintained parks and open spaces and they are major assets for the Borough and its residents. This policy will help us make sure we continue to take an informed and responsible approach that can ensure sustainability and preserve the quality of the environment.

The wide variety of events that are held within our parks help strengthen our communities and provide a wide range of opportunities for residents and visitors to enjoy taking part in the arts, music, fitness and other community activities. This is a vital aspect of what makes Enfield such a great place to live in and we want to see that continue long into the future.

The Council consulted widely on the review of this Policy to reinforce the importance events play in the community. This review has highlighted the need to develop a clear framework for how events in Parks are developed and managed. We would like to thank everyone who took part in that consultation for their time and sharing their views with us. We were once again impressed with the wide range of organisations that are active in this borough and their ambition for being part of our community.

I look forward to seeing you at one or more of the events.



Councillor Nesil Caliskan
Leader of the Council



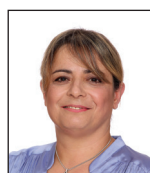
Councillor Ian Barnes
Deputy Leader of the Council and Cabinet Member for Leisure and Culture



Councillor Mahtab Uddin
Cabinet Member for Public Health



Councillor Guney Dogan
Cabinet Member for the Environment



Councillor Alev Cazimoglu
Cabinet Member for Health and Social Care

2 Executive Summary

This is our updated Events Policy (July 2020) and it draws on the experience of working within the framework we set for 2017 to 2022. We consulted stakeholders and heard concerns about residents wanting well-managed events that were vibrant and meets the diverse needs of the community and organisers wanting more transparent and streamlined processes with a clearer framework of fees and charges.

To provide stability and clarity we continue to have restrictions on the number of events that can happen and the timing of them. We have recognised that over time the nature of events has changed and have four categories of major, large, medium, and small events with the processes to be followed and the interrelationship with licencing clearly set out. We have continued our process of identifying which parks and open spaces are suitable venues for events of different sizes and recognised the distinctive role of Town and Village Greens.

We recognise that major events (those attracting 5000 or more people per day) can cause disruption, but equally they can bring enjoyment to the many people who attend them. We want our residents to be able to tell us their views about the events in our parks and consequently we have an agreed consultation process. To minimise the impact of the events on our parks we have fees for set up and take down, and an environmental impact fee to be reinvested in the park for its betterment. We recognise that events make an economic contribution locally and we will be looking to maximise this so that the Council can continue to invest in our parks and open spaces.

We have aimed to make our processes more transparent and have included flow charts and links to application forms and fee schedules in this document to ensure that all our stakeholders have a clear understanding of the application process.

We have an opportunity to stage a very wide range of events in Enfield that reflects our diverse community and their interests as well as a number that will attract people from further afield. It is hoped that everyone will take advantage of these opportunities.

In summary, our aim is to enable the delivery of a range of events that add to the vibrancy of the borough, generate income that will help the Council to maintain our wonderful parks and open spaces, whilst introducing a new policy framework that will guide the management of the number, scale and timing of park events.

3 Background

Enfield is one of London's largest Boroughs and in 2019 had a population of 333,869 people. Despite its large population, Enfield is also one of the greenest Boroughs in London, with approximately one third of its open space designated as Green Belt land. The Borough also has a wealth of country and urban parks, farmland, woodland, grasslands, waterways, wildlife and access to neighbouring regional parkland, such as the Lee Valley Regional Park and Epping Forest. Public parks and open spaces are a large percentage of Enfield's open space and are a valued asset for residents.

The Council endeavours to enhance the use of Parks and Open Spaces by supporting community, cultural, charitable, and commercial events which in turn provide cultural, social and economic benefits to the Borough. The Borough has a range of existing events from major festivals to arts and cultural events.



4 Context

This policy is provided to assist the process behind building a sustainable and varied programme of outdoor events in the London Borough of Enfield. It also seeks to protect the community, the parks, assets and open space infrastructure and minimize or mitigate any negative impacts which events may cause. This policy can contribute to each of these outcomes:

Safety and wellbeing for all

- Ensuring events are well managed, safe and minimize the opportunity for crime and disruption.
- Ensure cleaning of parks and toilet provision is adequate.
- Provide a range of opportunities for people to enhance wellbeing.
- Events improve safety and well-being aspects of open space.

Opportunities for all

- Consider local economic benefits of outside events.
- Provide opportunities for people to volunteer.
- Encourage a wider range of events that cater for all the community.
- Provide occasions where communities can come together at a range of differently sized events.

A better Council

- Provide clear advice to organisers and residents.
- Provide simple and easy to navigate event management processes.
- Support the local community to do things for themselves by providing training and investment

5 Principles

These principles are borne out by this policy which sets out a clear and systematic approach to the management of outdoor events in Enfield and is based on the following principles: -

1. The Council supports the balanced use of parks for appropriate community, charity and commercial events and non-event uses.
2. The Council wishes to support local community organisations through training to enable people to hold events in their local park.
3. An appropriate fee or charge will be levied on the organiser for the use of the park. The fee will vary dependent on the location and type of event.
4. Friends of Parks will be able to hire the park free of charge.
5. Council Officers retain the ability to negotiate with event organisers on the fee for their event to secure bookings that are in line with this policy.
6. Where event organisers enter into a multi-year contract with the Council there will be a requirement for Organisers to improve the event's: management, delivery, sustainability, volunteering and accessibility over the life of that agreement as well as the park itself.
7. All income generated by events is used to supplement park budgets, cover the costs of managing events (including the cost of staffing and managing the application process) and meet the Council's event income target in each year.



6 The Vision

The vision for the Events Policy is:

To enable the delivery of a diverse events programme that helps create a vibrant place to live, work and visit whilst ensuring the positive use of Enfield's parks and open spaces. To promote Enfield's Parks as places of destinations of enjoyment for Enfield, Londoners and be nationally and internationally desirable.

To generate a sustainable income stream that covers the cost of facilitating the events programme and generates revenue to help the Council maintain its parks and open spaces to a high standard.

This document aims to cover the obligations, responsibilities and limitations which all event organisers have in relation to staging an event in any park or open space. It is intended that this policy will balance the interests of residents, park users and local businesses. To achieve this, the following objectives have been identified with reference to the wider vision for the future of the Borough:

1. Demonstrate best practice in all aspects of event management, including the event application process, to ensure that events are being run with due regard to the correct and current legal requirements.
2. Ensure that a sustainable number of events are permitted.
3. Ensure that the design, location and management of events minimises the disruption caused to park users and the area around the event.
4. Ensure effective forward planning and management of events, with public safety and the minimization of public nuisance always being a priority.
5. Minimize, mitigate and manage the impact on parks and open spaces and surrounding areas, with minimal disruption to the environment and wildlife.
6. Encourage events that have strong community benefit and engagement and, where necessary, remove barriers that restrict accessibility.
7. Support community event organisers and friends groups by up-skilling event organisers.
8. Ensure sufficient and thorough consultation with key stakeholders.
9. Establish an events programme.
10. Maximise opportunities to earn income from events that will help to supplement funding streams for parks.
11. Ensure events contribute to and enrich the cultural diversity, vibrancy and economic vitality of the Borough.

7 Role of Events going forward

This policy will complement and build on the objectives identified in other Council strategies and support their aims to develop good quality and inclusive events in Parks and Open Spaces.



It has been influenced by and will support several key Council strategies including the following:

- The Local Development Scheme 2019-2022
- Consultation for a Local Plan for Enfield 2017-2032
- Parks and Open Spaces Strategy 2017-2020 (Currently being updated)
- Enfield's Biodiversity Action Plan (Adopted September 2011)
- Active and Creative - Enfield Leisure and Cultural Strategy 2015 – 2020 (Currently being updated)

These strategies can be viewed on the links above.

