



Leading a greener future

The Lodge, Mountsfield Park, Stainton Road, Catford, SE6 1AN

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E: [gemma.buttell@glendale-services.co.uk](mailto:gemma.buttell@glendale-services.co.uk)

Your name:  
Your address:

Date:

**RE: Event application**

Dear Sir/Madam,

Thank you for your interest in holding your event in one of Lewisham’s Parks or open spaces. As leaseholders of parkland, we must be sure that all event organisers will be able to run their proposed event in a safe and professional manner. Before any event can take place, formal written permission from the Authorised Officer of the Council must be sought. This will be obtained through Glendale once we have received your application and full event management plan.

Glendale's application form is designed to support organisers to run events safely, ensure that all necessary permissions/licenses are in place and that organisers comply with the relevant legislation through one single point of contact. It will prompt you to consider the key areas involved in running your event. Within the application you will find:

- Guidance notes
- Event application form
- Terms and conditions of hire
- Customer account form (to enable us to set you up an account to raise an invoice for payment)

There will be a non-refundable administration fee payable to Glendale to process your event application, at a cost of £75.00+ VAT. All Venue Hire fees are priced upon application. Glendale will provide you with a quote after receiving your event application form.

Please email your completed application to: [gemma.buttell@glendale-services.co.uk](mailto:gemma.buttell@glendale-services.co.uk) and also post a signed hard copy to the address above.

Glendale aims to contact you within 10 workings days of receiving your application. If you have any queries regarding the event application process or have any difficulty filling in the Event application form, please contact me and I will be happy to help.

I wish you every success and look forward to working with you.

Kind regards,

Gemma Buttell  
Events Manager

Visit [glendale-services.co.uk](http://glendale-services.co.uk)



Registered head office: Parkwood House, Cuerden Valley Park, Berkeley Drive, Bamber Bridge PR5 6BY. Glendale Managed Services Limited registered in England no. 6720528, Glendale Countryside Limited registered in England no. 02121098, Glendale Grounds Management Limited registered in England no. 01704156 trading as Glendale.

# Application Guidance Notes

## Your responsibilities

Where members of the public are invited to participate in a staged and planned event, the responsibility, or duty of care, for public safety rests with the Events Organiser. The Events Organiser defined as the person who is named within this application and has signed to agree with the terms and conditions within this application.

A duty of care is a legal obligation requiring you to adhere to a reasonable standard of care while performing any acts that could foreseeably harm others. As an Events Organiser, you will always have a duty of care to people working at or visiting your event, and safety must always be the paramount consideration before, during and after your event, whatever the size of the event.

Health and Safety legislation applies to all events

It is the Event Organiser's responsibility to ensure that health and safety legislation is adhered to at all levels. It is best practice to have a competent, named person who is responsible for safety at your event – and for larger events there may be a requirement for a dedicated safety officer.

You will need to ensure that you have developed processes for managing Health and Safety, and that all documentation is available for your local authority to review in the event of an incident.

Glendale has a representative who sits on the London Borough of Lewisham's Events Safety Advisory Group (ESAG) to provide advice on event safety matters and to ensure that public safety is maintained. ESAG consider all event-licensing requests and offer advice and guidance to all parties concerned.

The ESAG are made up of representatives from organisations such as:

- Department representatives from the local Borough Council
- London Ambulance Service
- London Fire Brigade
- Metropolitan Police

The ESAG normally meets approximately every couple of months throughout the year to consider the progress of major events, as well as new applications. Depending on the nature and scale of the event you are making an application for, you may be invited to one of the ESAG meetings to discuss the specifics of your proposal in more detail.

It is important that you meet the terms and conditions of the ESAG, including adhering to all relevant legislation. Failure to follow this guidance may result in your licence being refused or revoked. Should you proceed with your event without following the guidance supplied you may be subject to legal action if there was to be a problem or incident. The safety concerns and advice given by ESAG to Event organisers will be documented. If an incident occurs at your event which results in court or public enquiry proceedings, the ESAG has an obligation to submit to the investigating authorities any advice given.

