



**Terms and Conditions of Hire
for Events on Parks and
Public Open Spaces, including those
within the City Centre**

Derby LIVE
Derby City Council
Guildhall Theatre
Market Place
Derby
DE1 3AE
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BASIC CONDITIONS

In this document “we”, “us”, “our” refers to Derby City Council and “you”, “your” refers to the Hirer. For the avoidance of doubt the Hirer refers to the individual or organisation organising the event and their employees, volunteers and sub-contractors.

1 Application Procedure

- 1.1** If you wish to hold an event on a Park or listed City Centre Open Space, please complete and return an application form to Space Hire, Derby LIVE, Guildhall Theatre, Market Place, Derby, DE1 3AE. Contact Outdoor Events on (01332) 640848, email: spacehire@derby.gov.uk if you have any queries or would like more information. We ask for a minimum of three months’ notice for small scale events and six months’ notice for large scale events/events of a more complex nature, to ensure that we can process them in good time This also ensures that all licences and support is in place. For information it takes a minimum of four weeks to process event application forms.
- 1.2** Answer all relevant questions on the application form and provide copies of all required documentation or your application could be delayed.
- 1.3** When we receive your application we will send a letter to you, together with a copy of your application for your records. These form your Conditions of Hire. If there is any change to the information on your original application you must inform us immediately in writing. If you do not notify us of any changes, permission for the event may be withdrawn.
- 1.4** If permission is given for your event to take place, you must comply with these Terms and Conditions, together with any additional conditions or instructions agreed in writing between the parties.
- 1.5** If your event is assessed as scoring highly against some or all of Derby LIVE’s programming priorities of: Quality, Innovation, Diversity and Economic Benefit, we would be happy to consider entering into a partnership arrangement with you. This will involve an amount of in-kind support from Derby LIVE which may consist of such elements as: waiving some or all of the space hire fee; helping with the promotion of the event; assistance and advice from event management professionals; and so on. If you wish to explore this option, please ask for a Partnership Agreement form so that your event can be assessed as a potential partnership with Derby LIVE.
- 1.6** We may forward details of your event to the Derbyshire Events Safety Advisory Group for their comments about health and safety and emergency planning. The Derbyshire Events Safety Advisory group may provide specific advice on your event and this could become part of your Conditions of Hire.

2 Cancellation or Refusal by the Council

- 2.1** The Council reserves the right to refuse any application or cancel any bookings at any time. The Council also reserves the right to stop an event taking place if conditions are not met. The Council will not be liable for any costs incurred by the hirer as a result of a refusal or a cancellation.

3 Cancellation by the Hirer

- 3.1** If the hirer cancels this agreement upon giving the Authorised Officer not less than three months' notice prior to the event date, the booking fee will not be refunded. If the Hirer cancels this agreement by giving the Authorised Officer less than the required three months' notice or gives no notice at all you shall be liable to pay to Derby LIVE the full Hire Fee or such lesser amount as Derby LIVE may in its absolute discretion determine.

4 The Hirer's Responsibility

- 4.1** It is your responsibility as the hirer's to:
- be present at the event site at all times while the event is taking place
 - make sure you comply with all relevant conditions, byelaws and statutory laws
 - liaise with the Emergency Services relating to the event. See list of contacts in Appendix 2
 - make sure that the event is as safe as possible
 - make sure that the event starts and finishes at the specified times
 - make sure you comply with any instructions given by Council Officers, or emergency services
 - make sure that the event does not disrupt other users of the site or the public
 - inform staff working at the event of all hire conditions, particularly health and safety and emergency procedures.

5 Cost of Facilities

- 5.1** There is a booking fee of £51.15 + VAT (£61.38) which is non-refundable. We will advise you of any further charges after we receive your application in your Conditions of Hire letter. The Council has the right to negotiate these fees.
- 5.2** You may be required to pay a bond before the event. We will refund this bond after the event, less the cost of any clearing up or reinstatement work necessary.
- 5.3** We will charge for sports facilities and any equipment unless otherwise agreed.
- 5.4** Any costs we incur as a result of an event will be passed on to you. Our designated Officer may decide a Health & Safety inspection is required; if so, any charges incurred undertaking this inspection will be passed on to you.

- 5.5** If electricity or an water supply is available at the requested site, the charge per day for each one will be: (if you require both please double the price)
£40.00 +VAT – commercial, £20.00 +VAT – non commercial
However all charges will be confirmed upon assessing each individual request.
All requests are also subject to staff and availability

6 Payments

- 6.1** You must send the booking fee payment relating to an event to Space Hire two weeks from receipt of the confirmation letter. All Fee's must be paid six weeks prior to the event taking place.
- 6.2** Payment can be made by BACS/CHAPS or by credit/debit card over the phone or in person.

BACS /CHAPS details:

Lloyds Bank
Derby City Council General Account
Acc: 00006306
Sort code: 30 92 59

7 Insurance and Risk Assessments

- 7.1** You shall indemnify and keep indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever whether arising in tort (including negligence) default or breach of this agreement, to the extent that any such loss or claim is due to the breach of contract, negligence, willful default or fraud of itself or of its employees or of any of its representatives or sub-contractors or volunteers save to the extent that the same is directly caused by or directly arises from the negligence, breach of this agreement or of applicable law by the Council
- 7.2** You shall provide a minimum of £5million Public Liability Insurance cover. However, we recommend £10million cover.
- 7.3** You must provide evidence of Public Liability Insurance covering the event and meeting the requirements of condition 7.2 above to us at least six weeks prior to the event taking place.
- 7.4** You are responsible for ensuring and receiving proof/copies from all organisations and/or individuals participating in an event have sufficient Public Liability Insurance cover and that all necessary risk assessments are undertaken.
- 7.5** Risk assessments must be undertaken for all events and sent to us a minimum of six weeks prior to the event taking place.