8 Summary of Strategies

The cumulative impact of these strategies and policies are to recognise the important role that Enfield's parks and open spaces play in shaping the character of the Borough and its attractiveness as a place to live work and visit. That a commitment is given to the regeneration of areas of the Borough where there is a need or desire to provide additional new open spaces for residents to enjoy and to respect the bio diversity of the area.

The events policy is key to the delivery of the Active and Creative Strategy and its three principles of engage, inspire, and grow. Parks and open spaces provide an ideal location for events, which contribute to improving community cohesion by the opportunity to meet neighbours and experience different cultures. The events

policy enables people to become more active by taking part in leisure and sporting activities for good causes and improve their health and well-being. It enables local community organisations to run events to fundraise and reach more people. The events policy contributes directly to the objectives to develop Enfield as a geographical social and economic hub of activities for arts, cultural, heritage and sporting events, and major events have a role to play in supporting this.

9 Scope

This document sets out the policy in relation to the hiring of parks and open spaces for organised events. It is needed to promote a varied calendar of events that are held in the right locations, with the appropriate frequency and carried out safely.

Any organisation or individual looking to make an event booking be it for commercial, charitable or community use, must adhere to the requirements of this policy and its supporting documents.

This policy does not apply to activities such as:

- Small-group or organised fitness activities involving less than 50 participants at any one time.
- Sports bookings or sports days for which there are separate booking processes in place.
- Street parties.



10 Benefits and Economic value of Events

Many benefits can be drawn from facilitating events with each event potentially benefiting different sectors of the community and local businesses.

The benefits associated with events can include:

- Opportunities for young people through performance and employment;
- Improve the availability and accessibility of entertainment and culture
- A cultural boost to the local community;
- Development of a strong community;
- Improvements on cross community relations;
- Business opportunities both at and surrounding events;
- A source of income for local projects through fundraising;
- Enhancing the image of the Borough;
- Stimulating inward investment.

Whilst the primary benefits of running events are set out above it is recognised that events have an economic impact, directly and indirectly creating and supporting employment. The Council will adopt a new approach to measuring the economic impact of major festivals and events taking place in the borough and create a dedicated economic impact report.

The local benefits of community led events not only boost the local economy by

using local independent business but also residents with community pride are more likely to speak positively about their town to others and to volunteer with organisations and activities that support the common good. A third social benefit of sponsorship is stronger relationships within a community. Most of the relationship-building occurs in the planning phase. This is where the bonds among public and private organizations, government, and neighborhood groups are forged and where connections among stakeholders, staff, and volunteers are made.

It is clear that there is an economic benefit to hosting festivals and events in the boroughs parks and open spaces by undertaking an in depth analysis of this economic impact we can fully understand the extent of these benefits and ensure opportunities seized.

11 Principles of Events going forward

To provide reassurance to residents the Council has agreed to take forward recommendations from the review and the adopted policy will facilitate the delivery of events within the borough's parks and open spaces.

The consultation undertaken with key stakeholders were held to consider the key principles that should underpin this policy going forward and they are as follows:

- A classification of types and size of events,
- Conditions on frequency of events and a consultation process for licensable large and major events,
- An understanding of which parks and open spaces can support events of different sizes
- A charging structure to encourage efficient set-up and takedown and fines for those organisers that overrun.
- Guidelines around events on Town and Village Greens.



12 Definition and size of events

An event is:

- A gathering of 50 or more persons, or
- Where infrastructure (including structures or furniture is brought to a site, or
- Where activities are proposed (licensable or other) which may constitute an event (at the discretion of the appropriate Council Officer)

Events are categorised into four levels:

Major – over 5001 people a day.

Large – over 1000 and less than 5000 people per day

Medium – between 201- 999 people per day

Small – between 50-200 people per day

Events for 49 people and under (with no live music/no catering/no inflatables), school visits and wedding photography are exempt from having to follow a formal process. However, organisers may wish to check with the Parks Activities and Engagement Team to ensure that there is not another event planned for the time.

If the attendance of an event is anticipated to be very close to the limit of the category, Council Officers reserve the right to choose which category the event lies in.

The Council will review annually the size categories to ensure that they are consistent with the Council's approved fees and charges for future years and improve guidance information via the Council's website in particular for new event organisers to support them in delivering a successful event.

Events will be categorised under two headings.

- Charity and community – run by a charity/raising funds/benefit to community or by a community group for the benefit of and to engage with the local community. This includes events organised by community interest companies; and
- Commercial – profit-making

There are scales of fees and charges for these two types of events.

Fee structure. The Council will undertake a benchmarking exercise regarding fees and charges with neighbouring boroughs. Major and large events involve setting up and taking down time, agreed fees and charges for Events takes these into account. Fees will be introduced to cover penalties which will be imposed if the organisers fail to commit to terms and conditions of agreement. Any penalties will be added to the environmental impact fees for each park. This funding is spent on parks improvements, which are discussed and agreed between the Council and the relevant Friends of Park Group.

13 Types of events

The types of events in Parks and Open Spaces are categorised into the two groups:

13.1 Community/Charity

13.1.1 Community events

Community events are those which are organised by the community or voluntary groups in support of the community, for the benefit of the Borough or local residents. A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit-making business or organisation. The organiser will be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level.

13.1.2 Local events

Many parks and open spaces have Park Friends Groups who help to oversee the maintenance, development and enjoyment of parks and open spaces. These volunteer groups may hold a number of events throughout the year and in recognition of the invaluable role played, hire fees will not normally be charged for such events.

Applications from recognised Park Friends/User Groups for events must be submitted by an authorised member of the Group. These events are generally be free for the public to enter. If a Park Friends/User Group wishes to charge for entry, net proceeds should be reinvested back into the park / open space or future events.

13.1.3 Local charity events

Charity events of a non-commercial nature should be for the benefit of a registered charity. Applications must be received from

the charity themselves or include a signed letter of endorsement from the charity. Not for profit and/or charitable organisations must be able to provide a UK charity number and demonstrate that all proceeds (over and above costs) will be for the charity.

13.1.4 National charity events

National charity events are set up for the sole purpose of raising funding for a national charity or not for profit body via events that charge an entrance or participation fee.

13.2 Commercial events

This category is for all events which are intended to generate a profit. The following events are classed as commercial events, though the following list is not exhaustive:

- Corporate events
- Trade fairs and exhibitions
- Commercial music, theatre or comedy concerts or festivals
- Marketing and promotional activities for profit making organisations (not charitable or fundraising)
- Funfairs and circuses

13.2.1 Promotional/marketing events

Promotions, product launches, road shows or media events all fall into this category. This type of event will generally be open to the public. The event is usually part of a wider commercial marketing campaign and therefore attracts an appropriate fee.

13.2.2 Private hire and corporate events

Events included in this category may include weddings, private parties, professional caterers, awaydays, conferences, gala dinners, award ceremonies, coach or vehicle parking and other similar events, and will be assessed on a case-by-case basis. They might include the erection of temporary structures.

13.3 Events which would automatically not be granted permission

Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set-out in the Terms and Conditions of Hire, or are considered to have a detrimental impact on the “normal use” of the park or open space. Failure to comply with Terms and Conditions will prejudice future event applications.

Reasons for refusal made at the initial enquiry application stage:

- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the site.
- Any event organiser who cannot provide adequate documentation or certification requested by the Council to demonstrate that it should progress to the next stage of the application process.
- Any event which is refused support by one of the Emergency Services.
- Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability. This aspect will specifically include any charity, community or commercial ticketed event where any of the above groups or individuals are excluded or refused entrance.
- Events organised by extremist organisations.
- Events featuring adult or offensive content.
- Any circus that includes performing animals other than equine (horse's ponies and donkeys), dogs, and bird (budgerigars) acts.
- Where the event is specifically prohibited by a park byelaw.