Events can have many associated risks. These can arise from an unusual site, large numbers of people, the moving of equipment, weather conditions and even the mood of the audience.

All of the above, and many others, can create a variety of potential hazards. All events organisers have a responsibility to thoroughly assess risks to help reduce or remove potential dangers to staff and attendees and the general public.

The HSE guide 5 Steps to Risk Assessment identifies the the following processes as those which lie at the heart of your event running safely:

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary

The guidance notes that it's important to not over complicate the process. Approaching Risk Assessment, especially for the first time, can seem overwhelming, but it doesn't need to be. Often risks can be easily identified and the necessary control measure easy to apply. As an example, you'll be able to identify if your event will require some staff or volunteers to heavy loads that could harm their backs, or during your site design, where slip and trip hazards are likely to occur. Once identified, you need to ensure that reasonable measures are taken to avoid injury. Often this can be as simple as splitting downloads or laying mats to cover cables.

Using guides like 5 Steps To Risk Assessment will help you run safe event, using a methodical approach and common sense. You don't need to be a health and safety expert to be run a safe event, but remember that you are responsible for seeing that the assessment and recommendations are carried out properly.

For further information, download the HSE Guidance '[Five steps to risk assessment](#)'.

This HSE leaflet aims to help you assess health and safety risks in the workplace, which in this context will most often be your event site. The leaflet aims to assist you in the process of assessing risk, helping you focus on the risks that really matter in your workplace – the ones with the potential to cause real harm.

## **Event Plan**

All events will need some type of Event Plan. The detail requested in each one will depend upon the size, scale and impact of your event. This will be a live document which records the development of your event and records any agreements, changes or issues that may come up as your event progresses. It also helps the local authority, stakeholders and multi-agencies to better understand your plans.

The strength and cohesion of your Event Plan will influence the key approvals, licenses and permissions you require to host your event.

Your plan may need to include the following:

- Plan Production & Control
- Event Outline
- Plan Aim and Objectives
- Event Management Structure
- Crowd Management
- Emergency Procedures

- Evacuation Procedures
- Road Traffic Management
- Public Transport Management
- Severe Weather & Event Cancellation
- First Aid
- Fire Precautions & Equipment
- Communications
- Waste Management
- Toilets
- Catering
- Noise Management Policy
- Lost Children Policy
- Event Insurance
- Equality Impact Statement

Appendix 1 – Event Schedule

Appendix 2 – Stewarding and Security

Appendix 3: Site Plans

Appendix 4 – Public address Scripts & Media holding statements

Appendix 5 – Roles and Responsibilities

Appendix 6 – Key Contacts

Appendix 7 – Risk Assessments

Appendix 8 – Licensing Conditions

Appendix 9 - Agency Operational Orders

Appendix 10 – Other References as deemed necessary

**Glendale are able to supply you with a Event Management Plan template should you require one.**

### **Licensing**

Under the [Licensing Act 2003](#), the London Borough of Lewisham are responsible for licensing the sale and supply of alcohol, the provision of regulated entertainment and the provision of late night refreshment. If you are carrying out any of these activities, you will need the relevant authorisation.

### **Types of licence**

#### **Personal licence**

This is a portable licence granted to an individual enabling him/her to sell alcohol at a premises licensed for the sale of alcohol. The duration of the licence is 10-years.

#### **Premises licence**

This is a licence granted in relation to specific premises and will specify the nature of the licensable activity and any applicable conditions.

#### **Club premises certificate**

This is a licence granting 'qualifying club' status to specific premises, according to a number of qualifying conditions.

### Temporary event notice

This notice permits the carrying-out of specified licensable activities for a restricted time period (maximum 168 hours).