8 Site Plan

- 8.1** You must supply a site plan of the proposed event to the Council at least six weeks before the event date. The site plan must show, if applicable, all attractions, stalls, food/drink outlets, toilets, medical/firefighting facilities, location of stewards, PA equipment, the event safety control, emergency vehicle access and rendezvous point.

9 Underground Services

- 9.1** Where there is a need as part of an event to secure infrastructure into the ground, it is the event organisers responsibility to secure a competent and capable contractor to carry out any scans (e.g. CAT Scans etc) prior this happening.

10 Licensing

- 10.1** Temporary Event Notices (TEN) are used where regulated entertainment and/or sales of alcohol are being offered at any venue that does not hold a premises licence under the Licensing Act 2003, or where the premises do hold a premises licence, but wish to offer further entertainment or extended hours on a temporary basis. Any event which includes sales of alcohol will require a TEN.
- 10.2** Licensable activities are the sale by retail of alcohol, the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club, the provision of regulated entertainment and the provision of late night refreshment.
- 10.3** Regulated entertainment, subject to specified conditions and exemptions, includes a performance or play, an exhibition or a film, an indoor sporting event, a boxing or wrestling entertainment, a performance of live music and playing of recorded music, a performance of dance, or entertainment of a similar description.
- 10.4** Regulated entertainment also includes the provision of 'entertainment facilities' for making music, dancing and entertainment of a similar description.
- 10.5** If you are uncertain whether or not the activities that you propose are licensable, you should contact the Licensing Team on 01332 641965.
- 10.6** You are responsible for obtaining all necessary licences applicable to your event.
- 10.7** Any outdoor event with music (with either recorded music use and/or live music), on Council-controlled land (e.g. parks, city centre, etc.) will need to contact PPL PRS Ltd direct and apply for a licence via the online notification process at www.PPLPRS.co.uk. Proof of licence application and purchase must be provided to Derby City Council by emailing spacehire@derby.gov.uk at the very latest six weeks prior to the event date. Derby City Council requires that you provide:

- (i) copy application content (printed copy/screen shot of application form); and
 - (ii) proof of licence purchase (copy receipt),
- as proof of licence and application and purchase.

Please note that we notify, and record that we have notified, PRSPPL about music at all respective events. Therefore, you must ensure that you have the appropriate PRSPPL licences in place and you must send us proof of this.

- 10.8** You will indemnify Derby City Council against all claims, demands, actions, costs, expenses (including legal costs and disbursements), losses and damages arising from or incurred by reason of any failure by you to obtain any necessary licence or the correct form of any necessary licence applicable to your event.

11 Cathedral Green

- 11.1** This public open space will only be hired for those events which are unlikely to cause disturbance to neighboring residents and other noise sensitive premises. This matter will be under review in the event of complaints about any event/type of event.
- 11.2** Noise from the public open space must not unreasonably disturb other people.
- 11.3** The volume of amplified music within the public open space should be played at a level that is appropriate to the time of day and having regard to the distance of the open space from dwellings or other noise sensitive premises.
- 11.4** A nominated “noise” representative should be appointed by you; this individual shall receive and respond to complaints of noise throughout the duration of the event.
- 11.5** The nominated representative should monitor noise levels outside nearby dwellings during entertainment involving amplified music or speech. If, as a result of this monitoring, it is considered that the noise levels are excessive, immediate action should be taken to reduce the volume of the entertainment to suitable levels. Attention is drawn in particular to the effect of low frequency bass notes which readily pass through doors and windows and are often the principal reason for people complaining of entertainment noise.
- 11.6** After 8pm, you shall ensure that noise from entertainment is not audible outside any dwelling in the vicinity. A record of these checks, and of any action taken as a result, shall be maintained in a log book kept specifically for the purpose. The log book shall be made available for inspection by an authorised officer of the licensing authority (the Council) on request.
- 11.7** Bell ringing practice takes place at Derby Cathedral on Tuesdays and Fridays. For further details on times please contact the Master of the Bells john@heatons.fsnet.co.uk . You must ensure that your event does not clash with these times and days.

11.8 Upon your event being confirmed by us, you must inform surrounding residents, businesses and the Silk Mill Museum.

SALE OF GOODS

12 Stalls

12.1 No licence is required for stalls where all proceeds and pitch fees go to a recognised charitable organisation. However, you must obtain a Temporary Markets Licence if there are to be more than five commercial stalls, including food/drinks stalls, at the event, from Derby City Council's Markets team.

Please contact the Markets team on 01332 643344 or markets@derby.gov.uk

13 Car Boot Sales

13.1 Parks - You must obtain a licence from Derby City Council telephone 01332 643344 if there is to be a car boot sale at the event.

City Centre – You must obtain a licence from Derby LIVE telephone 01332 640890/640891 if there is to be a car boot sale at the event.

14 Sale of Guns, Weapons and Replica Weapons

14.1 The sale and display of guns, weapons and replica weapons, including martial arts weaponry and crossbows, is prohibited. The sale of knives, including hunting knives, but not small folding penknives or domestic kitchen knives, is prohibited.

CATERING

15 Food and Refreshments

15.1 Exclusive catering rights have been awarded on certain parks. If you wish to arrange additional catering facilities on any of these parks, you must get permission from us. The request must be made and detailed on the application form, and should include the proposed number and types of units. Please note all requests will be assessed, a decision will be given in writing and charges will be incurred if approved. A list of parks and concession holders is given in Appendix 3.