13.4 Unauthorised Events

Unauthorised events i.e. those events of 50 people or more that have not been granted permission by the Council will be dealt with consistently across all parks and open spaces. The Council will endeavour to contact organisers to inform them of the process and will enforce all breaches of licensing that occur through unauthorised events.

13.5 Other considerations

The content of the event might affect the decision to grant permission. Each application will be considered individually to ensure there is a broad spectrum of events that benefit the community and local businesses, as a whole. The final decision on suitability will rest with the Director of Environment and Operational Services.

Special consideration will need to be given to events of a sensitive nature. Further consultation will be required from senior Council Management and Elected Members on events such as:

- Political rallies or events organised by groups affiliated with political organisations
- Religious events
- Events that take place over a long period of time

Such events might be required to submit additional material to support their application.

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14 Application and approval process

The overarching process that governs events is designed to ensure that all events that take place within the Borough are safe and well organised. There is a documented application process with predetermined fees and charges for different types and sizes of events. These are set annually as part of the Council's annual budget setting process.

Current information on fees and charges and application forms for all events can be found at:

<https://new.enfield.gov.uk/services/leisure-and-culture/parks-and-open-spaces/park-events/>

Once an application is received, it is checked and if it is a large or major event it will generally go to a meeting of the Safety Advisory Group (SAG). This group includes representatives from the Police, Fire and Ambulance Services. They review the management plans of the proposed events and the risk assessments for the events. This may result in requests for revision to the event plans, or can prevent the event from going ahead if they conclude that the event will not be held safely.

The role of the Police, Fire and Ambulance services regarding events, major and large events is clear. Whilst they will always attend emergencies, it is not their role to ensure that the events are safe or to provide security for them, unless they meet a very clearly defined set of criteria. They can be paid to provide a service if required or deemed essential by the service provider. This is the role of events organisers and is clearly set out in the application process.

Whilst some of the borough's parks have Premises Licences for the following regulated entertainment; such as a

performance of music, any playing of live and pre-recorded music, performance of dance and the performance of a play, organisers will be expected to put in place measures to manage all impacts of the event. This may include traffic management, restrictions on hours, noise levels and requirements for the disposal of waste.

Additional licences need to be applied for the sale of alcohol. Applications for licences also require an additional fee to be paid. Licencing is a formal process which needs to be considered by the Licencing Committee following a statutory consultation. This process enables both stakeholders and residents to make representations to the Committee to be considered as part of its decision making.

It should be noted that event organisers also need to apply, if relevant for occasional sales licences if there are 5 or more stalls operating together and a special treatments licence for herbal remedies and treatments. The Council will always insist that any caterers on site have a 3 - star hygiene rating and will need to see certification.

Once all the appropriate permissions are in place organisers can go ahead with arranging and promoting their event. The event organisers are responsible for ensuring the effective management of the event and cleaning up afterwards.

A comprehensive application and approval process ensures that outdoor events are only approved once the applicant has correctly carried out all steps in the process.

The Council is committed to providing the best available advice and guidance to event organisers to assist them in planning

an event. An electronic guide will be maintained on the Council's website and will set out the requirements on event organisers and provide all necessary contacts for other agencies that may need to be involved in planning events.

Normally no more than one event will be approved on the same day in any park or open space (exceptions may be made where events are complementary and with the agreement of both organisers). Should multiple applications be received for the same site on the same date, one or both of the organisers may be offered an alternative date or park. Event organisers may sometimes be required to move venue or date for other reasons.

14.1 Stages of approval

There are five stages to the approval process.

1.	Initial enquiry
2.	Application
3.	Consultation
4.	Detailed Checks
5.	Final Approval

14.1.1 Initial enquiry

Event proposals must be made by the applicant by phone or email. Council Officers will need information about the scope, location and dates of the proposed event as well as offering advice and guidance about the application and the process. The event will be added to the event schedule as a provisional date.

14.1.2 Application

The Event Organiser must complete an application form and submit it to the Council for review. A fees breakdown will be provided to the applicant at this stage, which they must accept to proceed with the application.

The application will be accepted or declined at this stage.

Applications will be checked for completeness and, if verified in line with this policy, and may be subject to consultation (dependant on event size). The consultation may involve all stakeholders including: Park Friends/User Groups, the Operations team, Ward Councillors, the Cabinet Member for Environment and the Members of the Council Safety Advisory Group.

Event applications must be received within the lead time stipulated below to allow enough time for the event consultation and application process to be completed. Should applications not be received within these lead times, it will be at the discretion of the Council's Officers as to whether a proposal can be considered but we would have the right to refuse or charge for additional Officer time to facilitate such applications.

Event size category	Application to be received
Major	A minimum of 9 months before
Large	A minimum of 6 months before
Medium	A minimum of 3 months before
Small	A minimum of 6 weeks before

14.1.3 Consultation

The Council will ensure that event organisers apply earlier to hold their events ensuring the organisers have sufficient time to gain all necessary licenses, whilst allowing residents greater time to raise concerns through a simple consultation process. The consultation process is:

- In consultation with the Cabinet Member for Environment, the Council will agree all new large-scale and major events that do not involve licensing (for example a running event) following a consultation

with residents immediately adjacent to the park. A notification will also be sent to all residents 28 days prior to the event going ahead if the decision is taken to support the event.

- For all licensable events e.g. those that involve the sale of alcohol, there will be the single statutory licensing consultation that is undertaken for all new licence applications. Where representations are made against a new licence application, they will be referred to the independent Licensing Committee for a decision.
- There will be no consultation for small and medium scale events.
- The Council will request that all event organisers submit a Community Engagement Plan (CEP) and Sustainability Policy alongside event management plan and risk assessments. The Community Engagement Plan will need to clearly outline how they will communicate key information to stakeholders, including any opportunities there could be at the event, how they can obtain further information and how they can raise any concerns to event organisers. The CEP will further support improving the economic impact as a result of events in parks. The Sustainability Policy will need to outline how event organisers will work to reduce the impact their event has on the park and the environment. To support event Organisers the Council will signpost them to relevant guidance on how they can improve the environmental sustainability of their event.

The Council will seek to formalise the existing consultation into a policy (Baseline community Engagement Plan) which major event organisers must contribute to as a minimum. All documents will be subject to scrutiny from the Safety Advisory Group (SAG) and other relevant Officers outside of the SAG.

These processes are designed to ensure that events run as smoothly as possible. If there are problems, then complaints can be made through the Council's complaints procedure.

14.1.4 Detailed Checks

The Council will carry out a more detailed check of the application and supporting documents. Additional information/ final versions of submitted documents will be requested as required. Other applicable consents may be considered, e.g. SAG, Licensing, Planning, Highways, Environmental Health, etc). The successful outcome of this stage will result in a final approval; if unsuccessful the application will be declined.

14.1.5 Final Approval

Final approval can be granted once the submitted documentation meets the Council's standards. Specific conditions may be added to the approval should the council feel it is necessary.

14.1.6 Post Event Consultation

Although it is not necessary for the event application process, it is highly recommended that a post event consultation take place to gain feedback on the event itself to identify any event related problems. Large and Major events will be invited to attend a Stakeholder Meetings and a SAG Debrief. Through this process many problems can be improved for future events. This is also a stage where the decision may be made to permit or refuse any future events taking place due to the impact the event had, be it positive or negative.



15 Audit

The Council will further develop Key Performance indicators (KPI's) to monitor progress and make further improvements where required

16 Training

Staff will continue to receive ongoing professional development to support the application of this policy to management of events in parks and open spaces.

This policy also sets out a commitment to the training of volunteers in the planning and running of community events. The Council will engage with experienced major event organisers to facilitate workshops to support less experienced event organisers.

17 Review

The Events Policy will form part of the Parks and Open Spaces Strategy, which is scheduled to be reviewed at the end of 2020. Once this has been completed the event policy will be reviewed to ensure that it aligns with strategy and other updated Council's strategies moving forwards.

