



IPSWICH  
BOROUGH COUNCIL

# Information Pack for Park Hirers

Ipswich Borough Council – Events Team

Ipswich Borough Council

Events Team

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# Contents

Introduction.....	3
Application Process.....	4
Application Timeline.....	4
Special Permissions and Licenses; TEN.....	4
Event Management Plan.....	5
Public Liability Insurance.....	5
Risk Assessments; Contingency Plan.....	5
Site Plan.....	6
Liaison.....	6
Safety Advisory Group (SAG).....	6
Final Preparations.....	7
After the Event.....	8
Useful Links.....	8

## Introduction

We welcome anyone to apply to hold an event in one of our parks or open spaces in Ipswich. You are required to notify the council in order to ensure you have the correct permissions for going ahead with your event. As the licence holder, Ipswich Borough Council has restrictions and guidelines that you need to adhere to in order for your event to take place. Please be aware that all events held must be respectful to the local residents and environment, otherwise they will not be permitted.

If you would like to hold your own event in one of our parks or open spaces please submit an application to [events@ipswich.gov.uk](mailto:events@ipswich.gov.uk). This can be found on [www.ipswich.gov.uk](http://www.ipswich.gov.uk) and by searching 'Hire a Venue' where you can then make an enquiry. Alternatively, email us at [events@ipswich.gov.uk](mailto:events@ipswich.gov.uk)

Sometimes we will require you to meet with us to discuss your event in more detail. If your event is of a large scale, you may be required to present your Event Management Plan to the Safety Advisory Group (SAG) three months prior to your event date. You can find more details on SAG below.

We recommend you begin your event planning at least six months in advance. For larger scale events, we would recommend at least nine months in advance because additional permissions and resident notification may be required.

Although we are here to ensure your event is safe and compliant, you are required to create your own Risk Management and Event Management Plans. You as the event organiser will be responsible for the safety of the event and will be required to have your own Public Liability Insurance with a minimum limit of indemnity of £5,000,000 per claim. All stallholders, info stands, caterers, etc will also be required to have Public Liability Insurance with a minimum limit of indemnity of £5,000,000 per claim.

Outdoor spaces available to hire:

- Alderman Road Recreation Ground
- Alexandra Park
- Bourne Park
- Castle Hill Recreation Ground
- Chantry Park
- Christchurch Park
- Cobham Road Recreation Ground
- Dumbarton Road Recreation Ground
- Gippeswyk Park
- Holywells Park
- Landseer Park
- Murrayside Park
- Orwell Country Park
- Ravenswood Village Green
- Ipswich Waterfront
- Whitehouse Park

# Application Process

## Application Timeline

- After you submit your application form to the Events Team, we will notify you that we have received your application and confirm availability of the park/space and date requested. We will review your application and invoice you for an application fee (£20 for charities and community organisations / £40 for commercial events. We aim to notify you within five working days (subject to the time of year).
- The Events Team will circulate your application form internally to Licencing, Parks, Environmental Health and Health and Safety for feedback.
- We will then respond to you with any further questions regarding your event and inform you of the hire fees. This is when we will confirm if your event is to attend a SAG and ask you for more detailed risk assessments and Event Management Plans.
- We have lots of equipment and services that we are able to hire out at a competitive price. Our equipment includes: gazebos, gazebo sides, weights, tables, chairs, radios, ped barrier, heras, fire extinguishers, signage, power, water, waste provision/emptying, toilet hire and toilet cleansing. If you require any of the equipment/services listed, we are happy to discuss further.
- You as the event organiser will be required to collate all documentation in relation to the event; Public Liability Insurance, risk assessments, Event Management Plan, site map, catering documentation and any other documents the events team require.
- When this is completed, we will send you the Park Hire Terms and Conditions for you to sign. This is also when the deposit is to be paid to secure your booking.
- Continued liaison will take place between the event organiser and event team with any further questions up until your event.
- We will invoice you one month prior to the event for the outstanding hire fee. A damage bond deposit will also be required and will be returned to you after the event when the site has been checked for damages.
- On the day of the event, one member of the Events Team will come and check your event is compliant and running smoothly. You will be given the Park Patrol number for if you incur any problems.
- After the event, we ask that you fill in a park hire feedback form for us to obtain your feedback and comments to help us improve. We will also return your damage bond deposit as long as no damages are found.

