

Standard Requirements for Event Bookings

The list below provides some guidance on elements to consider when organising events.

ELEMENTS	ADVICE
Alcohol and Entertainment	If an event includes licensable activities, please refer to https://www.sholland.gov.uk/article/5250/Alcohol-Entertainment for advice on how to apply for a Premises License or Temporary Event Notice (TEN) or email: licensing@sholland.gov.uk
Barbeques	Barbeques are not permitted on Council land without prior consent.
Bouncy Castles/Inflatables (also see Temporary Structures)	Bouncy Castles are not permitted on Council land without prior consent. For advice email: foodhs@sholland.gov.uk
Contractors/Suppliers	The use of reputable and recognised contractors and suppliers is mandatory.
Crowd Management	Appropriate monitoring and crowd control arrangements to be put in place throughout the duration of the event.
Damage to Facilities/Grounds	It is the responsibility of the event organisers to notify the Council immediately of any damage and make good to Council grounds and/or facilities. The Council retains the right to invoice organisers for any damages incurred as a result of their event.
Emergency Services (also see Safety Advisory Group)	The Emergency Services should be consulted during the planning stages of large scale events.
Event Planning (also see Safety Advisory Group)	Event planning information is available on the Lincolnshire Event Safety Partnership website - http://www.lincolnshire.gov.uk/lincolnshire-prepared/Lincolnshire-Event-Safety-Partnership The website provides template documents to use to help plan events including an Events Organisers Handbook, Event Management Plan and Event Risk Assessment templates. For safe events, planning is crucial and the website provides details on all elements to be considered.
Fairground Rides	Fairground Rides are not permitted on Council land without prior consent.
Fats and oils (also see Food Stalls and Catering Units)	These must be taken from site and disposed of in the correct manner.
Fires/Fireworks	Fires/fireworks are not permitted without prior consent from the Council.

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First Aid	Appropriate levels of first aid/appropriate trained personnel to provide medical cover depending on the size of the event.
Food Stalls and Catering Units	Food vendors should be registered with a local authority and be able to provide documentation including public liability insurance; risk assessments; food hygiene rating; copy of previous inspections. You should contact the Food Health and Safety Team at the Council, as you may be required to apply for Street Trading Consent. For further advice email: foodhs@sholland.gov.uk
Glass/bottles	No glass is allowed on South Holland District Council playing fields.
Highways	If an event will have an impact on the Highway network and for advice on road closure and temporary traffic restrictions, advice is available from Lincolnshire County Council - http://www.lincolnshire.gov.uk/transport-and-roads/road-management-and-maintenance/management-services/events-on-the-highway/36947.article
Landowners	Organisers should obtain permission from the landowner for the use of land/area where the event is taking place.
Licences	It is the responsibility of the organiser to obtain the relevant licences. Information and advice on licensable activities is available at - https://www.sholland.gov.uk/article/5250/Alcohol-Entertainment
Litter/Waste	All litter/waste to be removed from the site by the organiser.
Noise	<p>The organiser is responsible for contacting all nearby residents to inform them of the event, providing details of start/finish times together with a telephone number of a contactable person on site.</p> <p>If your event involves the use of a PA system, noise levels should be monitored at all times.</p> <p>You should provide a named and contactable person on site throughout the event to take immediate action to reduce noise levels if requested by the Police or Council Officers.</p> <p>The times of the event should be strictly adhered to with no noise outside the permitted hours.</p> <p>If necessary, the Hirer must turn off generators and power to all sources of noise.</p> <p>Email: pollution@sholland.gov.uk for advice.</p>
Police	The Police should be informed of all events being organised.
Prohibited Activities	<p>The following are Prohibited on all Council Land:</p> <ul style="list-style-type: none"> • The engaging of an animal circus and the use of performing animals. • The staging of blood sports • The selling, or giving as prizes:- <ul style="list-style-type: none"> ○ Any animal including fish, birds or reptiles ○ Weapons, imitation/replica weapons or ammunition this includes all toy