15.2 You must send details of all food outlets to Outdoor Events, Guildhall Theatre, Market Place, Derby, DE1 3AE or email them to spacehire@derby.gov.uk at least six weeks before the event.

- 15.3** All food outlets must comply with current food safety and occupational health and safety legislation. Details are in the Mobile Catering Units Information Pack, available from the Council's Environmental Services Division. Please contact 01332 641949 to obtain a copy.
- 15.4** The food outlets may be inspected on the day of the event by officers from the Council to check compliance with the required standards.
- 15.5** All drinks must be supplied in cans, plastic containers or similar. Glass or ceramic containers and bottles must not be used or sold.
- 15.6** Anyone carrying out work on gas appliances or fittings must be competent and a Gas Safe Registered engineer with the required qualification for LPG catering equipment on mobile units. Gas engineer registration can be checked at www.gassaferegister.co.uk .
- 15.7** You must provide a copy of the LPG and Generator Maintenance certificate to us at least six weeks prior to the event.
- 15.8** All LPG information needs to be noted in the Event Fire Risk Assessment and the relevant information must be obtained from the contractor to be included in this.
- 15.9** The number of LPG cylinders brought on site by each caterer must be restricted to one working cylinder and one spare cylinder only. These should be kept secure to ensure that they cannot be disconnected in error.
- 15.10 Insurance**
The operator must hold and maintain the following insurances:
- Employers Liability
 - Public and Product Liability to a minimum of £10 million
 - Vehicle tax, MOT and Insurance (as applicable)
- Certificate of electrical condition report
- 15.11** The operator will comply with all statutory requirements are maintained and that the vehicle complies with the Food Hygiene (Market Stalls and delivery Vehicles) (Amendment) Regulations 1966, the Food Hygiene (Amendment) Regulations 1991, the Food Safety Act 1990, the Food Safety and Hygiene (England) Regulations 2013 and the Food Information Regulations 2014 and all other relevant legislation.
- 15.12** The operator shall conduct its business at the site so as to satisfy the requirements of the Health and Safety at Work (etc) Act 1974 and regulation made under it.
- 15.13** Operators and their staff hold a minimum of an up to date Level 2 qualification in Food Safety in Catering

15.14 The operator should have received a minimum of Level 3 (Satisfactory) Food Hygiene rating in their most recent Food Hygiene inspection.

Food Hygiene rating covers food information regulations as well.

15.15 The operator shall ensure that they carry out regular risk assessments for their catering units. Further information please visit - www.food.gov.uk/business-industry/food-hygiene/haccp a copy of the latest risk assessment shall to be provided with your proposal.

15.16 Portable Appliance Testing (PAT) - To meet the requirements of both the existing legislation and the new 'Electricity at Work Regulations', it is necessary for all operators who use electrical appliances on site to have their equipment PAT tested. All items which are going to be used should have a sticker showing the safety test date, as well as a reference number. All operators will have a copy of the test certificate on site, which will list all the equipment to be used and show the same reference numbers. DCC/Derby LIVE reserve the right to check all equipment. Any electrical appliances without a PAT Certificate CANNOT be used. Spot checks will be carried out by the DCC Health and Safety Dept.

16 Sale of Alcohol

16.1 Any event which includes sales of alcohol will require a Temporary Event Notice (TEN). Each TEN costs £21 and you must apply for this a minimum of ten working days before it is required to the Council and the Police.

16.2 When you receive the Council's permission for your event to go ahead you can then apply to: The Licensing Team, Environmental Health and Trading Standards, Derby City Council, Derby City Council, The Council House, Corporation Street, Derby DE1 2FS.

16.3 The bar must only open within the times agreed with the Council/Licensing.

16.4 All drinks must be served in cans or plastic containers or similar. Glass containers and bottles must not be used or sold.

16.5 A copy of the TEN must be sent to the Outdoor Events Team two weeks prior to the event.

16.6 Challenge 25 posters must be displayed at all times.

HEALTH, SAFETY AND WELFARE PROVISION

17 Stewards

17.1 You must arrange for an adequate number of stewards at the event. Stewards must be trained, Capable and experienced and be able to carry out their assigned duties effectively.

17.2 You must state the number of stewards and details of their assigned duties on the application form. The Council or the Derbyshire Events Safety Advisory Group may ask you to increase the number of stewards and you must comply with this.

17.3 You must brief all stewards, first aiders and emergency services staff on the day of the event prior to the public arriving of the following as applicable:

- health, safety and emergency procedures
- the event plan
- the emergency plan

17.4 Stewards must:

- be aged at least 18
- wear high visibility coats/waistcoats
- be trained to investigate and deal with any disturbance or incident
- not leave their assigned place of duty unless instructed to do so by the hirer
- report any serious problems or incidents to the hirer immediately
- not consume alcohol
- be trained in radio/communications procedures, if applicable.

17.5 Stewards with duties such as guarding and dealing with disturbances will require SIA (Security Industry Authority) licensing. For more information on stewarding call Derby LIVE on 01332 640890.

For further guidance on stewarding, please contact Derbyshire Police Operational Planning on 0300 122 8699 and/or Derbyshire Fire and Rescue Service on 01332 345440.

18 Medical Facilities

18.1 You must make sure that the minimum number of trained first aiders, first aid posts and ambulances are present at the event.

The table below is for guidance only, actual first aid provision needs to be based upon an event risk assessment.

