

# TERMS & CONDITIONS FOR EVENTS ON PLYMOUTH HOE



If while completing the Online Application for use of **Plymouth Hoe** you need advice, please contact [eventbookings@plymouth.gov.uk](mailto:eventbookings@plymouth.gov.uk)

## GENERAL CONDITIONS

- Subject to acting reasonably, Plymouth City Council as landowner reserves the right to refuse any application to book an event
- The applicant must demonstrate competence and supply copies of necessary insurances to organise the event they are proposing.
- The event proposed must be one that the City Council deems to be suitable to be hosted on Plymouth Hoe. Other locations may be recommended should the team identify there are better suited alternate locations, i.e. new event space at Central Park or other parks.
- The event must not be of a political or contentious nature.
- The event must not be a repetitive type of event of pre-existing bookings whether or not it involves the same applicant.
- Prioritisation and usage for commercial and charity/community bookings will be determined by the Events Team to enable the best balance between use of the venue and impact on residents.

## TERMS AND CONDITIONS

Please take time to read through these terms and conditions and discuss any issues you may have with a member of the City Council Events team ('Events Team') prior to submitting your application.

References in these terms and conditions to 'you', 'your', 'Applicant' or 'Applicants' are to the person or organisation submitting the Online Application.

References in these terms and conditions to 'we', 'us', 'our', and 'City Council' are to Plymouth City Council.

By completing the Online Application you are agreeing to these Terms and Conditions.

You can find the Online Application here:

<https://www.plymouth.gov.uk/visitorsandtourism/whatson/applyholdeventonourland>

If you do not follow these conditions you will be at risk of having your event cancelled and use of the land revoked until the non-compliance is rectified. If the non-compliance is such that you are asked to cease your event altogether you will not be refunded any fees paid and would be at risk of losing some or all of your entire Charging Bond.

Only applications received on the appropriate form will be considered. This form is for the use of Plymouth Hoe.

Decisions will be notified to you in writing.

No alterations or additions should be made to an event once an approval letter has been issued. If alterations to events are necessary or desired further permission should be sought. For each event the Applicant **MUST** meet with the Events Team to discuss event details and resolve any anomalies prior to the actual event taking place.

Depending on the detail and development of an individual event, it may also be necessary for further meetings with other City Council officers to take place to clarify event details and ensure that any potential problems are overcome in advance.

Applicants must discuss the detail of proposals for their event with Devon and Cornwall Police, Operations Planning Unit well in advance of the event. Details should be notified in writing to:

Contingency, Operations and Events Planning Officer, Operations Planning Unit, Crownhill Police Station, Budshead Way, Crownhill, Plymouth PL6 5HT.

The contact for enquiries is 01752 751426 or [ForceOps&Events@devonandcornwall.pnn.police.uk](mailto:ForceOps&Events@devonandcornwall.pnn.police.uk)

Applicants must also notify Devon Fire and Rescue Service of the event well in advance of its commencement, by writing to:

Devon Fire and Rescue Service, Group Command Station, 50 Glen Road, Plympton, PL7 2XT.  
Tel 01752 333600.

N.B. The person designated as in charge of the event on the day must remain on the site for the duration of the event, until all stands and participants are clear of the site. They must be clearly recognisable in case there are any issues and their on the day contact details need to be correct at time of completion of the form, if any changes occur the Events Team must to be notified as soon as it happens.

## I. DOCUMENTATION

You must provide the following **six to ten weeks** (depending on scale of your event) prior to the date of your event. Until this has been received your booking will remain provisional.

Please tick everything you have included with your application; anything you haven't included please indicate a suggested time line for inclusion.

- Completed and signed Online Application Form
- Charging Bond if applicable (see section 4) – Cheques should be made payable to 'Plymouth City Council'
- Full Site Plan
- Event Management Plan\*
- Full Risk Assessment\*
- Copy of Public Liability Insurance (please note, policy cover must be for £5 million or over)
- Environmental Impact Form
- Contingency and Emergency Plan
- Waste Carriers License
- Signed Terms & Conditions

*\*Templates can be found on the Events webpage*

<https://www.plymouth.gov.uk/visitorsandtourism/whatson/applyholdeventonourland>.

Depending on your event you may also need to provide us with the following licenses, the Events Team will advise you if you are not sure.

- Fire Risk Assessment
- Traffic Management Plan
- Amusement Device Inspection Procedures Scheme (ADIPS)
- TEN (Temporary Events Notice for alcohol)
- Gas Safety Certificates (if you have traders using gas at the event)
- Food Safety Management System (of any of your traders)
- Food Hygiene Training Certificates (of any of your traders)
- Copy Food Hygiene Rating Sticker (we only accept 3 or higher within our land)
- Waste Carriers License
- Performing Rights Society (PRS) License
- Phonographic Performance Ltd (PPL) License

## 2. BONDS

A bond will be held by the council from all Applicants. This will be to ensure that any damage or failure to clear waste can be recovered and the City Council is not left to cover these costs.

These will be fully refunded once it is established there are no repairs or clearance needed. The level of the bond is set out below; this is based on risk of damage. Please see Annex I for details of the scoring evaluation.

