



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

# **A Guide to Hiring a Park or Open Space for Outdoor Events**

## Introduction

If you are interested in holding a public event in a park or open space owned by East Cambridgeshire District Council then this guide will take you through the permission process, the terms & conditions and provide you with useful information.

It is important to plan ahead and agree the programme of activities well in advance of the event date. You will need a team of people to help with organising the various aspects of the event such as event administration, finance and health & safety. Good planning and organisation are essential to putting on an event that is both safe and enjoyable.

Further information about running an event safely can be found on the [Health and Safety Executive website](https://www.hse.gov.uk/event-safety/running.htm). See here: <https://www.hse.gov.uk/event-safety/running.htm>

If you are organising a voluntary or community event, then the 'Can Do' guide on the gov.uk website will help you to plan and run a successful event. See here: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>

## Choose your Site

East Cambridgeshire District Council owns/manages the following open spaces in Ely:

- Ely Park (Cherry Hill)
- Jubilee Gardens
- Palace Green

If you feel that one of these locations may be suitable to hire as a venue for your community or fundraising event, you can find the conditions of hire and booking form below. Public open space is not available for private hire such as wedding receptions or private parties.

Events on the highway that require the road to be closed off to general traffic such as parades and processions will require a temporary road closure licence. Please contact Cambridgeshire County Council for further details. See here: [Public events on the road - Cambridgeshire District Council](#)

## Decide on the type of Event, Theme and Activities

Once you have decided on the location for your event, you need to decide what type of event you would like to have. Ideas could include music concerts, community fetes, cultural events, dog shows, walks or runs, theatre shows, food festivals or educational events.

Other considerations to think about include (but are not limited to):

1. Will your event be a community event? For fundraising?
2. How many people would you like to attend?
3. Will you have an entry charge?
4. Do you need to hire toilets, fencing, staging or marquees?
5. Who will work at the event?
6. What activities will you have? Activities could include dancing, theatre, music, filming, fireworks, market stalls, food, face painting, cooking, re-enactment etc.
7. Where will people park?

## Event Application Process

Application – All events held on Council owned Parks & Open Spaces will need permission from the Council to be able to go ahead. To begin the process, please go click [here](#).

**You must provide at least 3 months' notice of an event to allow time for licences/permissions to be issued.**

Event Acknowledgement – Once your completed application has been received, we will check it for date availability, event suitability and licence requirements. We will write to you and acknowledge your application and we will confirm if there any fees & charges. We will also let you know about any other additional requirements that are necessary before your event can be confirmed.

Event Confirmation – You will need to provide a Risk Assessment, a copy of your Public Liability Insurance and a Site Plan along with your booking form.

Larger events and events which could present a risk to public safety should also attend the [Safety Advisory Group](#), who will require a comprehensive Event Management Plan to include risk assessments, parking & traffic management plans. This documentation is required at least three months in advance of your proposed event.

Once all the necessary documents have been received, we will write to you and confirm that the event can go ahead. Events will not be able to go ahead without a written Event Confirmation from us.

It is recommended that you apply at least six months in advance. Large scale events require much longer. You need to allow enough time to properly plan your event, consider Health & Safety implications, obtain licenses (if necessary), secure any necessary infrastructure, hire staff/volunteers and promote your event.

## Health and Safety Risk Assessment

Safety is your responsibility and as an event organiser you have a duty of care for the people who will work at and attend your event. If you are holding an event on Council owned land, a site-specific Risk Assessment must be conducted.

Completing a site-specific risk assessment is an essential part of organising a successful event. It will ensure the safety of everyone involved with your event. Risk assessments are a legal requirement for employers under the Management of Health and Safety at Work Regulations 1999. Sometimes specific safety requirements will have to be applied and failure to apply them could result in the cancellation of your event or, in the most extreme cases, prosecution.

See our [Risk Assessment Guidance for Events](#) which guides you through this process and includes an example of a risk assessment for events.