Public attendance figure	Trained First Aiders	First Aid Posts	Ambulances
500+	2	1	-
3,000+	6	1	1
5,000+	8	1	1
10,000+	13	2	2
20,000+	23	3	2 - 3
40,000+	43	4	3 - 4

If medical facilities are required, then they must be on site at all times while the event is taking place.

- 18.2** Medical facilities are not compulsory at small events if the anticipated attendance is less than 500 people. However, we advise that medical facilities should be provided at all events.
- 18.3** All first aid posts must:
- be clearly signposted
 - be sited close to the event and toilet facilities
 - have hot and cold water including drinking water
 - have facilities for storage and disposal of clinical waste
 - have a telephone facility or be in radio contact with the Event Safety Control, if applicable.
- 18.4** Paramedic cover must be provided at large events if the Council or Emergency Services request this.
- 18.5** You should, at the planning stage, consult a trained, capable and experienced first aid provider for guidance on first aid and medical requirements.
- 18.6** The First Aid provider must have Public Liability Insurance – this should be current and valid providing cover for any negligence claims and for the provision of first aid and medical cover (this should cover all people providing the cover eg all first aiders).
- 18.7** Ambulance operators providing treatment and transport, should be able to provide evidence of current Care Quality Commission (CQC) registration. This should be mandatory where the provider transports people off an event site to hospital.
- 18.8** Where the provider uses Registered Health professionals eg paramedics, nurses and doctors, the supplier should provide registration numbers for these people to enable the event organiser to check their registration status. Where registered professionals are required as part of the cover recommended then all individuals should have current valid UK registration with their relevant body.
- 18.9** Where guidance indicates an ambulance is required for the event this normally means the ambulance should be crewed with a least one registered paramedic. The ambulance crew would normally consist of a second crew member trained to a suitable standard to operate an emergency ambulance eg ambulance technician etc.
- 18.10** Ambulance provision provided on site for the event (where required) should be capable and willing to transport any patients who require hospitalisation, to a suitable Emergency Department with minimal delays. It is expected that where ambulance cover is indicated in the guidance for the event there should be no requirement for 999 calls to the local ambulance service (except for multiple casualties or a major incident).

Ambulance providers should be capable of providing emergency transportation to hospital eg blue light transfer for life threatening conditions. The provider should be able to demonstrate suitable insurance and driver competence for this if required.

19 Fire Safety

- 19.1** You must provide adequate firefighting facilities at the event and a fire safety risk assessment prior to the event. For further guidance on fire safety, please contact Derbyshire Fire and Rescue Service on 01332 345440.
- 19.2** You must provide details of firefighting equipment, such as where it is located and what risks it will cover, on the application form. A plan should be attached showing the location of equipment.
- 19.3** Chinese lanterns are prohibited on Derby City Council land. Any balloons used or sold at the event should be biodegradable. If helium bottles are used, they must be operated and stored as per manufacturer's instructions
- 19.4** If you have camping as part of your event you must ensure:
- A minimum 6 metre clear space should be maintained between each pitch. Only one vehicle should be allowed within this space. Vehicles should not park directly in front of the entrance to a tent.
 - Camper vans should be separated from tents.
 - One fire point does not appear sufficient for the size of the camping field and would recommend this is reviewed within the risk assessment. Guidance is that no one should be more than 90m from a fire point.
 - Fire points should be clearly identifiable, have adequate firefighting media and give clear instruction on what to do in an emergency including the address of the camp site.
 - There should be a manual method of raising the alarm at each fire point, eg Klaxon
 - Access to the site for emergency vehicles should be maintained at all times – including access around the camping field to within 90m of any point. Road access should be a minimum of 3.7m with pinch points (gates) no less than 3.1m.
 - Consider making this a no-smoking site or providing designated smoking areas.

20 Car Parking and Traffic Management

- 20.1** The 5mph speed limit on all parks, including access roads and car parks, must be observed at all times.
- 20.2** You must not charge for car parking unless the Council has given written permission for you to do so.
- 20.3** All vehicles must only be parked on designated car parks unless the Council gives permission for other areas to be used.
- 20.4** All vehicles connected with the event must be stationary for the duration of the event. Care must be taken while driving into the site and vehicles must give way to the public. Hazard lights must not be used. For more information please visit <http://www.hazardsoff.org.uk/>

- 20.5** You must provide a sufficient number of stewards to supervise car parking safely and vehicle movement safely.
- 20.6** At large events you must consult the Police about car parking and traffic management and comply with requests or instructions issued by the Police. For further guidance, please contact Derbyshire Police Operational Planning on 01332 613039.
- 20.7** At large events, a suitable area should be reserved for car parking for disabled people.
- 20.8** If you wish to close a road for your event, you will need to apply for a Road Closure Order. Applications for road closures need to be submitted no less than four weeks prior to the event. There is no fee for a Road Closure Order. For more information please visit: www.derbylive.co.uk/hire-our-spaces/outdoor-spaces/road-closures/
- 20.9** The event organiser should contact all businesses and residents affected by the road closure at least six weeks prior to the event taking place. Event organisers are expected to agree a reasonable amount of access as legitimate access to property cannot be denied.

21 Lighting the Event after Dark

- 21.1** If the event is to take place or continue after sunset, you must provide adequate lighting in all areas to be used by the public or event staff that do not already have adequate lighting. We will provide conditions about lighting, if applicable.