### Minor variations

This is a simplified process for minor variations to premises licences and club premises certificates. Please visit [www.lewisham.gov.uk](http://www.lewisham.gov.uk) where you will find further information and how to apply for license.

### **Welfare**

In holding your event, you are likely to have gathered a large number of people together at your venue. Whilst your audience are on site, you have a responsibility as the Event Organiser to ensure that you look after their welfare. In the event of an incident, how will you see to it that people get the medical help they need? How will you ensure that the facilities you have on site are adequate?

### Medical / First Aid Plan

An appropriate level of first aid, paramedical and medical facilities should be provided at your event after consultation with the Ambulance Service and relevant voluntary groups. This will be at your expense, so you will need to factor this into your budget.

### **What cover will I require?**

As with completing your risk assessment, you will need to consider the following in order to evaluate the cover required at your event:

- Location
- Event activities
- Audience demographic
- Duration of event
- Weather

You may wish to refer to the HSE document *The Event Safety Guide HSG195* for advice on appropriate medical cover. The Guide contains a useful table, which allows you to 'score' your event to find the recommended level of cover.

You will also need to consider whether you require an ambulance on site.

### **Who can provide cover?**

There are a number of organisations able to supply cover for events, including British Red Cross and St John's Ambulance, alongside other private providers. You will need to contact these organisations as soon as possible in the planning stages, as they can be very busy during the events season. At least 6 weeks notice is recommended.

A First Aid at Work certificate is not adequate for providing cover at a public event. This is because the training is only intended to cover first aid to employees / staff in your place of work – which is a very different environment to an event in a public or outdoor space.

Even with adequate training, individuals providing cover will also need to consider their legal liabilities in case something goes wrong with the care they administer. Clinical Negligence cover protects against this.

Clinical negligence is any act or omission that falls short of a standard to be expected. To be charged with Clinical negligence, it is necessary to show that whatever the First Aid provider did or did not do fell below the standard of a reasonably competent First Aid provider in that field of care.

If your first aid providers administer care and do not have clinical negligence cover, they may face serious legal action if the care administered is found to be inappropriate or results in causing potential or actual harm.

If your event is likely to attract a younger audience, your first aid providers will also need to be trained in paediatrics (the branch of medicine that deals with the medical care of infants, children, and adolescents).

For these reasons, it is best practice to employ a professional provider of first aid cover who will have all the necessary training and insurances in place.

**Location of first aid**

Best practice states that you should have a dedicated, clearly signposted First Aid point at your event. This should not be doubled up as a Lost Children’s point, and staff should be dedicated to the role. This is due to the fact that if there were an incident at your event that required your First Aid staff to administer care, or transport a patient to hospital, you would have no remaining cover.

The location of your First Aid Point should be clearly accessible but not situated on a major thoroughfare or in close proximity to distracting event attractions, such as stages or funfair rides.

You will also need to consider Emergency Services access in and out of your event.

**Toilets**

An adequate provision of toilets should be made for the number of people expected to attend your event.

Considerations should be given to:

- Location, access, construction, and type of facilities including provision for hand washing, maintenance, cleaning, lighting and signage.
- Accommodating the needs of disabled people. Unisex accessible facilities should be provided on level ground without steps and if ramped, at no more than a 1:20 gradient.
- At least one accessible toilet with handwashing facilities must be provided for every 75 disabled people expected at an event.

Please note that these are guidelines to the minimum number of facilities required and actual provision should be based on the nature of the event and expected attendees. The following table taken from The Event Safety Guide is a guide to facilities required at events:

Events with a gate opening time of six hours or more		Events with gate opening time of six hours or less	
Female	Male	Female	Male

1 toilet per 100	1 toilet per 500 + 1 urinal per 150	1 toilet per 120	1 toilet per 600 + 1 urinal per 175
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### Event Support

Make your audience feel safe and secure at moments that are otherwise highly stressful. Losing a child, falling over or having your purse stolen can all happen, so including a welfare point within your venue is good practice and having related procedures in place can help resolve situations swiftly and efficiently.