For more information see:

- Event Safety: [Event safety - Running an event safely \(hse.gov.uk\)](#)
- The Purple Guide to Health, Safety and Welfare provides comprehensive guidance on all aspects of event planning and management: [The Purple Guide](#)
- Bouncy Castles and Inflatables: Serious incidents have occurred where inflatables have collapsed or blown away. These simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them.

- [Bouncy castles: safety advice - Health and safety in the entertainment industry \(hse.gov.uk\)](#)
- Temporary Demountable Structures: [Event safety - Temporary demountable structures \(hse.gov.uk\)](#)
- Animal Welfare: [Apply for animal activity licence](#). For general information see [GuidelinesForWelfare.pdf \(rspca.org.uk\)](#) The Council does not allow events that offer 'Pets as Prizes'.
- Fireworks: Displays on public land are restricted to professional operators and recognised bonfire and firework societies. [HSE Explosives - Organising firework displays](#)
- Fun Fair Events: The event organiser must notify the Council at least two months before the event. Specific documentation must be completed and returned. The additional documentation for a Fun Fair includes 1) Agreement 2) Third Party Public Liability Insurance Cover of a minimum value of £10 million per Ride 3) ADIPS forms for all rides 4) Risk Assessment.
- Fire safety guidance, [Event safety - Fire safety \(hse.gov.uk\)](#)

**Please note: Inflatables and fun fairs are not permitted on ECDC land.**

**Do not compromise on safety. You can always rearrange your plans and programme but you cannot correct the effects of an accident.**

## Safety Advisory Group

Larger events, events of an unusual nature or events that are new to East Cambridgeshire will benefit from meeting with the Safety Advisory Group (SAG). SAGs provide a multi-agency forum for discussing and advising on public safety at an event. They aim to help event organisers with the planning and management of an event and to encourage cooperation and coordination between all relevant agencies. The East Cambridgeshire SAG may contact you to discuss your event proposals further. [The Role of Safety Advisory Groups - HSE](#)

## Licenses

Some events will require a licence. You will need to allow 10 weeks for a premises licence and 4 weeks for a temporary event notice (TEN). For advice on licensing, see the links below or contact Environmental Health & Licensing Services at: [licensing@eastcambbs.gov.uk](mailto:licensing@eastcambbs.gov.uk)

### [Licensing, Permits and Registration](#)

<ul style="list-style-type: none"> <li>• Premises Licence</li> <li>• Personal Alcohol Licence</li> <li>• <u>Temporary Event Notice (TEN)</u></li> </ul>	<a href="#">Find out about Premises Licences, Personal Alcohol Licences and Temporary Event Notices (TEN)</a>
<ul style="list-style-type: none"> <li>• Charity Collection Licence</li> </ul>	<a href="#">Find out about charitable collection licences</a>
<ul style="list-style-type: none"> <li>• Street Trading Licence</li> </ul>	<a href="#">Apply for a street trading licence</a>
<ul style="list-style-type: none"> <li>• Animal Licensing</li> </ul>	<a href="#">Animal licensing</a>

- Food Hygiene Rating – See [Food hygiene rating scheme](#). Make sure that anyone selling food at your event has been awarded a Food Hygiene Rating of 5. A good food hygiene rating can help you keep your customers safe.
- Alcohol – *Events of less than 500 people*: You will need to obtain a Temporary Event Notice (TEN). Applications need to be made at least 10 days before the event. *Events of more than 500 people*:

You will need to obtain a Temporary Premises Licence. Applications need to be made at least two months before the event.

- Street Trading Licence and Selling of Goods – If your event is free to attend and you will be trading (selling any item including food, drink) or collecting, you will need to apply for a Street Trading Licence. The Council prohibits the sale of illegal goods, animals, birds and fish, replica or real guns, knives and other weapons on its land. A Street Trading License should be applied for at least two months before your event.
- Raffle – If you are planning to sell raffle tickets and complete the draw on the same day then permission is not normally needed. If you are planning to sell tickets in advance of the draw then you may need a Lotteries Registration License. If you are planning to sell £20,000 or more in raffle or lottery tickets then you will need to register with the [Gambling Commission](#). Individuals cannot raise money for private gain.
- Charitable Collections – The permission of the landowner is required and/or a street collection permit is required before collections can take place. The Council is able to issue a street collection permit so that you can collect money from the general public on behalf of charities. Applications for a permit must be made at least one month in advance.