22 Toilet Facilities/Mobile Toilets

- 22.1** You must make available adequate toilet facilities at the event. If required by us, you must provide, and pay for, additional portable toilets if there are insufficient toilets at the site.
- 22.2** All foul drainage must connect to the sewerage system. All connections must be approved by the Council and the Water Authority.
- 22.3** You must make arrangements for all toilet facilities to be cleaned and serviced regularly.
- 22.4** A sanitary towel disposal point must be provided in each female toilet.
- 22.5** For large events you must consider providing accessible toilet facilities. The Disability Discrimination Act 2015 will apply with regard to sanitary accommodation for people with special needs.
- 22.6** Adequate hand wash/dry facilities must be provided.

22.7 COSHH (Control of Substances Hazardous to Health) documents must be submitted to the Outdoor Events Team a minimum of six weeks prior to the event.

23 Noise

23.1 Noise at the event must not create a nuisance to residents of the area or members of the public or unreasonably interfere with normal operations of adjacent businesses.

23.2 PA equipment and loudspeakers must, where possible, be directed away from the nearest residential area. Please consider volume levels and number of announcements throughout your event. You should contact the Council's Environmental Protection team on the siting and alignment of loudspeakers on 01332 641956.

23.3 Depending upon the nature of your event Derby LIVE may request a noise management plan.

23.4 After we receive your application, the Council's Environmental Protection Team will inform you of any particular restrictions or conditions that will apply to your event.

23.5 During the event, sound levels must be reduced immediately if requested by a Derby City Council Officer.

23.6 You must provide details on your application form of the times you will be using the equipment to allow for monitoring purposes.

24 Stages, Towers, Temporary Seating, Structures and Electrical Installations

24.1 The hirer must give details of the design of stages, towers, temporary seating and structures on the application form. We will provide conditions covering the use of these items, if applicable. Stage signoff must be provided to the appropriate Derby City Council Officer.

24.2 Supports and Platforms

The hirer must only use supports which have been designed for the intended purpose – they must be strong and stable enough for its particular use
They must be positioned and installed safely to minimise the risk of collapse – in doing so the condition of the ground and the platform must be considered
They must be visually checked before use – checks must be made for wear, corrosion, damage and missing part
They must be used safely by a trained, capable and experienced person.

24.3 Temporary cable installation

All electrical works shall comply with BS7909 and BS7671 where applicable. Cables laid along floors should be arranged to cause minimum obstruction and should be secured in position if disturbance is likely. Cables on the ground,

which cross pedestrian and vehicle routes, should be protected from damage and ramped, with suitable hazard warning.

Buried cables should be deep enough to avoid being damaged by any reasonably foreseeable disturbance of the ground.

Overhead cables that cross pedestrian walkways should be at least 3.5m above the ground. Overhead cables that cross routes over which vehicles might pass should be at least 6m above the ground and supported by a cable anchorage system, with adequate strain relief. Flown or buried cables should not have joints or connectors in the part that is flown or buried. (BS7909 8.8.1) (Refer to Table 4F1B for voltage drop)

Cables shall typically be HO7RN-F and supplies should be protected by a 300mA RCD fitted at the origin of the temporary supply (see BS 7671 Regs 711.410.3.4 or 740.410.3 as appropriate).

Joints in cables shall be avoided except where necessary as a connection into a circuit, and where made, should be constructed using proper connectors. All electrical distribution equipment and cables should be adequately protected from the weather.

Satisfactorily completed G1, G2 and, where applicable, G3 forms (from BS7909) will need to be submitted to the appropriate Derby City Council Officer prior to operation.

24.4 All flown cabling must not be used as a catenary wire to support flags or any other equipment.

24.5 All internally wired vehicles, such as catering vehicles will have a valid and up to date electrical installation condition report. You must provide a copy of the report to us at least 6 weeks prior to the event.

24.6 Portable Appliance Testing (PAT) - To meet the requirements of both the existing legislation and the new 'Electricity at Work Regulations', it is necessary for all operators who use electrical appliances on site to have their equipment PAT tested . All items which are going to be used should have a sticker showing the safety test date, as well as a reference number. All operators will have a copy of the test certificate on site, which will list all the equipment to be used and show the same reference numbers. DCC/Derby LIVE reserve the right to check all equipment. Any electrical appliances without a PAT Certificate CANNOT be used. Spot checks may be carried out by the DCC Health and Safety Dept.

25 Marquees and Tented Structures

25.1 The hirer must give details of marquees and tented structures on the application form and a copy of the Fire Safety Certification provided to the appropriate Derby City Council Officer. For guidance, please contact the Derbyshire and Fire Rescue Service on 01332 345440.

26 Inflatables

- 26.1** All inflatable devices (designed as amusement items and not ‘art installations’) have to be designed to BS EN 14960. A new inflatable should have an initial test to confirm it complies with BS EN 14960.
- 26.2** A device must have a test (similar to a cars MOT) after its first year of manufacture. There are two main testing houses being Pertexa Inflatable Play Accreditation (PIPA) and Amusement Device Inspection Procedures scheme (ADIPS). An annual inspection must be carried out by a competent person, they should identify the inflatable and blower by their serial numbers and look at any previous inspection reports and certificates. They must also inspect any part of the inflatable and its equipment that may affect its safe operation. As an owner or the person making it available for use you are responsible for making sure the tests are carried out.
- 26.3** Before it is used at an event you must,
- Have a good look at the inflatable when it is blown up and before use.
 - Check the correct blower is being used (the blower specification, including output, will be giving in the operator manual)
 - Check there are no obvious signs of tension or sagging of the structure. Also check if the anchor points have been pulled out during inflation.
 - Check the connection tube and blower are firmly attached to each other
 - Check impact absorbing mats are in position
 - Check there are no holes in the fabric or seems
 - Check it looks symmetrical – if it looks misshaping or deformed there could be internal problems that make bouncing unpredictable and it therefore should not be used.
- 26.4** When using inflatables outside all the anchor points must be used with metal ground stakes at least 380mm long and 16mm wide, with a rounded top. They should all have a welded metal ‘O’ or ‘D’ ring fitted to the end. Manufacturer’s guidelines must be adhered to for each specific inflatable. All inflatables must have at least 6 anchor points, the operator manual will tell you how many there should be, and you should check to ensure they are still in place and have not been removed.
- 26.5** The ropes used to secure the inflatable should be in good condition and not stretched, frayed or rotten. Including all additional tethers. Never use improvised tow ropes, eg bungee cord.
- 26.6** No inflatable should be used in winds above 24mph (38 kmph), which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway).