18 Roles and responsibilities

The implementation of the policy shall be the responsibility of the Parks Activities and Engagement Team

Responsibility for the ongoing monitoring of the policy and quality assurance will be conducted by the Parks Activities and Engagement Team.

The application of the policy and its consistency of application will be reviewed annually at the end of each event season (Nov-Dec). Any improvements identified will be implemented ready for the forthcoming year.

Appendices

1 Terms and conditions

A comprehensive set of terms and conditions exists for the hire of parks and open spaces. This communicates to the event organiser their obligations should they wish to hire a park or open space; event organisers are asked to agree to them before they apply. The organiser's compliance with the terms and conditions will be monitored, and failure to comply will prejudice future event applications.

Some events or specific sites might need to have special conditions added to the approval process and these should be adhered to as well.

Organisers will need to provide and maintain a public liability insurance with a limit of indemnity of not less than £5,000,000.

2 Fees & charges

2.1 Pricing Policy

The charges framework will be benchmarked against prices charged by other similar London Boroughs. The fees and charges schedule will be reviewed annually to ensure both market competitiveness and maximisation of potential income to Council. The applicable fees and charges will be advertised on the Council's website.

Flexibility will be retained to permit Council Officers to negotiate fees if an event is considered to be particularly advantageous for the Borough. In addition, the Council reserves the right to vary the charge for major events where the proposed entrance fees are considered to be high.

The pricing policy will be established as follows:

Application fee – Applications may be subject to an application fee which is non-refundable and payable with the submission of the application.

Booking fee – Applications may be subject to a booking fee which is payable once the event is approved, in order to secure the date and venue.

Daily hire fee (including operational days) – Event organisers will be subject to a fee for the day(s) on which the planned event takes place.

Setup and set down fee – All events will be subject to a separate fee for the period and the amount of space of the park which is occupied/disrupted.

Grounds deposit – Events over 500 people attended will be charged a site ground deposit to cover the cost of any repairs or damage that may occur during the event.

Environmental Impact Fee (EIF)– Event Organisers may be charged an EIF fee on their event to cover the cost of the environmental impact on the park.

2.2 Council's use of income

Income generated from events in parks and open spaces will be used in the first instance to cover the costs of managing events and meet the parks event income target in each year.

The application and booking fees will be utilised to fund the staffing costs of the booking and event management process.

The Environmental Impact Charge will be kept separate from other income received and will be utilised to address the immediate priorities for funding identified by Parks team and the Friends of Park User Groups in which the money was generated.

2.3 Additional costs to the Council

Council staff may monitor events in situ, to ensure compliance with this policy and the hire agreement. The Council will also attend pre and post site inspections with the event organiser where a bond is charged. The cost of these visits will not be recharged. However, where the Council is required to provide, staffing, equipment, undertake works or provide other resources to the event, then the cost of such will be recharged to the event organisers.

2.4 Park hire & damage deposit fees

For the hire of Council owned and managed land a fee and the associated returnable damage deposit is charged. The type of event will be the key factor in determining hire and deposit fees. A site inspection will take place prior to and immediately after each event. Should any reinstatement or completion of works be required monies will be held back from the deposit to cover costs. Should costs exceed that of the deposit the Council will charge the event organiser for remaining costs. All fees and charges are subject to change and will be reviewed annually.

2.5 Event delivery associated fees

All fees associated with the delivery of the event will rest with and remain the responsibility of the event organiser. These will by far be the most significant costs for any event and will cover everything from traffic management, content, technical production, staffing, cleaning, facilities, site infrastructure, advertising, promotion, policing and security to name but a few.

A point to consider is that many of these services/functions will impact significantly on the successful delivery of the event and should adequate provisions not be in place there is the likelihood that the event will not be given permission to take place. All

event delivery related costs will rest with and remain the responsibility of the event organiser. Any costs incurred to the Council caused by an event will be recharged back to the organiser and will incur an additional administration fee, to be determined by the Director of Environment and Operational Services or their nominated deputy.

3 Legal context

The Council can exercise its rights under the following Acts in terms of setting aside space for events and to control the activities that take place at events:

Public Health Acts Amendment Act 1890 Section 44

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:

- Over 10,000 persons attending per day;
- Duration of more than 7 days;
- Duration of more than 2 days with 5,000 persons or more attending per day;
- Occupying the site for more than 14 days.

Public Health Acts Amendment Act 1907 Section 76(1)(a) & (b)

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:

- Over 10,000 persons attending per day;
- Duration of more than 7 days;

- Duration of more than 2 days with 5,000 persons or more attending per day;
- Occupying the site for more than 14 days.

Performing Animals (Regulations) Act 1925 Sections 1, 2 & 3

Powers to enforce provisions preventing cruelty to performing animals and to prosecute offences

Public Health Act 1925 Section 56

Power to agree the use of part of a park or ground set aside for games or recreation facilities subject to the charges for such uses being approved by the Cabinet Member

Public Health Act 1961 Section 52, 54 & 75

All functions relating to the management of parks and pleasure grounds

Greater London Parks and Open Spaces Act 1967

Authorises the use of open space in London for the provision of entertainment provided that the area set apart does not exceed one acre or one tenth of the open space, whichever is greater. Local Government Act 1972 Section 145

Power to enclose or set aside part of a park or pleasure ground for provision of an entertainment, to charge for admission and to agree terms for use with any other person providing entertainment except for events within any of the categories below for which express Cabinet Member approval is required:

- Over 10,000 persons attending per day;
- Duration of more than 7 days;
- Duration of more than 2 days with 5,000 persons or more attending per day;
- Occupying the site for more than 14 days.

Local Government (Miscellaneous Provisions) Act 1976 Section 19

Powers to provide indoor or outdoor recreational facilities but subject to any charges for Local Government (Miscellaneous Provisions) Act 1976 Section 19

Powers to provide indoor or outdoor recreational facilities but subject to any charges for such facilities being approved by the Cabinet Member.

Greater London Council (General Powers) Act 1978 Section 12

Power to close park or pleasure ground on a Sunday in consultation with the Cabinet Member.

4 Event approval considerations/checklist

Depending on the size, duration and location of the event the following consents may be needed.

Some checks are carried out by the Park and Activities team. Where appropriate, Council Officers will pass the details of an event onto other relevant Council Departments to inform them of the event. Some Departments may enforce their own conditions on an event and might charge for their services.

The following Departments might be involved:

- Environmental health
- Public protection
- Highways & Transport
- Planning
- Licensing

Other consents might be required from private landowners and/or responsible authorities or services identified by the

Safety Advisory Group, such as:

- Blue Lights
- Transport (TfL, Train providers)

4.1 Public protection

Event organisers are responsible for and have a legal duty to ensure that no one (members of the public, staff, volunteers, contractors, entertainers, acts, etc.) is adversely affected by any aspect of the event with regard to health, safety and welfare. Please refer to the Health & Safety at Work Act 1974.

Event organisers will also be required to conform to:

- The Events Safety Guide, A Guide to Health, Safety and Welfare at Music and similar Events HSG 1995
- RIDDOR 1995
- Fire precautions act 1975
- The Children's Act 1989
- Health and Safety at work Act 1974
- Wildlife and Countryside Act 1981
- Any specific conditions laid out, local byelaws or instructions from a Council Officer
- Any relevant legislation relating to public safety

The Council and its partners have a duty to ensure all relevant health & safety guidance is followed, including checking risk assessments, emergency evacuation plans and method statements. In many cases the Council or its partners (i.e. emergency services) may require changes to be made to plans to improve safety at the event. All health & safety paperwork must be submitted to the Council as per the application timetable requirement, although this may be reduced for smaller events if agreed in advance with the Council's nominated officer.