### **Insurance**

Hirers of public open space are required to hold a current insurance policy for Public Liability. The policy cover must be for a minimum indemnity sum of £5 million per incident and the Council reserves the right to require a higher limit if deemed necessary. Please ensure your insurers are fully aware of all the activities taking place and that all your exhibitors, sub-contractors and caterers etc all have their own insurance. Evidence of this may be requested before, at or after the event.

### **Site Plan**

You will need to produce a detailed site plan showing the layout of your event, positions of stalls, marquees, exhibition units, car parking, stages, structures, seating, toilets, emergency access points, marshal points, first aid etc. For races, a detailed route plan will need to include the location of route marshals, refreshment points, first aid etc.

### **Event Parking**

The parks are not to be used for event parking without prior arrangement. A detailed parking plan may be required and will need to be agreed with the Council. There are plenty of car parks around Ely for car parking purposes. Information about event parking must be clearly communicated to all attendees.

### **Event Management Plans**

Large scale events and those presenting a risk to public safety will require a detailed Event Management Plan covering all aspects of the event.

### **Traffic Management Plans**

Large scale events will require detailed Traffic & Parking Management Plans.

### **Fees and Charges**

Hire of Council owned/managed land will generally not incur a charge to the organisation/hirer. However, there may be a charge for additional opening of public toilets, electricity usage or additional waste collection.

As landowners, East Cambridgeshire District Council has a duty of care to ensure events and activities are planned, well run, safe to attend and that health and safety risks are fully considered and adequate control measures are in place. We need to know who is using our land, when they are using it, for what purpose and how it will affect others. We also need to consider environmental protection and the protection of the District's assets with minimal disruption to the environment and wildlife. Having this information will also help to ensure that events & activities don't clash with one another and with our regular maintenance. Anyone wanting to use our parks for events or organised activities must go through the application process. The same considerations and approach are used for all event and activity applications. When we receive specific information that facilities are being used without permission or payment, we will act on that information and this may result in your event being stopped.

### **Emergency Services**

You are requested to notify the police and other appropriate emergency services of your proposed event, particularly if more than 500 people are expected to attend. You will need to supply details of your first aid provider. You will be held responsible for ensuring adequate fire precautions are in place, that exits are kept clear for emergency vehicles and for seeing that none of the footpaths are blocked.

- [Cambridgeshire Police](#)
- [Ambulance Service](#)
- [St John Ambulance](#)
- [Cambridgeshire Fire and Rescue](#)

### **Public Conveniences**

Although our Park sites do have public toilet facilities nearby, existing facilities may not be available or may not be adequate for the number of people coming to your event. Depending upon the size of your event, you may need to provide temporary toilet facilities.

### **Noise**

The control of noise including music from public address systems is covered by Environmental Protection legislation. When planning your event, always consider residents living close by. Nominate a noise monitor who regularly checks the noise levels at the perimeter of your event and adjusts them as necessary. Advise residents of your planned activities, giving start and finish times. This is not compulsory but highly recommended and good practice. Any event on Council land using amplification for music or speech must comply with the maximum noise levels set by the Council and end by 10:30pm, unless a licence has been granted. [Report a noise complaint - East Cambridgeshire District Council](#)

### **Park and Building Protection**

Event organisers will be responsible for any damage to the land and/or buildings close by. You will need to consider this when setting up your event. Repairs to any damage will be carried out by the Council and their contractors and invoiced direct to you. Larger events may be required to pay a security deposit before the event. Park infrastructure must not be used, such as fencing and benches etc. Music is not to be played without permission.