Certain inflatables may have a lower maximum wind speed for operation. Always check the manufacture’s operating manual to confirm the maximum wind speed for safe operation of the inflatable.

When the inflatable is being operated outside, use an anemometer to measure the wind speed at regularly intervals. If one of these is not available, the inflatable should not be operated outside.

Do not use a smartphone weather applications to measure wind speed as they do not take localized wind conditions into account.

- 26.7** Throughout the operating times a full log must be kept of all regular checks throughout the operating times on site at all times.
- 26.8** How and when to drop an inflatable should be written down in the devices operating procedure and/or risk assessment and the Event Safety Plan. The process for deflating any inflatable must be recorded in the device operating instructions. Before dropping an inflatable all persons on or in the inflatable must be cleared.
- 26.9** There should be constant supervision by at least one suitably trained, capable and experienced person. Operating instructions must be supplied and should include the following:
- Restrict the number of users on the inflatable at the same time to the limit in the operator manual or on the unit label. Don't exceed the user height limit and keep bigger users separated from smaller ones.
 - Make sure users can get on and off safely, with safety matting at the entrance that is no more than 2 inches deep.
 - People should not wear shoes or glasses, and should empty their pockets of all sharp or dangerous items.
 - Anyone obviously intoxicated should not be allowed on.
 - Don't allow users to climb or hang on the walls
 - Regularly check that anchor points are still secure
 - When operating the inflatable outside, use an anemometer to measure wind conditions at regular intervals, and visually check for changes in winds direction (such as looking at how the trees are swaying) make sure you take readings in the direction of the wind.
- 26.10** If ground stakes cannot be used because of the surface (eg. Tarmac) then use minimum ballast weighting at least 163kg with suitable fixings to attach the guy ropes, the inflatable should be tightly secure to the ground so that the wind cannot get under it and lift it up. Specific calculations for methods of ballast and requirements must be undertaken and approval must be given by the manufacturer that ballast can and will be acceptable in substitution of the eyelets being used and staked into grass.
- 26.11** The site location of an inflatable is key to the minimisation of risk from prevailing winds and other environmental hazards should a calamitous event takes place. Inflatable devices should be erected, maintained and supervised by competent people.
- 26.12** For more information on inflatable Device Guidance please see the following websites: <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

27 Fairgrounds / Amusement Devices

27.1 All funfair amusement devices which are involved in the event must apply to Derby City Council for a Licence to occupy the land at the very latest three months' notice for a small scale event and six months' notice for large scale events in advance of the event date. All requests must be made in writing to spacehire@derby.gov.uk the request will be acknowledged, then assessed and the applicant will be notified in due course if approval is given. If approved, then a Fairground Agreement will be issued and the Fairground Agreement terms and conditions must be met.

If approval is given, then at least six weeks in advance of the event date all copies of relevant documentation must be provided including copies of ADIPS certificates, each ride's risk assessment and public liability insurance and electrical installation condition report. The funfair amusement devices must also be incorporated into the overall event risk assessment.

Please note that there will be a ground rent and booking fee incurred and a bond will be required.

28 Collection and Removal of Litter/Waste Management

28.1 It is your responsibility to collect, remove and properly dispose of all rubbish and litter from the site immediately after the event.

28.2 You must provide litter bins and arrange for these to be emptied, as necessary, during the event.

28.3 If your event has an expected audience of over 500 or has more than 3 caterers you may need to pay a £150 cleaning bond in advance. If 27.1 is adhered to, your bond will be returned to you in full. If, however, litter or rubbish is not collected and removed from the site by 8:00am the morning after the event, the Council will arrange for this to be done and shall deduct the cost from your cleaning bond before returning the balance to you.

29 Animal Welfare

29.1 Any hirer using animals for performance and/or display purposes must ensure that the keeper/trainer of the animals holds a valid Animal Activity Licence under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The licence must be issued by the relevant authority where the animals are kept and / or trained.

If no licence is held, the keeper/trainer must hold written confirmation from the relevant authority that stipulates that they are exempt from the Regulations. This **written confirmation proving exemption** must be sent to Derby City Council.

If the keeper/trainer is claiming to be a registered charity, **the charity registration number** must be sent to Derby City Council.

If the keeper/trainer is based in another country, they must hold the equivalent registration/licence, depending on the local requirements.

- 29.2** Hirers using animals must strictly adhere to all aspects of the Council's Animal Welfare Charter, the HSE's Working with Animals in Entertainment, and the RSPCA's Guidelines for the Welfare Of Performing Animals (copies available on request from: spacehire@derby.gov.uk). The hirer must also provide copies of their **animal welfare policy** and all appropriate **animal welfare assessments** which must be carried out, applied and reviewed regularly. A copy of their **public liability insurance** will also be required.
- 29.3** Derby City Council, may also request copies of vet reports from where the animals are registered.
- 29.4** Any concerns which are raised in relation to the animals and their welfare, will be reported to the RSPCA.