For large, major or more complex events the Council will take a more active role. They will require meetings with event organisers to discuss plans in more detail, and it will be a condition of hire that event organisers attend Safety Advisory Group meetings. It is a condition of approval that management plans are submitted in advance of the application timetable requirement due to their complexity. If this is the case sufficient notice will be given of any change in deadline.

4.2 Community safety

The safety and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are set out in the following below:

- Each event organiser will be required to produce a risk assessment of the hazards and risks associated with their event and ways in which it is intended to reduce the level of risk where found. Templates and guidance will be available on the Council's website.
- Security and stewarding personnel are key to ensuring the safety of all people in and around an event. It may be a requirement that appropriately trained and briefed staff in positions are provided to maintain crowd control, provide public information and to enforce any applied restrictions on entry and behaviour within the space; as well as to implement procedures in an accident or emergency situation. Staff working in a formal security role must be qualified to the appropriate level with the Security Industry Authority (SIA), whereas stewards can just be volunteers. In addition, the Council may wish to have an officer in attendance for major events and set up a joint control room on site for key staff (organisers, council, stewarding company, police etc.) to meet



at predetermined times during the event to review safety, adherence to plan, other potential challenges e.g. weather, transport issues.

- The event organiser should always consider the public's route to and from their event. Where necessary and where potential conflict points are identified additional security and/or stewarding should be provided, to ensure the safety and reduce any possible conflict between event goers and members of the public.
- Child protection should be a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers may be expected to submit a child protection policy statement and lost children procedure as part of their application for the event, except when the event is adult only.
- Medical & first aid provision - Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be provided.
- Signage within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees. All main sanitary, medical and safety facilities, as well as emergency exits, should be signposted throughout the event site when required. Where signage and/or advertising are used outside of the event site, guidelines around outdoor advertising must be adhered to.

4.3 Welfare

4.3.1 Sanitary provision

Some parks and open spaces do not have any toilet provision and those that do are generally inadequate for anything other than the normal day to day use of the park. It is therefore vital that at all events appropriate numbers and types of toilets are provided to service the anticipated number of people attending. The temporary toilet facilities provided must always include sufficient accessible, wheelchair friendly units.

Where events take place within a defined arena area the Council will expect additional toilet provision to be made in the park in areas where people will access the park or congregate.

The event organiser is responsible for the provision facilities and any arrangements must be agreed with the Council in advance. Temporary toilets must meet all health & safety requirements and must not obstruct the highway. In some cases, access to existing toilet facilities within parks may be granted, however permission must be sought in advance. Any associated costs arising from the provision or cleaning of welfare facilities will rest with the event organiser.

4.3.2 Healthy events

Food safety and the prevention of food poisoning arising from any food provided at the event. Ensure that all caterers have been registered with their local authority. Obtain caterers' food hygiene certification. An outline of the type of catering and facilities must also be provided in advance.

During the life of this policy, the Council will work with event organisers to deliver healthier events. This will be done by:

- Working with event organisers to promote sustainable forms of travel including public transport, walking or cycling.
- Working with the organisers of park events with the aim of ensuring that 40%

of their food and drink options are healthy.

- Ensuring that park events organised by the Council have at least 40% of food and drink options that are healthy.
- Ensuring that mothers are aware that breastfeeding is welcome at park events.
- Free drinking water
- Working with Event Organisers to source local catering suppliers to support events.

4.3.3 Noise control

Noise control and the prevention of nuisance to local residents who may be affected by noise arising from activities on site, particularly any musical entertainment is very important.

Where there is cause for concern about the noise disturbance from a proposed event or where there is a previous evidence of noise disturbance the Council reserves the right to require the event organiser to appoint independent acoustic consultants to be on site to provide continual monitoring of noise levels.

Noise from an event must be kept at a reasonable level and must not cause an unreasonable nuisance to local residents within close proximity of the site. Events must adhere to any sound level limit or conditions attached to it; noise level monitoring may be required to ensure such compliance. At all times organisers must comply with Council's requirements.

It may be required to meet in advance with Environmental Health Officers so that specific volume levels and locations of monitoring points can be agreed.

In addition to the protection of the public from noise pollution organisers must also consider the Control of Noise at Work Regulations 2005 for those working prior to, during and post event.

4.3.4 Sustainability & waste management

Sustainability is a key priority. Every effort should be made to minimise environmental

impact and maximise the ‘green’ production of events by using recyclable and/or reusable sustainable products and materials, e.g. minimising power consumption, bio-diesel generators and recycled and recyclable cups and plates.

Where appropriate the Council will seek to work towards the principles and objectives of ISO 20121 Event Sustainability Management System.

The proper collection and disposal of waste plays an essential part in ensuring a cleaner and greener Borough. Therefore, waste from events should be minimised and recycled where possible. The Council expects event organisers to be responsible for minimising waste and the clearance of any waste that arises. In addition, the Council expects organisers to promote and facilitate recycling methods as its first option of waste management before waste disposal.

4.4 Transport infrastructure, traffic management & parking

In some instances, it may be necessary, based on the proposed event or where there is previous evidence of a significant localised impact from people travelling, to require the event organiser to prepare a traffic and transport management plan. Such a plan may well include applying for and paying for the cost of an associated Temporary Traffic Management Order.

All Temporary Traffic Management Orders to close roads, diversion routes, parking bay suspensions etc. are processed by Highways Officers. Council Officers will help streamline this process by informing the Highways Officers of any event taking place in advance.

Consideration must also be given to the potential impact on public transport services and where necessary full consultation must take place with key stakeholders, such as London buses, Transport for London, London Underground; train operators, taxi

firms etc. It is the responsibility of the event organiser to engage and liaise with relevant stakeholders. Designated sites may be hired and used for car parking. There may be specific conditions attached to the hire of parks for these purposes. For example, organisers may be asked to install temporary track roadways to protect the ground from damage, particularly if bad weather is forecast or at certain times of the year. Permission to charge for parking on Council land must be agreed with the Council in advance.

Event Organisers will be directed towards using local event suppliers where possible for event infrastructure to further support the Councils Climate action plan.

4.5 Planning requirements

Temporary structures such as staging, marquees, tents, and some event advertising etc. may require planning permission.

4.5.1 Outdoor advertising

Outdoor advertising using banners, posters or any other media must comply with the regulations set out by the Council. Where unapproved fly posting can be linked to an event, the event’s organiser will be deemed in breach of their contract with the Council and will subsequently incur any associated fines and costs arising through the Council having to remove or amend such material. Where appropriate the Council will seek to prosecute such offences and future applications from offenders will not be accepted.

4.6 Licencing permissions

A Premises Licence or Temporary Event Notice (TEN) will be required for events that include licensable activities such as regulated entertainment or the sale of alcohol. While small events may be covered by a TEN, larger events must apply for a Premises Licence. Note

some of the Council's open spaces may already be licensed. The issue of a TEN or premises license does not itself constitute permission to use the land. The events team representative will be able to offer further information on which sites are licensed and additional conditions set forth when using a Council licence.

A licence is required to stage any of the following forms of regulated entertainment:

- Premises Licence or Temporary Events Notice (TEN) may be required by event organisers.
- A performance of a play
- An exhibition of a film
- Boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to that falling within live music, recorded
- Music or performance of dance
- Provision of late-night refreshment (11.00pm – 5.00 am)
- Sale of alcohol

And may be governed by:

- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Planning regulations

For further information and exemptions to the Licensing Act please refer to the DCMS website,

[www.culture.gov.uk Exceptions page](https://www.culture.gov.uk/exceptions)
99: https://s3-eu-west-1.amazonaws.com/ico-assets-live/wp-content/uploads/2017/08/08164214/Revised_Guidance_issued_under_section_182_of_the_Licensing_Act_2003.pdf

4.6.1 Temporary Event Notices (TEN)

Small scale events of no more than 499

people, to include staff, at any one time and lasting for no more than 168 hours do not need a Premises Licence, providing that advance notice is given to the police and the Licensing Authority. Only the Police can object to such a TEN if they believe the event is likely to undermine the crime prevention objective.