### **Balloons and Sky Lanterns**

East Cambridgeshire District Council has banned mass balloon and Chinese lantern releases for events taking place on Council land. Helium filled latex and foil coated balloons can pose a serious threat to wildlife and livestock and lit sky lanterns pose a significant fire hazard.

It is now part of our terms and conditions of hire that you agree not to release these as any part of your event.

## **Promote your event - for FREE!**

We work closely with our District's tourist board [Visit Ely](#). You can enter your event details here for free [Submit your East Cambs event for free](#) and your event will appear in all searches for 'events' (subject to review by Visit Ely before being published).

## **Advertisements and Signs**

If you intend to use banners, posters or flyers around the District then you will need to get written approval from The Council. [Advertisement Consent - East Cambridgeshire District Council](#)

If you intend to use banners, posters or flyers at the event site then please add details of this to your event application form. You must not advertise your event until the relevant permissions have been granted for your event to go ahead. Posters & banners must be hung with string (not cable ties) and removed immediately after your event.

East Cambridgeshire District Council cannot give permission for advertising outside of its property. "Fly posting" is an offence under the Town and Country Planning (Control of Advertisements) Regulations 1992. The Council reserves the right to remove and cancel any unauthorised advertising and to recover the cost incurred from the event organisers. For more information see: [Outdoor advertisements and signs: a guide for advertisers - GOV.UK \(www.gov.uk\)](#)

## **Waste Management and Litter**

To ensure that the Council's obligations under the *Environmental Protection Act 1990 - Code of Practice on Litter and Refuse* are met, the event organiser is responsible for:

1. Ensuring that the event site is regularly litter-picked during the event.
2. Ensuring that the event site is cleared of all refuse & recycling and this is disposed of legally following the event.

If the event organiser fails to do this, then the Council reserves the right to carry out the works and charge the event organiser for any costs incurred. The Council are able to offer an Event Waste Service. There is a fee for this service. For more information see [Event waste management - East Cambs Street Scene](#)

## **Electric**

The Jubilee Gardens site offers an electric hook up on the bandstand which is checked by a certified electrician.

## **Neighbours**

When planning your event, please consider residents living close by. Advise them of your planned activities, giving start & finish times and provide them with a contact email and/or telephone number should there be any issues during your event.

## **Further Information**

[Highway licences and permits - Cambridgeshire County Council](#)

[Your guide to organising a street party - GOV.UK \(www.gov.uk\)](#)

[Fire safety risk assessment: open-air events and venues - GOV.UK \(www.gov.uk\)](#)

## **Privacy Statement**

[Privacy Notice - East Cambridgeshire District Council](#)

### **General Data Protection Regulation (GDPR)**

Applications for events will be processed by East Cambridgeshire District Council Open Spaces and Facilities Team.

Personal data and company information will be kept on file for a period of up to three years. We may share information you provide with other agencies involved in your event application including but not limited to the Safety Advisory Group (SAG), other ECDC Services such as licensing, Cambridgeshire County Council, Ely City Council, other emergency services and Visit Ely. Your information will not be shared with anyone else or any other organisation not associated with your event. Risk assessments and public liability insurance information will remain on file.

East Cambridgeshire District Council will use your information to administer events in Ely's parks and open spaces and will contact you for the following reasons:

1. To discuss, request further information, acknowledge and confirm your event.
2. We may need to inform others of your events/activities if they are likely to impact on others. This does not include your personal information.
3. East Cambridgeshire District Council and Visit Ely will promote events and performances. Marketing methods include flyers, posters, social media and website. The public enquiry contact information that you have provided will be included.

### **Keep Your Information Updated**

If any of your application details change once your application has been submitted, please inform us. No additional items/activities may be included without the Council's consent.

### **Terms and Conditions**

See our separate Terms & Conditions for the hire of Parks and Open Spaces. When completing your Event Application Form, you will be asked to sign to say that you have read and accept the terms.