MISCELLANEOUS

30 Public Access to the Event Site

- 30.1** You must not close off, charge for entering or restrict access to an event site unless written permission has been obtained from the Council.
- 30.2** You must allow Council Officers and the Emergency Services access to the event site at all times.
- 30.3** You must secure the construction area before building works can commence.

31 Advertising on Council Land or Property

- 31.1** You must get written permission before putting advertising signs or posters on Council land/property. You must submit a site plan showing the locations of signage and posters along with information about the size of the signage and posters. Fly posting is strictly prohibited in Derby. Marketing materials should not be attached to street furniture, in windows of unoccupied premises or on any unauthorised sites. Fly posting is a CRIMINAL offence punishable by a fine of up to £2,500 on conviction. If you engage in illegal fly-posting in Derby, you will not have subsequent space/event hire applications accepted.

32 Extreme Weather Conditions

- 32.1** Organisers will be contacted and invited to attend the event site seven working days before their event is due to take place or, in the case of unforeseeable weather conditions, as soon as a threat to the event becomes evident.
- 32.2** The decision as to whether the event should go ahead will be based on the following:

- Ground conditions on the day.
- Vehicle movement and size of vehicles required on the site.
- Attractions and layout of the event.
- Number of people anticipated to attend.
- Weather forecast available.
- Fire risk.
- Advice from the Emergency Services.

32.3 If it is considered that the event could take place with minimal damage, a bond will be charged or the existing bond reviewed.

32.4 We will, where possible, provide guidance on what adjustments could potentially be made to allow the event to go ahead.

32.5 If your event does not go ahead you will receive a full refund of any ground payments made to us.

33 Barbeques on Parks

33.1 Derby City Council only allows barbeques on parks when they are used as part of organised events. The barbeque must be supervised at all times, placed within a secure area, on a hard surface and have no contact with the ground. Barbeques must be within a safe proximity to a building and not in use throughout the event site.

34 Balloons

34.1 If you are intending to accommodate inflatable balloons at your event – for display, sale, launch, racing or any other purposes – the balloons must be biodegradable to conform to the Council’s environmental and animal welfare requirements. Furthermore, if you proposing to stage a balloon launch or race, you must contact the Civil Aviation Authority (CAA).

35 Facilities for Disabled People at Outdoor Events

35.1 The event organiser must make reasonable adjustments, wherever practicable, to ensure that disabled people are able to attend. Consider adjustments for people with mobility impairments, wheelchair users, impaired sight and/or hearing.

35.2 Event publicity should provide a telephone and minicom number where disabled people can obtain information on site arrangements. Information should be in accessible formats.

35.3 Considerations to be made:

- Viewing area – disabled people must be able to view all aspects of the event.
- Parking – spaces to be as near as possible to the event.
- Toilets – provide at least one toilet with a fixed and stable ramp accessible to wheelchairs.

- Stewards should be in attendance to ensure that facilities provided for disabled people are available for the intended purpose.
- Many wheelchair users may be accompanied by a companion – stewards should offer assistance to wheelchair users attending individually.
- For certain types of events, provide a signer for deaf people.

35.4 Remember you need to make ‘reasonable’ adjustments to ensure your event is reasonably accessible. Not all requests may be reasonable.

35.5 If you require any further help please contact Ann Webster, Equality and Diversity Lead, Derby City Council, Corporation Street, Derby DE1 2FS on 01332 643722.

36 Drones at events

36.1 The use of drones for filming/photography purposes is not allowed over Derby City Council land, including parks and city centre spaces.

37 Political and/or religious activities

37.1 Derby LIVE does not oversee political or religious activity in the city Centre and events spaces. It is our understanding that people have the democratic right to express their political or religious views to the public. We would ask that you consider using Speakers’ Corner, behind the waterfall in the Market Place, for such purposes. The guidelines for the appropriate use of Speakers’ Corner, which should be applied to any public expression of political or religious views in the city centre, can be found at: <http://www.derbylive.co.uk/hire-our-spaces/outdoor-spaces/about-our-outdoor-spaces/>

37.2 In order to help ensure the smooth running of the promotion and event spaces, including avoiding the double-booking of promotion and events spaces, we are happy to put your activity in our space hire diary. Please provide us with the necessary information including date, times and location.

37.3 We also recommend that you contact the police and make them aware of your activities. Our contact for the police is operational.planning@derbyshire.pnn.police.uk

LARGE EVENTS

These additional conditions may be recommended by Derby City Council and Derbyshire Events Safety Advisory Group. Please read this section, even if it does not apply to your event, as it is useful.

38 Event Plan

38.1 You must supply a site plan of the proposed event to the Council at least six weeks before the event date. The site plan must show, if applicable, all attractions, stalls, food/drink outlets, toilets, medical/firefighting facilities,

location of stewards, PA equipment, the event safety control, emergency vehicle access and rendezvous point.

39 Emergency Plan

39.1 Your event will be scored. If your event scores highly enough on the event matrix, Derbyshire Event Safety Advisory Group will write an Emergency Plan.

40 Staff

40.1 You must nominate a lead representative who is responsible for the event and a deputy who is responsible for the event in the lead's absence.

40.2 You must nominate a Chief Steward who is responsible for deploying and supervising stewards.

40.3 The lead, their deputy and the Chief Steward must be easily identifiable and wear a suitable identity badge.

41 Event Safety Control

41.1 You must set up an Event Safety Control at the event if instructed by the Derbyshire Event Safety Advisory Group.

41.2 You must provide a suitable building, porta cabin or caravan which can be used as an Event Safety Control by the hirer, Council Officers and representatives of the Emergency Services. The Event Safety Control must be sited so as to give a full view of the event.