Persons wishing to hold such events must give a minimum of 10 working days notice to the Police and the Licensing Authority. A Late TEN can be submitted not more than 9 days and not later than 5 days prior to an event. If an objection is raised regarding a Late TEN then there is no opportunity for an appeal.

It is recommended that responsible event organisers be encouraged to give far greater notice of events, to ensure that potential problems can be identified and resolved well in advance. Ideally the Licensing Authority would like to receive three months' notice of such 'small' temporary events, although it is recognised that this may not be practicable in some cases. Applicants are therefore strongly recommended to contact licensing Officers early in the planning of such events to discuss all relevant issues.

4.6.2 Premises licences (time limited)

Premises Licences apply to licensable events at which more than 499 people will be taking part in licensable activities at any one time. Premises Licence applications take a lengthier process than that needed for a TEN and therefore must be made well in advance of an event. It is advised that at least six months' notice be given should an event require a Premises Licence. It is the organiser's responsibility to ensure that enough time is allocated to apply for a Premises Licence in advance of the event.

4.6.3 Alcohol and drugs

The supply or sale of alcohol is considered a licensable activity and is therefore regulated under the Licensing Act 2003. A Premises



Licence or a TEN may be required and a designated premises supervisor must be nominated as responsible for the supply/sale of alcohol. Full guidance can be found on the Department of Culture, Media and Sports website, www.DCMS.gov.uk. Permission to sell alcohol on Council land must be sought from the Council in advance of any event.

4.7 Minimising environmental impact

Biodiversity is very important. By giving due prominence to this important part of our environment, it is intended to safeguard the ecological future of wildlife within the Borough. Event organisers must make every effort to minimise the impact of events on the biodiversity within the Boroughs parks and open spaces.

The protection of the Council's owned and managed land is a priority for all event organisers. This also includes the protection of wildlife, flora & fauna and trees, maintaining biodiversity and protecting the

natural habitats of the park's wildlife. If it is believed that an event will be detrimental to the local eco-system, then this will be considered as grounds to deny an application.

Event organisers must make provisions to protect grass and footpaths from damage. Vehicles are not allowed on site without the consent of Council Officers. If inclement weather is forecast vehicles may be prohibited from driving on grassed areas; alternatively, provisions such as track way, or similar ground covering, may be required in agreed areas. Certain footpaths should not be driven on, particularly by heavy vehicles, and the events representative will advise on such restrictions. If vehicle movement deviates from the agreed plans and damage to footpaths is caused the event organiser will be charged for the cost of repair/reinstatement.

Careful planning must be undertaken to avoid damage to trees and their roots through the compaction of soil or direct

damage to roots themselves. In some cases, a member of the Council's Arboricultural team will be consulted to establish measures that are needed to ensure the healthy retention of trees and their roots. Once a procedure has been agreed with the Council Officers, any deviations from this that cause damage will be rectified at the expense of the event organiser, from the damage deposit.

4.8 Normal park service level

Normal service levels are provided for the day-to-day maintenance, upkeep and cleaning of public areas. All increases in these service levels will result in costs being charged directly to event organisers.

4.9 Volunteering

Increasing the number of people being able to volunteer at events is something the Council would like to see event organisers develop further. Where practical within the planning of events the use of volunteers to help manage and run the event should be considered. Providing well-structured volunteering can be of benefit to many within the community, not just for the opportunity to give something back, but also as a contribution to an individual's ability to demonstrate skills and aptitude in an employment setting.

4.10 Accessibility

It is important to the Council that event organisers can demonstrate that they have fully considered the accessibility requirements of disabled people when attending events. The Council believes it should be proactive about making improvements to access, where it grants site hire licenses for events organised by others. The Council will seek to adopt the Charter for Best Practice as far as it relates to Local Authorities once the charter has

been finalised. Where the Council enters into ongoing agreements with event organisers they will be required to both adopt the charter at Bronze Standard and show a commitment to work towards gaining the Silver Standard over the life of the agreement with the Council.

4.11 Complaints

A suitable complaints procedure must be in place to service the local community and public as a whole. In the case of small events the Council's existing complaints framework may be employed, however in the case of large or special events or events that are anticipated to have a potential impact on the local community the Council will have a dedicated phone line for residents to contact during the event to manage any issues

5 Park specific criteria

The Borough has a wide range of parks and open spaces and three Town and Village Greens. Many of the parks and open spaces would work well for community and charity events whilst a smaller number have attributes that make them appropriate for hosting larger scale and commercially organised events. Enfield Parks are classified based on their suitability for hosting events of different sizes and this and the rationale for it is set out below.

Parks that can host Major and Large Events

Enfield Town Park, Enfield Playing Fields, Trent Country Park, and Broomfield Park all host events with an audience exceeding 5000 people.

These parks are suitable for all events including large-scale events; this is due to their landscape value, location, and access to local facilities. They are already hosting large and major events attracting more than 5,000 visitors and offer organisers a great

event platform. Examples of major events that have been held include the Autumn Show and Cancer Research Race for Life. Broomfield Park has been included in this category due to the increasing number of large-scale events such as the Palmers Green Festival, a popular funfair and Circus Zyair. These parks and open spaces offer the following characteristics: Excellent location, good pedestrian access, public transport links, a wide range of facilities and flat ground.

Parks that can host Large Medium and Small Events

This includes, but not limited to: Albany Park, Arnos Park, Aylands Open Space, Bury Lodge Gardens, Bush Hill Park, Durants Park, Elsinge Golden Jubilee Park, Firs Farm, Forty Hall, Grovelands Park, Hilly Fields, Holmesdale Open Space, Jubilee Park, Library Green, Oakwood Park, Ponders End Recreation Ground, Pymmes Park, and Tatem Park.

These parks provide the community access to equally rich and diverse open space, but they are less suited to hosting large-scale and major events. These parks are suitable for events managed by residents, associations, charities and community groups, and for low-level commercial events such as farmers markets, arts festivals, car boot sales, craft fairs, travelling theatre groups, brand sampling, weddings, and special interest events. Examples of events historically held in these parks include bandstand concerts, a Folk Festival, and Shakespearean plays. These parks and open spaces offer the following facilities: Good transport links within approximately 15-minute walk, vehicle access, parking onsite or close by, flat ground, and close to many residents.

A number of these parks and open spaces in both categories have Premises Licences in place such as a performance of music,

any playing of live and pre-recorded music, performance of dance and performance of a play

Town and Village Greens

There are three designated Town and Village Greens within the Borough:

1. Winchmore Hill Green
2. Southgate Green
3. Chase Green

The Council will generally manage the three greens in the following way:

1. Winchmore Hill Green

The Council will continue to support events at Winchmore Hill Green including the very successful N21 Festival and notes that events on this green will sometimes require road closures and other licencing requirements.

2. Southgate Green

Events, including the May Day Festival, will continue to be supported if applications were made.

3. Chase Green

The Council will no longer promote Chase Green as a potential event location, nor will the Council consider or accept applications for events on Chase Green.

Other Parks and Open Spaces

All other Enfield parks and open spaces do offer the community and charities a suitable opportunity for events and activities. They are not suitable for large or major events because they have less favourable transport links, limited parking options, small or uneven land and limited access due to sporting seasons.

6 Limitation of Large and Major event frequencies

The Council will continue to work with community stakeholder groups and event organisers to have measures in place to reduce and manage the number of noise complaints, impact on traffic and parking congestion, anti-social behaviour and waste management.