The scale and type of event will influence how detailed your procedures need to be and whether you have a dedicated welfare point, or combine it with another function, such as Box Office.

Policies and functions to consider include:

- Disoriented / Overwhelmed Persons
- Complimentary water / sun block distribution

### Food & Hygiene

All food and refreshment suppliers (all people supplying, storing and handling) should comply with all relevant health and safety legislation and in particular, food hygiene regulations issued under the Food Safety Act.

The use of any LPG equipment should be done in accordance with HSE guidance.

All relevant paperwork should be submitted to the event organiser in advance of the event, and be available upon request by an environmental health officer.

Relevant Paperwork includes:

- Public Liability insurance
- Gas testing certification (CORGI registered)
- Food Hygiene certificates

The local authority may also require that all food traders details be passed to them in advance of the event.

### Lost Children

At any event attended by children, there is the potential for them to become separated from their parents or responsible adult. In accordance with the 2003 Licensing Act and the protection of children from harm, we encourage you to give full consideration to how children will be protected during your event, and to the safe management of lost children.

If children are likely to attend your event, you should obtain a CRB check for all staff working supervised, or unsupervised, with either young children or vulnerable adults. If a CRB check is not available, you may be able to liaise with your local Police representative to conduct a Police Check for any past history.

You should provide a staffed lost children's point throughout your event and include a policy for the management of Lost Children within your Event Plan. In order to safeguard the welfare of a

lost/found child and to protect staff, the following protocol is provided as an example policy which should be in place at all events.

### **Example Lost Childrens Policy**

An agreed Collection Point will available at the event, which will be next to the event's Welfare or Information point.

If lost children, parents separated from their children, vulnerable adults or personal assistants of vulnerable adults arrive at other points or speak to a member of staff or steward they should be directed or taken to the collection point as appropriate.

Children or vulnerable adults found without their parents:

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/ guardian are.
- If a child or vulnerable adult still appears to be lost they should be led to the collection point, where they will be encouraged to remain until they have been reunited with a parent or guardian.
- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/ guardians/ persona assistant/ brother etc names, where they last saw them and a description of their them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to Security Control via 2-way radio, who will then organise a search.
- If the parent/ guardian /personal assistant's name is known an announcement will be made via the PA system "This is a public announcement, could ..... (Name of person) please come to the collection point located at the Welfare Tent.
- If the name of the parent /guardian /personal assistant is not known the following announcement will be made via stage PA systems "This is a public announcement, please remember this is a busy event, if you have been separated from a family member, then please go to the collection point located in the welfare tent".
- The PA announcement should not mention the name of the lost child.
- Radio code for a child or person found without parent or guardian is "[insert event specific code word]" (example, Welfare to security we have a "[insert event specific code word]" at the Welfare tent, details as follows...)
- Radio code for a parent/guardian reporting a child or person missing is "[insert event specific code word]".
- If a parent /carer /personal assistant is not located with 30 minutes, Security Control will inform the police.

Parent/ Guardian /Personal Assistants reporting lost children:

- Reassure parent/ guardian/ personal assistant informing you of a lost child, that a search will be organised.
- Encourage the parent to come to the collection point if not already there, so they can give details. Ask them for the following details of the child or vulnerable adult – name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and who they were with.
- Encourage the parent to regularly return to the collection point if they continue to search for the child, in case the child is found.
- Using the code word "[insert event specific code word]" radio a message to security control and all staff on radio giving the information gathered.

- Security and staff will conduct an initial search of the area.
- If the child or vulnerable person is not found the Event Management will organise a thorough sweep of the whole site including security and staff.
- When the child or vulnerable person is found, they will be lead to the collection point to be reunited with their parent.
- If a child or vulnerable person is not found within 30 minutes Security Control will inform the police.