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	<p>guns and gun shaped objects.</p> <ul style="list-style-type: none"> ○ Any smoking related items, including tobacco products, pipes, rolling papers, matches and lighters is prohibited in all Council premises and no sponsorship or marketing of tobacco products or tobacco companies is acceptable at Council operated sites. ○ Electronic Cigarette (e-cigarettes) products ○ Any item, which could be described as “drugs paraphernalia”, herbal drugs or items providing a `Legal High` is prohibited <ul style="list-style-type: none"> • Silly string foam or similar products • mini-motos • Goods of an obscene, pornographic or dangerous nature. • Promotion of pay day loan companies • Character reading and fortune telling • Punch ball games • Sky lanterns • Balloon releases <p>The sale of alcohol is not permitted without prior consent from the Council.</p> <p>Fairground amusements or similar equipment are not allowed without prior consent from the Council.</p>
Public Liability Insurance	Organisers are required to arrange for Public Liability Insurance to the value of £5 million to indemnify the Council against all claims for damages, compensation, injury etc.
Risk Assessments	<p>Risk assessments must be completed for all elements of an event – refer to Lincolnshire Event Safety Partnership website for templates and further advice on risk assessments:</p> <p>http://www.lincolnshire.gov.uk/lincolnshire-prepared/Lincolnshire-Event-Safety-Partnership</p>
Signage (also see Highways)	<p>For event signage on the highway please ask for advice from Lincolnshire County Council - http://www.lincolnshire.gov.uk/transport-and-roads/road-management-and-maintenance/management-services/events-on-the-highway/36947.article</p>
Site Infrastructure and Safety	<p>Ensure compliance with Construction (Design and Management) Regulations (CDM) where applicable.</p> <p>Ensure that any electrical supply or equipment used complies with all statutory requirements.</p> <p>Ensure that equipment and records comply with the relevant Fire Regulations.</p> <p>Ensure that equipment and records comply with the relevant Gas Safe Regulations.</p> <p>Comply with legislation regarding smoke and odour emissions and ensure only authorised fuels are used on site.</p> <p>Oxy-acetylene must not be brought onto any part of the site or Park</p>

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	<p>Petrol generators are not permitted on site.</p> <p>Make provisions for public toilets, including toilets for people with disabilities.</p> <p>The Council shall not be held responsible for any damage to or theft of property during its removal and storage or for the duration of the event.</p>
Safeguarding	<p>Where relevant, it is the responsibility of the hirer to ensure appropriate provision is made for the Safeguarding of Children and Vulnerable Adults. Appropriate Disclosure and Barring Service checks (DBS) will be required.</p>
Security and Stewarding	<p>Where relevant and required ensure there is adequate security staff on duty throughout the duration of the event, including overnight security. The organiser is to ensure that no unauthorised personnel, equipment or activities are allowed on site throughout the duration of the event. Where relevant and required, ensure adequate stewards/marshals are on duty throughout the event. Each steward/marshal must be trained and clearly identified.</p> <p>Security and Stewarding staff must comply with the Security Industry Authority (SIA) requirements – http://www.sia.homeoffice.gov.uk/Documents/licensing/sia_security_at_events.pdf</p>
Safety Advisory Group for Events (SAG)	<p>The Lincolnshire Event Safety Partnership holds regular Safety Advisory Group (SAG) meetings which event organisers are able to attend for advice and support with planning. Please refer to the website: http://www.lincolnshire.gov.uk/lincolnshire-prepared/Lincolnshire-Event-Safety-Partnership</p>
Temporary Structures	<p>Stalls/Marquees/gazebos are not permitted on Council land without prior consent. For further advice email foodhs@sholland.gov.uk</p>
Traffic Management	<p>Plans to be put in place to control movement of traffic, consider suitable parking facilities with alternative options, access for emergency vehicles, separation of pedestrians and vehicles etc.</p>

This list is not exhaustive as there are many elements to consider when organising different types of events.

For further advice please refer to the Lincolnshire Event Safety Partnership website - <https://www.lincolnshire.gov.uk/lincolnshire-prepared/Lincolnshire-Event-Safety-Partnership>

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