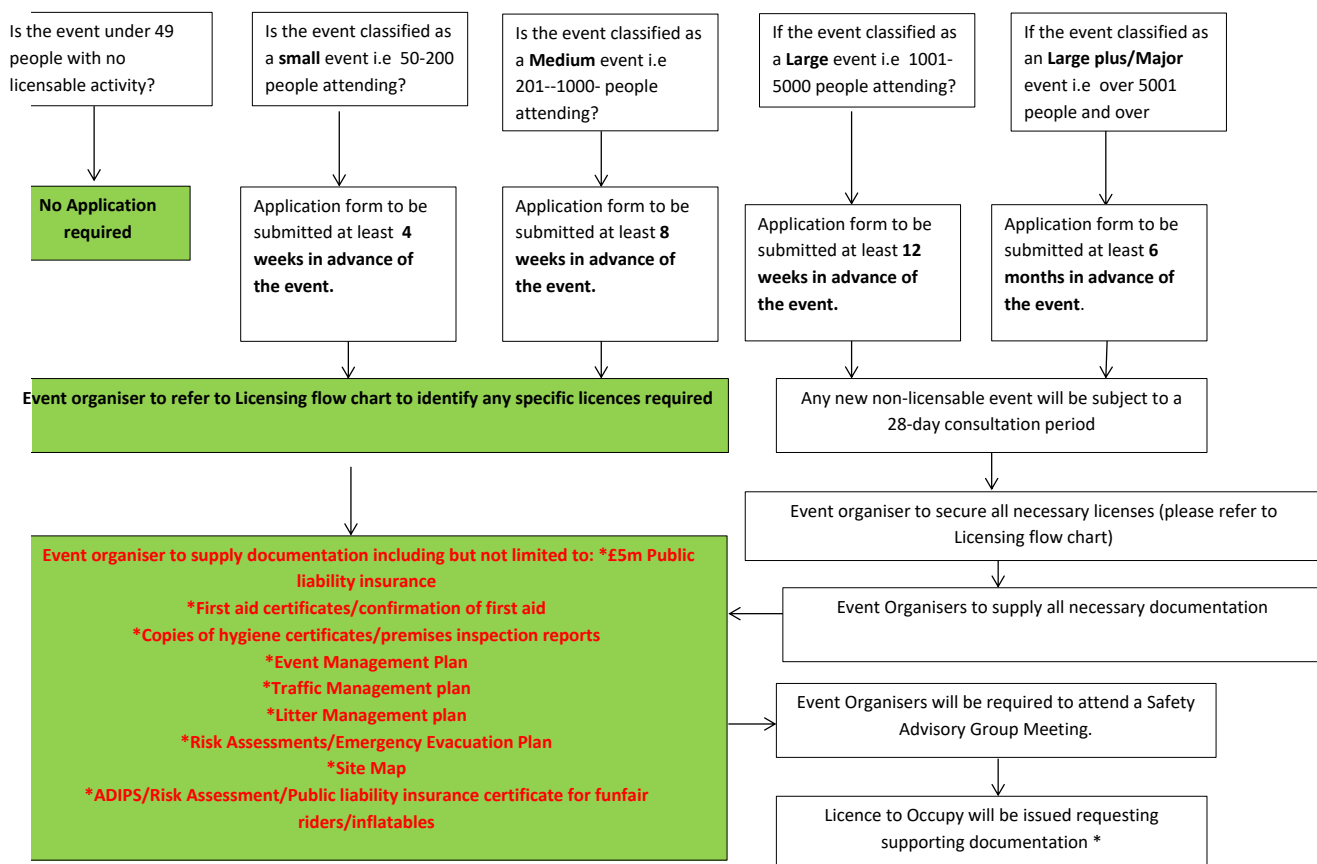
The current frequency of 8 major event days plus a further 2 large event days per annum for those parks and open spaces that can host events of this scale. There will be no more than 4 events days or 2 weekends for major or large events during the summer school holiday period. Ideally, there will be a gap of at least two clear weekends between major events.

The Council will aim to reduce the negative impact of events during the summer period for major events that currently take place the Council will work with Organisers to allow the park to remain open as much as practically possible during construction/deconstruction periods for events.

The Council will work with event organisers to minimise the number of construction and deconstruction days to allow as much of the park to return to general use as practical and safe to do so. The Council will ensure when negotiating costs with event organisers that consideration is taken into account of the build and break down days.