Reuniting Parent /Personal Assistants with Children /Vulnerable Adults:

- If a child or vulnerable adult is reluctant to go with a collecting adult then the adult should be asked for proof of ID and their signature. If necessary the police may be advised on any problems.
- Once a child or vulnerable adult has been reunited with their collecting adult all stewards, security, staff and police will be informed immediately.

Lost persons log:

- All lost persons / children's incidents must be logged and filed.

## Security

You will need to ensure enough identifiable stewards are in place to cater for the site, size and nature of your event. It is imperative that stewards are adequately briefed as to their roles and responsibilities. It is not the role of the police to provide stewarding at events, nor to provide training to steward personnel.

Many events can be successfully managed with well briefed staff and volunteers. Medium or large scale events, or those requiring cash payments or are running a bar, will require dedicated, professional security.

All designated security staff must be appropriately SIA trained. Security is defined by the Security Industry Authority (SIA), as:

- Guarding against unauthorised access, occupation or outbreaks of disorder.
- Guarding property against destruction and danger
- Guarding individuals against assault

As an event organiser, you will need to be aware of the Security Industry Authority (SIA) requirements for the employment of security and stewarding at your event. For further information visit [www.the-sia.org.uk](http://www.the-sia.org.uk).

For every event, you should consider:

- How the public attending will be managed.
- How working areas, for example production compounds or backstage areas, will be secured.
- How an incident will be controlled.
- How many security staff or stewards you will require.
- Where your security staff or stewards will be located.
- What hours your security staff or stewards will be employed.
- Have the key personnel been identified? E.g Event Organiser, Safety Manager, Chief Steward, Stewards.

- Have trained, briefed and clearly identifiable stewards been appointed?

For larger events, a security and stewarding schedule, including the name and references of provider and a deployment plan, should be supplied with your event application. In addition, depending on the size and nature of your event, you may be asked to submit the following:

- Adequate additional security measures such as CCTV Surveillance.
- A comprehensive Employee List, which may be subject to Police checks.
- Contact details for the previous authority which licensed the event / event organiser for reference.
- A schedule of the previous six venues visited, to investigate if the local Police or Licensing Authority recorded any incidents.

### **Will the Police authority be involved with my event?**

There is often a public perception that the police are the lead agency for approving all public events, including those that take place on the public highway. In reality, the Police have no authority to either approve or ban such events and Police powers to regulate traffic for planned events are extremely limited. Furthermore, the Police have no general duty to preserve public safety at any public event, except where there are imminent or likely threats to life.

The Metropolitan Police form an integral part of the Safety Advisory Group and will advise on most applications as part of the Licensing or Permissions process.

In addition to dedicated event security, the MET may stipulate a requirement for policing cover, which could involve CPOs (Community Police Officers), or a more substantial deployment plan. There may be a charge for this service at the discretion of the MET.

# Glendale Event Application

1. Event Organisers Details	
<b>Organisations applying and charity number if applicable</b>	
<b>Name of event organiser</b> (person or people responsible for the health and safety, noise control and overall responsibility for the day)	
<b>Address for correspondence</b>	
<b>Contact number prior to the event</b>	
<b>Contact number during the event</b>	
<b>Email address</b>	
<b>Event website address</b>	
2. Event details	
<b>Name of event</b>	
<b>Proposed Location</b>	
<b>Event date</b>	
<b>Date &amp; time of set up</b>	
<b>Date &amp; time site will be vacated</b>	
<b>Start time of event</b>	