## Special Permissions

You may need a temporary event notice (TEN) or premises licence if you involve any of the following activities in your event:

- Exhibition of a film
- Retail or sale of alcohol
- Ticketed sporting events

- Live or recorded music (please note the sound levels and time restrictions under our licence conditions)
- Late night refreshments

A TEN allows for up to 499 attendees at any one time including all staff, performers and suppliers. One TEN will only last for an event of up to seven days. The cost of a TEN application is £21.

TENs must be applied for at least 10 working days before your event. To apply for this please email [licensing@ipswich.gov.uk](mailto:licensing@ipswich.gov.uk).

If you are collecting for charity at your event, you will be required to submit a street collection application at least 28 days before your event. To apply for this please email [licensing@ipswich.gov.uk](mailto:licensing@ipswich.gov.uk).

If you require a road closure for your event you will need to apply for this from Suffolk County Council Highways. Road closures need to be applied for a minimum of 12 weeks in advance. Our Events Team can assist you with your application and provide details of Traffic Management companies. The application and more guidance can be found here <https://www.suffolk.gov.uk/roads-and-transport/roadworks/apply-to-close-a-road-for-an-event/#tab2>

Please note there are charges associated with traffic management and implementing a road closure.

## Event Management Plan

Before allowing your event to go ahead, we require you to provide us with an Event Management Plan. This document needs to include: what your event consists of; details of who is running the event; details of any contractors and/or traders involved in your event; how you will manage the event on the day; what measures have you put in place to ensure the safety of everyone attending the event including staff (risk assessments/method statements). You will also need to consider access and egress to the venue and circulation once on site, vehicle segregation if applicable and pinch points, etc.

If you are required to attend a SAG, this document needs to be more detailed. Be sure to update this document if and when changes occur.

This plan must be completed at least two weeks before you attend SAG (or four weeks before event if SAG is not required). This is the document that must be distributed to all key personnel including outside agencies such as emergency services.

## Public Liability Insurance

You as the organiser will be held liable for the costs or damages that occur during the event and therefore are required to have sufficient Public Liability Insurance. As well as this, you must ensure that all contractors, exhibitors and performers attending your event have their own Public Liability Insurance.

Ipswich Borough Council require a minimum limit of indemnity of £5 million from the event organiser and any stall holders, caterers and info stands.

## Risk Assessments

It is a legal requirement to carry out a full risk assessment for any event held in one of our parks. Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending.

Any hazards that relate to the individual activities carried out during your event must be identified within the risk assessment. For each hazard identified you are required to:

- Identify those who are most at risk (list only groups not individuals)
- Evaluate the risk by scoring it into the following categories: very high/high, medium and low
- List the controls already in place and whether or not further action is required
- Consider what measures need to be put in place to reduce risk down to an acceptable level
- Provide all information regarding the potential hazard to those potentially affected
- If the nature of the risk changes during the planning stages, risk assessments must be updated

As well as carrying out risk assessments, you must also consider what could go wrong at the event and have a contingency plan to deal with each emergency that may arise.

This document should include details of action in the event of an emergency e.g. fire, terrorist threat, accident, adverse weather conditions etc.

It is important that you provide a copy of this document and discuss these contingency plans with the emergency services so they are aware of the procedures in place.

Designate someone within your team of event organisers to liaise with the council by keeping us updated if any changes occur with the event and asking any questions if necessary.

Any contractors involved in the event should also carry out risk assessments in relation to their activity. You must obtain copies of these and send them to the Events Team to check.

For more information, please visit [www.ipswich.gov.uk](http://www.ipswich.gov.uk) and search Event Safety. The Events Team can send you a risk assessment template if required.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE Information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165.