41.3 The Event Safety Control must have a telephone and a radio link with the hirer's deputy, stewards and first aid posts.

41.4 The lead or their deputy must be in the Event Safety Control for the duration of the event.

42 Communication

42.1 A mobile telephone facility must be provided in the Event Safety Control, if applicable.

42.2 Radio communication must be provided for the lead, their deputy, the Chief Steward, stewards, first aid posts and Event Safety Control, if applicable.

43 Public Address

43.1 You must provide a public address system so that information or emergency messages can be broadcast to all parts of the event.

43.2 You must provide an emergency power source in case of power failure.

44 Pre-Event Inspection

44.1 If considered necessary by the Event Safety Advisory Group, representatives of the Council and Emergency Services will inspect the site at a time agreed with you before the event starts to make sure that all conditions have been complied with and the site is safe.

45 Emergency Situations

45.1 Event staff must inform the Event Safety Control, or the lead representative, immediately of any incidents or emergency situations.

45.2 In an emergency, you must make sure that the Emergency Services are called immediately.

45.3 If requested by the Council or the Emergency Services, you must suspend entertainment or arrange the evacuation of people from the event.

45.4 If requested by the Derbyshire Events Safety Advisory Group, emergency message scripts must be produced before the event and agreed with the Council. These must be used, if requested, by a Council Officer or the Emergency Services.

45.5 All incidents/ accidents which occur must be logged and reported to Derby City Council.

46 Emergency Vehicle Rendezvous Point/Emergency Access

46.1 An Emergency Vehicle Rendezvous Point must be agreed with the Emergency Services and shown on the Event Plan.

46.2 All emergency vehicle access routes must be kept free from obstruction.

47 Construction (Design and Management)

47.1 If your event requires the construction of any infrastructure marked with an * on question 19 of the application form, you will need to complete a Construction Phase Plan. Please see appendix 1 for supporting information and contact Spacehire@derby.gov.uk for more information

Appendix 1

Publications for Further Information and Guidance/ useful links

1. Guide to Health, Safety and Welfare at Pop Concerts and Similar Events.
ISBN: 0-11-341072-7
2. Managing Crowds Safely ISBN: 0-7176-1180-9
3. Purple guide.
4. Food Safety link
<http://ratings.food.gov.uk/>
5. Charity Bake Sales
<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>
6. Derbyshire Prepared
<http://www.derbyshireprepared.org.uk/>
7. Leisure Events <https://www.inderby.org.uk/events/whats-on/>
8. MUTA
<http://www.muta.org.uk/>
9. Stall finder
<https://www.stallfinder.com/>
10. Construction (Design and Management)
<http://www.hse.gov.uk/entertainment/cdm-2015/index.htm>
11. Construction (Design and Management)
<http://www.cdm4events.org.uk/>
12. Construction (Design and Management)
<http://www.cdm4events.org.uk/organisers>
13. Construction (Design and Management)
http://www.essa.uk.com/Content/CDM-Resources/5_58/
14. First Aid
<http://www.emas.nhs.uk/your-service/event-planning/key-checks/>
15. Derbyshire Fire and Rescue – Fire safety advice for Events
<http://www.derbyshireprepared.org.uk/events/>

Appendix 2

List of Contacts/Telephone Numbers

CONTACT	TELEPHONE
The Council - Park Rangers	01332 367800
The Council - Licensing Section	01332 641965
The Council - Markets Section	01332 255519
The Council - Environmental Services (Food Safety)	01332 641949
The Council - Environmental Services (Noise)	01332 641956
Derbyshire Police, Operational Planning	01332 613039
FAX	01332 613049
Derbyshire Fire & Rescue Service (Fire Safety Advice) www.derbys-fire.gov.uk	01332 291134
Derbyshire Ambulance Service (First Aid Cover)	01332 372441
Derby LIVE – Outdoor Events	01332 640848

Appendix 3

Exclusive Catering Rights – Licence period is 1 April 2019 to 31 March 2020

Location	Type of Catering	Name & Contact
Allestree Park	Ice cream only	Sheryl Persico – Fabio's Ices Contact Number - 07568590262
Alvaston Park	Fixed premises Please note catering can only be present at an event with the agreement of Derby City Council. If catering is approved, there may be a cost associated with this.	Derby LIVE
Arboretum	Ice cream only (between 5pm and 8pm)	Mr Mohammed Akbar – KH Ices Contact Number - 07401205432
Chaddesden Park	Fixed premises Please note catering can only be present at an event with the agreement of Derby City Council. If catering is approved, there may be a cost associated with this.	Derby LIVE
Darley Park	Fixed	
King George V Playing Fields	Ice cream only	Mr Mastroianni Contact Number - 07968364085
Markeaton Park	Ice cream only	Mr Persico – Walls Ices (Derby) Ltd Contact Number - 07753185721
Markeaton Park Orangery Cafe	Fixed premises Please note catering can only be present at an event with the agreement of Derby City Council. If catering is approved, there may be a cost associated with this.	Derby LIVE 01332 640023
Mundy Play Centre	Fixed premises Please note catering can only be present at an event with the agreement of Derby City Council. If catering is approved, there may be a cost associated with this.	Derby LIVE 01332 640023
Osmaston Park	Fixed	
Racecourse	Ice cream only	Mr Persico – Walls Ices (Derby) Ltd Contact Number - 07753185721
	Food & Beverages only	Mr Persico – Walls Ices (Derby) Ltd Contact Number - 07753185721
Sinfin Moor Park	Café	Jean Lung