<b>Finish time of event</b>																												
<b>3. Description of event</b>																												
<b>Has this event been held before?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
<b>Will your event have any of the following? (if yes these are licensable activities along with many others, please contact the licensing team at Lewisham Council to obtain a license)</b>																												
Live music	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
Recorded Music	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
Performance of plays	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
Dance	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
Films	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
Alcohol	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
<b>Is the event free for public access?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
<b>Will you be supplying catering? (please refer to guidance notes)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
<b>How many people are you expecting to attend your event?</b>	Min No _____ Max No. _____																											
<b>Which best describes your event?</b>	Commercial <input type="checkbox"/> Community event <input type="checkbox"/> Charity Event <input type="checkbox"/> Fundraising event <input type="checkbox"/>																											
<b>Will you need any road closures?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>																											
<b>Will there be any of the following at your event?</b>	<table style="width: 100%; border: none;"> <tr> <td>Fireworks</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Fairground equipment</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Stalls</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Inflatables</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>P.A System</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Toilets</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Marquees</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Barrier/Fencing</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> <tr> <td>Generator</td> <td>Yes <input type="checkbox"/></td> <td>No <input type="checkbox"/></td> </tr> </table>	Fireworks	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fairground equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Stalls	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Inflatables	Yes <input type="checkbox"/>	No <input type="checkbox"/>	P.A System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Marquees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Barrier/Fencing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Generator	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fireworks	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Fairground equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Stalls	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Inflatables	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
P.A System	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Toilets	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Marquees	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Barrier/Fencing	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										
Generator	Yes <input type="checkbox"/>	No <input type="checkbox"/>																										

	Any animals <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other
<b>Will you need vehicles onsite?</b>	
<b>4. Security</b>	
<b>Have you notified the emergency services?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>How many security stewards will be working?</b>	
<b>How will they be identified?</b>	
<b>Who will be the chief steward?</b>	
Please supply the contact name and number of the security company you are going to use at the event if required.	
<b>Site Facilities</b>	
<b>What arrangements have been made for the supply of electricity?</b>	
<b>What arrangements have been made for people with disabilities?</b>	
<b>What arrangements have been made for lost children?</b>	
<b>What arrangements have been made for exits/first aid/lost children etc signs?</b>	

**What arrangements have been made for litter clearance?**

*The event organiser should ensure that the site is regularly litter-picked during the event and at the end of each day, to ensure that the park is kept clean and free of litter. If the event organiser fails to do this, then Glendale reserves the right to carry out the works in default and charge the event organiser the cost incurred.*

**What arrangements are in place for first aid?**

**What arrangements have been made for the provision of toilets?**

*You will be required to ensure that the toilet facilities are adequate. Please submit the Name and address of the hire company.*

**6. Declaration**

*Glendale reserves the right to refuse any application whatsoever, or terminate any agreement, which may have been accepted, without any reason being given. In the event of a refusal to comply with these conditions or any instructions (verbal or written) from Glendale, the hirer may be excluded from the park and obliged to make full payment with respect to hire charges and will be liable in law for breach of contract, and may lead to legal action being taken by Glendale.*

If permission is granted for the event, I hereby agree to comply with the conditions set out in this form and any department terms and conditions and all responsible instructions given by all authorised Officers of Glendale or the Council. I understand that by

I have read and agree the terms and conditions of hire.

Print name

.....

Signed

.....

Date

.....

*Official Use*

*Authorised Officer of the Council signature .....*

# TERMS AND CONDITIONS OF HIRE

## Interpretations

Under these conditions of hire, the hirer shall mean the person in whose name the booking is made and who shall be the named person specified on the application form.

Glendale shall mean the Events Manager or anyone acting on his/her behalf who are employees of Glendale Grounds Management.

## Application of hire

Applications to hire Lewisham's parks or open spaces must be made via an official application form.

The acceptance of the application form does not constitute a contract of hire for an event until Glendale Grounds Management has received a signed contract of hire, deposit payment and a letter of confirmation has been sent to the hirer.

The person signing the contract of hire must be over the age of 18 years.

The person whose name appears on the application form and/or contract of hire shall be the person responsible for the event and any legal action that may be brought, over any accident or incident at the event. The insurance or the breach of conditions of hire and/or licensing issues.

Glendale Grounds Management reserves the right to refuse any application without stating the reason for rejecting the application.