## Site Plan

We also require you to draw out a site plan and identify the positions of the attractions and facilities at your event. Make sure you include the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths, security location, steward points and where all services are located.

This is to be sent to the Events Team as soon as possible so that we can advise you if anything needs to be altered before the event.

## Liaison

Please make the local police, fire service, ambulance and first aid providers aware of your event and ask them for advice. Decide what additional information is required regarding specific activities and make contact with the council and/or the relevant organisations. It is important you make the emergency services aware of any road closures you have in place.

## Considerations

You must consider the impact your event has on local residents and businesses surrounding the park. Please be sure to distribute letters to nearby residents and businesses detailing the date, time and details of your event. Please include contact information for the event organiser on your letter.

## Safety Advisory Group (SAG)

We may ask you to attend a SAG as part of the application process (dependent on factors such as risk, size, location and nature of event). SAG groups are held 3 months prior to an event. This is where you will be required to present your event, with all your documentation, to a number of representatives from the Local Authority, Emergency Services and other relevant bodies to ensure that you are minimising the risk to public safety.

It is the role of the SAG to review your event application and advise on public safety. The SAG does not have any legal power and therefore exists to provide advice to event organisers. It is therefore your legal responsibility as the event organiser to ensure that the event you are providing is safe.

Although SAG does not have any legal power, individual members who attend SAG may have the power to ensure event organisers comply with legal obligations.

## Final Preparations

As the event is approaching, you should ensure that detailed safety checks of the following have been carried out:

**Barriers:** Ensure that enough barriers are available to protect against hazards and that everything that requires barriers will be closed off and secure. Don't forget to barrier off generators.

**Briefing:** All staff and contractors must be fully briefed before the event and be competent to complete their responsibilities.

**Communication:** Ensure you have the contact details of all key personnel for event. Also, make sure the public address system is in place and check that it is working prior to the event.

**Emergency Lighting:** You must ensure that the emergency lighting is working before the event begins.

**Inspections:** A walk through inspection of the site should be carried out immediately prior to the event, during the event and after the event has finished to identify possible hazards and to check if communications are working. You may want to carry out more than one inspection during the event. All defects should be noted and the remedial action taken. These checklists should be retained for future reference.

Routes: Clear access and exit routes are required before the event can begin. Please pay attention to emergency routes throughout the event to ensure there is always access.

Signage: Ensure that adequate signage is displayed. This should include entry points, emergency exits, information points, lost children points, first aid points and any other welfare facilities such as toilets and drinking water.

Structures: Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.

Stewards: Make sure that all staff have arrived and are in their correct location before the start of the event.

Vehicles: Make sure that all vehicles are removed from site or parked in designated areas before the public are permitted to enter. We operate a site sterile policy one hour either side of our event times.

Visibility of team: Ensure that all event personnel are wearing the correct clothing and are easily identified and visible. We would recommend High-Vis for all team members and steel cap boots for anyone involved in the set-up/de-rig.

## **After the Event**

After the event has finished you are required to inspect the site and identify any damage caused during the event. If any structures are left overnight, they must be left in a secure place and safe from damage/vandalism. Overnight security arrangements may be required if anything is left in the park overnight.

If any accidents occur, you must immediately fill out an accident form and send a copy of this to Ipswich Borough Council. Take the names and addresses of witnesses, take any photographs deemed necessary and make a report. You will need to contact your own insurance company regarding the accident.

If anyone makes a claim following an alleged incident occurred at your event, contact your insurance company immediately. Also, send them a copy of the accident form to give them more details.

After the event is finished, please fill out our park hire feedback form with any comments.

## **Useful Contacts**

### **Ipswich Borough Council**

Events Team  
Grafton House  
15-17 Russell Road  
Ipswich  
IP1 2DE

[events@ipswich.gov.uk](mailto:events@ipswich.gov.uk)

Please contact us if you require any of the following services and we can provide this for you: waste provision and emptying, toilet hire and cleansing, power hire, water hire or traffic management.