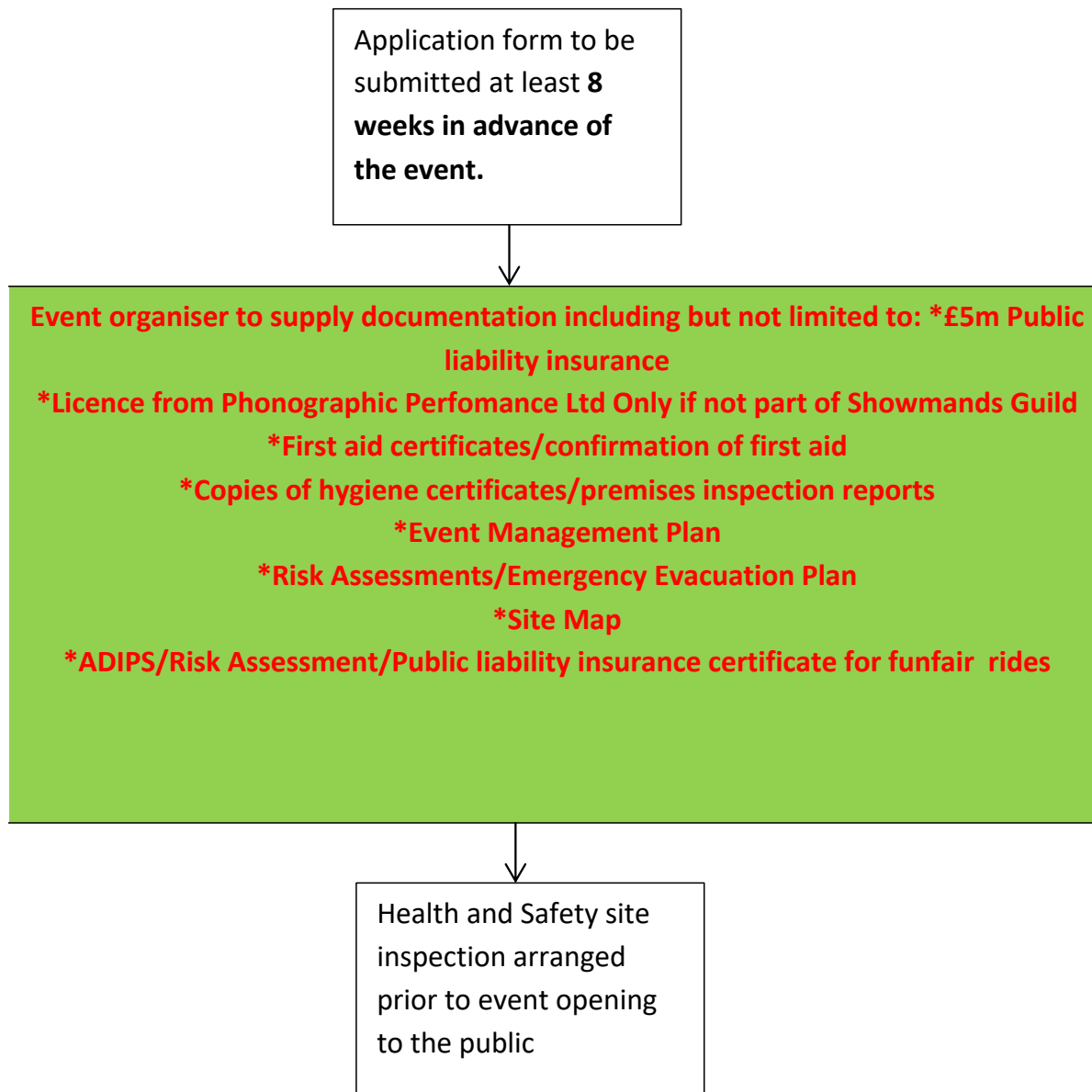
Appendix A

Parks Application Process



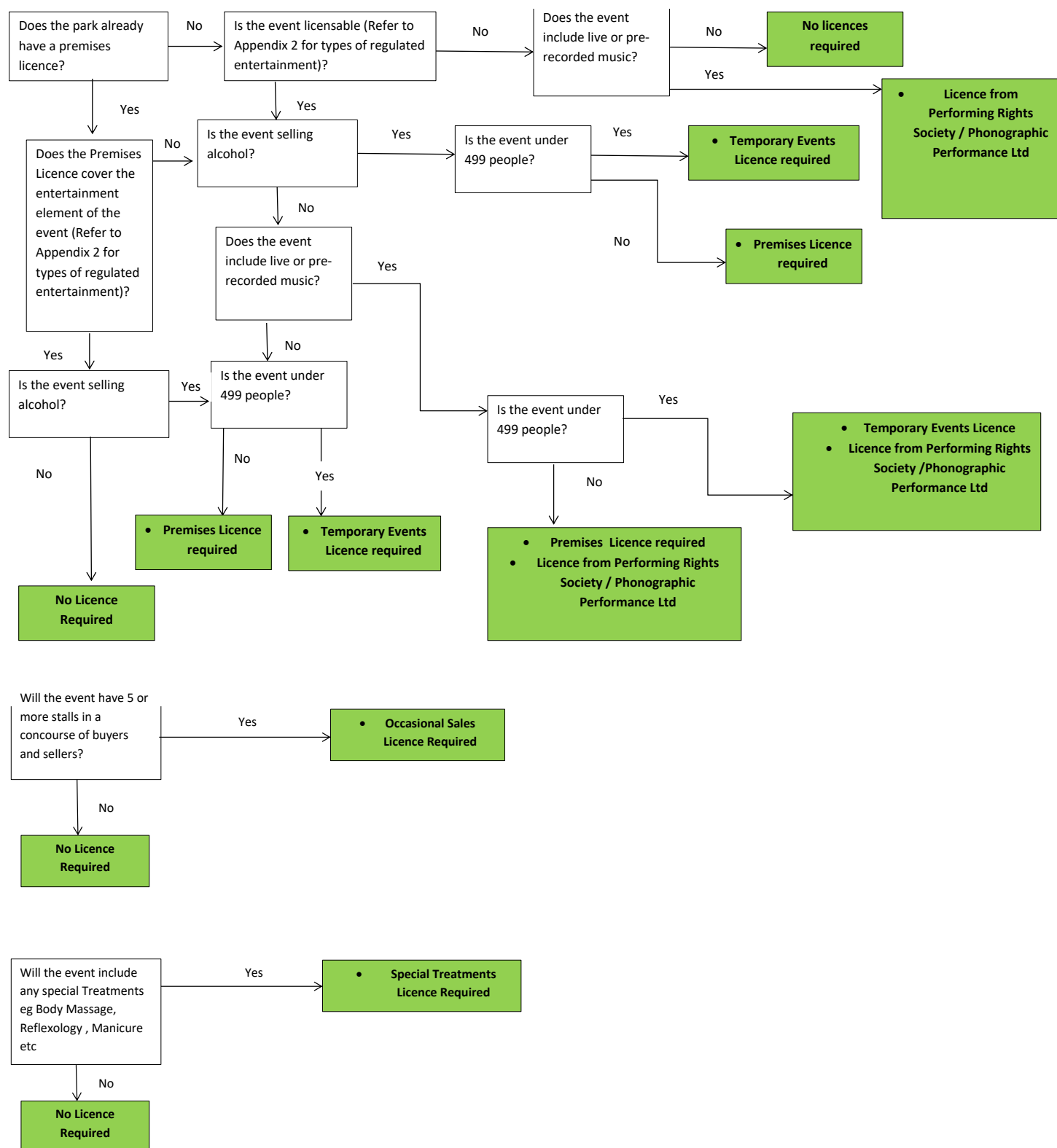
Appendix A

Funfairs and Circus's



Appendix B

Parks Events Licence Flow Chart



Appendix B

Activity	Type	Audience & Times	Place	Licensable?
Plays	n/a	Audience of 1 - 500, between 08:00 - 23:00	Anywhere	Not licensable
Plays	n/a	Audience of 501+, between 08:00 - 23:00	Anywhere*	Licensable
Plays	n/a	Audience of 1+, between 23:01 - 07:59	Anywhere*	Licensable
Films	n/a	Audience of 1+, at any time	Anywhere*	Licensable
Indoor sporting events	n/a	Audience of 1 - 1,000, between 08:00 - 23:00	Anywhere	Not licensable
Indoor sporting events	n/a	Audience of 1,001+, between 08:00 - 23:00	Anywhere*	Licensable
Indoor sporting events	n/a	Audience of 1+, between 23:01 - 07:59	Anywhere*	Licensable
Boxing or wrestling	n/a	Audience of 1+, at any time	Anywhere*	Licensable
Live music	Unamplified	Audience of 1+, between 08:00 - 23:00	Anywhere	Not licensable
Live music	Unamplified	Audience of 1+, between 23:01 - 07:59	Anywhere*	Licensable
Live music	Amplified	Audience of 1 - 500, between 08:00 - 23:00	Workplace or Licensed Premises	Not licensable
Live music	Amplified	Audience of 1 - 500, between 08:00 - 23:00	Anywhere not a Workplace or Licensed Premises*	Licensable
Live music	Amplified	Audience of 501+, between 08:00 - 23:00	Anywhere*	Licensable
Live music	Amplified	Audience of 1+, between 23:01 - 07:59	Anywhere*	Licensable
Recorded music	n/a	Audience of 1 - 500, between 08:00 - 23:00	Licensed Premises	Not licensable
Recorded music	n/a	Audience of 1 - 500, between 08:00 - 23:00	Anywhere not a Licensed Premises*	Licensable
Recorded music	n/a	Audience of 501+, between 08:00 - 23:00	Anywhere*	Licensable
Recorded music	n/a	Audience of 1+, between 23:01 - 07:59	Anywhere*	Licensable
Performance of dance	n/a	Audience of 1 - 500, between 08:00 - 23:00	Anywhere	Not licensable
Performance of dance	n/a	Audience of 501+, between 08:00 - 23:00	Anywhere*	Licensable
Performance of dance	n/a	Audience of 1+, between 23:01 - 07:59	Anywhere*	Licensable
Facilities for making music	n/a	Audience of 1+, at any time	Anywhere	Not licensable
Facilities for dancing	n/a	Audience of 1+, at any time	Anywhere	Not licensable
*The following activities are also <u>not</u> licensable :				

Appendix B

(1) Activities hosted by local authorities, hospitals, nurseries and schools (except HE establishments) on own premises:		
All activities (except alcohol)	n/a	Audience of 1+, between 08:00 - 23:00
(2) Activities held on local authority, hospital, nursery and school premises (except HE establishments) by others with their permission:		
Live music	n/a	Audience of 1 - 500, between 08:00 - 23:00
Recorded music	n/a	Audience of 1 - 500, between 08:00 - 23:00
(3) Community premises (eg: church and village halls, community centres, etc):		
Live music	n/a	Audience of 1 - 500, between 08:00 - 23:00
Recorded music	n/a	Audience of 1 - 500, between 08:00 - 23:00
(4) Circuses:		
Plays	n/a	Audience of 1+, between 08:00 - 23:00
Indoor sporting events	n/a	Audience of 1+, between 08:00 - 23:00
Live music	n/a	Audience of 1+, between 08:00 - 23:00
Recorded music	n/a	Audience of 1+, between 08:00 - 23:00
Performance of dance	n/a	Audience of 1+, between 08:00 - 23:00