## Charges

All lettings will be subject to a scale of charges in operation at the date when the event takes place. Hirers will be advised of the charges payable when receiving confirmation of hire.

The hirer agrees to pay Glendale Grounds Management on demand the cost of repairing and making good any loss or damaged (fair wear and tear excepted) arising out of or incidental to hiring, which may be in excess of the security damage deposit.

In some cases a deposit may be required against reinstatement of land.

## Payment of hire

A deposit of 25% of the full hire charge shall be made to secure the booking of the event. This must be paid by return of post with the letter of receipt of the booking. The balance must be paid for 6 weeks before the event takes place.

A security deposit of £250 will be required in the form of cash or bankers draft 15 working days before the event takes place. The security deposit shall be returned providing the site and surrounding area is left in a clean, safe and secure way, and all the terms and conditions have been complied with. Glendale will use the security deposit to repair any damage to the park, property and buildings and/or to remove additional litter from the site to bring the site to a suitable standard. For large events of 1,000+ people attending a security deposit of £1000 will be required within 15 working days. For certain major events with over 5,000 people attending a damage deposit of £10,000 will be required.

Payment should be made without further reminders. All cheques should be made payable to Glendale Grounds Management. Any account outstanding 4 weeks before the event is due to take place may incur a 25% surcharge (unless otherwise stated by the Glendale).

If an application and/or contract is received 8 weeks before the event is due to take place, then full payment and/or security deposit is due in the form of cash only.

### Cancellations

In case of cancellation of the event booking, the hirer must inform the Glendale Grounds Management in writing.

If the hirer cancels with 22+ days before the event takes place only the deposit may be lost.

21 days notice of cancellation	100% refund.
14-20 days notice of cancellation	50% refund.
7-13 days notice of cancellation	No refund.
Cancellation made by Council	100% refund.

Glendale reserves the right to cancel a booking at any time having given notification of no less than 14 days in advance to the hirer.

In case of an emergency, no prior notice shall be given should the park/open space be required for special or exceptional circumstances. In exercising these rights Glendale accepts no liability whatsoever other than to refund any fees paid (without compensation/interest) for the hire of the venue.

Glendale reserves the right to cancel a booking if the hirer intends to use the park/open space for any purpose than stated on the official application form.

### Indemnity

The hirer shall unless informed otherwise by the council indemnify Glendale against all actions, claims and demands by any person/s who suffers or sustain any loss or damage or injury to his/her person or property arising out of or as a result of the use of the park by the hirer during the event including the event set up/down.

### Publicity

Glendale requires advanced details of all publicity materials at least 10 days prior to the publicity being issued.

The hirer shall not publish any material without prior written consent from Glendale.

### Temporary structures

These may include stages, platforms, tents, marquees etc. Glendale will wish to see certification relating to the manufacturing, fire retardance and erection of these types of structures. Your supplier should be able to provide you with copies of any documentation that is required.

All types of temporary structures listed above will need to be erected and dismantled by sound and competent person/s who are fully trained and experienced.

Guy ropes, tent pegs and stakes must not obstruct any route leading to a pace of safety. Where they flank any such route, they must be adequately marked as so to be visible at all times.

Should a marquee or tent be used, you must submit a layout of the marquee/tent with the proposed exits. All exits must be clearly marked by the word 'EXIT' or 'WAY OUT' in plain block letters, which should not be less than 125mm high. You must place these signs in a position where they can be readily seen. The exits should not be obstructed by stakes, guys, tent pegs or other items.

The hirer is to obtain the approval of Glendale Managed Services for the erection of any fencing additional to that already existing and to remove this temporary fencing upon the completion of the event.

#### Maintenance of good order

The hirer shall at all times be responsible for maintaining good order during the hire and that no gaming or unlawful activity is permitted.

At the request of the Glendale, the hirer shall have removed any person from the event whose conduct is unacceptable or who endangers other members of the public by their actions.

#### Supervision / stewards

The event organiser is responsible for the administration and organisation of the event and in obtaining suitable competent people to act as stewards. Arrangements can be made with Glendale Grounds Management for assistance, if required by the hirer.

Throughout the duration of the event all stewards shall wear a high visibility tabard, coat or T-shirt with the wording 'STEWARD' on the back. Badges are not acceptable.

The stewards are responsible for the supervision and control of all visitors and officials, event entrances/exits and should be familiar with the emergency evacuation procedures.

All stewards shall receive a concise briefing with guidance notes of duties and roles explaining their roles and duties as a steward before the event takes place, all briefing shall be recorded.

The name/s and addresses of the chief steward supervisors with relevant stewarding experience shall be submitted to Glendale Managed Services no less than 3 weeks before the event is due to take place. The chief steward shall have means of contacting the outside emergency services if the need arises at the event organisers' own expense.

All stewards whilst working the event MUST NOT be under the influence of drugs and/or alcohol.

#### Litter clearance

It is your responsibility to ensure that you have adequate supply of litter bins, refuse sacks etc, and to ensure that the site is left clean, safe and tidy. If the site is not left in a satisfactory condition, the security deposit shall be used to bring the site up to satisfactory condition. The remainder (if any) shall be returned.

The hirer is to keep clean the area hired and any temporary staging, marquee, tents etc for the length of the hire and to remove on a regular basis all rubbish, litter and unsightly materials that may have been deposited on or around the hired area. No ditch, fountain or water course, is to be polluted in a way by rubbish, litter, liquids, chemicals etc.

#### Safety and site management

The hirer will be responsible for enforcing all Health & Safety and Licensing regulations/legislations. The hirer must ensure that all access and egress routes to the site are adequately signed posted, stewarded and remain so until the event is over.

The hirer may be required to supply an Emergency Action Plan to Glendale demonstrating that adequate preparation and precautions have been taken to deal with an emergency situation. This should include the provision of an incident control point, emergency training and a clear chain of command for stewards, a complete site evacuation procedure and adequate provision for emergency vehicles to access the site at all times.

Only diesel generators may be used for the supply of power and they must be cordoned off from the general public. An RCCB (Residual Current Circuit Breaker) must be incorporated into the wiring. For every diesel generator at the event you will require one carbon dioxide fire extinguisher. There must be suitably trained personnel to operate the generator/s.

Additional fire extinguishers and fire blankets may be required on site and should be located at the central information point and first aid.

The organiser shall issue out Glendale a telephone number where a Glendale Manager/Supervisor can contact the event organiser in the event of Glendale receiving a complaint from local residents etc while the event is taking place.

Suitably qualified personnel must provide First Aid cover, and suitable clean drinking water must be readily available. Any event with 500+ people in attendance MUST have a recognised First Aid cover.

The hirer is to provide proper, adequate and hygienic toilets on the area used for the hirer's staff, and the public, to the satisfaction of Glendale and the Council.

You will comply with all directions of Glendale, which may be given from time to time in relation to public safety, and the use of the park. The hirer will comply with all bylaws pertaining to the parks.

You will comply with all statutory requirements and bylaws relating to the event and shall follow any directions and instructions given by Glendale, the police or the fire brigade.

Glendale cannot accept responsibility for damage to, or the loss or theft of any property or equipment brought onto Glendale's parks/open spaces.

#### Risk assessments

The organiser shall carry out a risk assessment of the potential hazards involved with the event. A hazard is the potential that lies in anything, person or situation to cause harm to people, plant, property or the environment.

Having rated the hazard, attention should be turned to assessing the risk potential. This is a chance that the hazard will/could cause harm to people, property or the environment.

The organiser shall carry out a risk assessment for the event and ensure it adheres to all current Health & Safety legislation requirements, particularly with respect to any electrical equipment that might be required.