### Tiers 2019

Tier 1 (Under 28)	£90.00
Tier 2 (30 to 38 points)	£175.00
Tier 3 (40 to 48 points)	£375.00
Tier 4 (50 to 58 points)	£500.00
Tier 5 (Over 60 points)	£1000.00

## 3. EVENT CHARGES

We do not charge for charity or community events. Events deemed to be of a commercial nature will be negotiated at a commercial rate on a case by case basis. Please note the additional criteria for commercial events in section 5a.

## 4. EVENTS EXEMPT FROM A BOND CHARGE

The criteria detailed below will identify those events which are exempt from the bond charges.

Applicants for exempt events will still be required to complete the necessary application process and have all the necessary documentation in place prior to permission being granted.

### a. EXEMPT EVENTS

- Events with very small numbers (less than 50) that has no infrastructure and wish to use areas for picnics, walks and educational purposes
- Requests from organisations who wish to use the Hoe memorial statues for memorial services

In all cases it will remain at the discretion of the Events Team as to how the charging bonds and scoring matrix is applied, using criteria based within the scoring matrix at Annex I.

However it should be noted that the City Council reserves the right to add or remove criteria at any time providing it has reasonable grounds for doing so.

## 5. COMMERCIAL EVENTS – ADDITIONAL CRITERIA

The Applicant must;

- Provide a full written proposal outlining their activities and how they will be managed along with a realistic financial plan
- Pay a site fee that will be determined by the size and nature of the event. Access will not be allowed until cleared funds have been received
- Carry appropriate insurance cover indemnifying the City Council against any losses incurred or claims made against it
- Consult with other agencies where needed

If these criteria can be met the Applicant should:

- Arrange for a site visit / meeting with a representative of the Events Team
- Complete an application form

## 6. FAIRGROUND RIDES

It is the responsibility of the organiser to collate and ensure that all suitable independent ADIPS (Amusement Device Inspection Procedures Scheme) safety certificates, covering structural, mechanical and electrical safety requirements in relation to fairground rides, and proof of Public Liability Insurance cover to an indemnity limit of not less than £10 million in respect of each occurrence is in place. This information must be available at the request of Plymouth City Council. Operators of fair equipment should refer to HSG 175 guidance on safe practice.

The City Council will consider the type and number of rides applicable to each event. Use may be granted subject to restrictions on the number and/or type of rides. All generators will need to be shielded to reduce noise levels to a minimum. All spillages must be cleaned up and the area restored to previous condition. The position of the fairground rides must be agreed with the Events Team in advance of the event.

## 7. AIR SHOWS

The Applicant must produce written proof of Civil Aviation Authority approval to the City Council and also provide proof of Public Liability Insurance cover to an indemnity limit of not less than £25 million in respect of each occurrence to the satisfaction of the City Council; this must be produced at least six weeks prior to the event.

It is the responsibility of the Applicant to meet the Emergency Services and produce an Emergency Action Plan at least three calendar months prior to the event, details of who to contact can be found on page one.

## 8. LICENSED BARS

Notice of any proposed beer tent/bar MUST be included within your application. The position of the bars must be agreed with the Events Team in advance of the event.

N.B. Alcohol is not covered in the Council's Premises Licence that it makes available for use for third parties and an application for a Temporary Events Notice for the sale and off sale of alcohol will need to be made; this can take a minimum of three weeks (15 working days).

For information on Temporary Events Notice please visit

<https://www.plymouth.gov.uk/licensingandpermits/alcoholandentertainment/temporaryeventnotice>

The Applicant should not submit any application to the City Council as licensing authority until notified in writing of the City Council's decision in respect of an application for use of the Hoe, as the licensing authority will not consider an application until appropriate permission for the use of the site has been granted. All licensed bars must be staffed by an appropriate number of SIA registered security staff as specified by the Police or Plymouth City Council Licensing Department.

## **9. DISABLED PARKING**

The only available public parking on the Hoe is for use of the drivers who are blue badge holders; it is incumbent that the Applicant ensures that there is adequate disabled parking that reflects the expected crowd at their event. The size of area to be allotted for disabled parking must be an issue for early discussion with the Events Team, and site plans for the event must include disabled parking provision and access unless it is unsafe or unreasonable. It is the Applicant's responsibility to arrange and pay for this provision.

The Plymouth Area Disability Action Network (PADAN), with the support of Plymouth City Council's Social Inclusion Unit, has produced an access checklist focussing on outdoor events. The aim is to generate the kind of information necessary for disabled people to participate in local events, and to enable PADAN to give access information in its publicity and promotion of any event to its disabled members. We expect that the Applicant will complete and return the checklist to PADAN, which can be found with the application form on the website.

## **10. VEHICULAR USE**

Loading and unloading of vehicles is permitted but parking of vehicles on site and the location must be discussed with the Events Team. Applicants must nominate specific competent stewards to ensure that the site is kept clear of other vehicles.

The maximum speed limit on site is 5mph. In the interest of ensuring safety of pedestrians; all vehicles must use hazard warning lights when moving around on the site. Care and control should be taken at all times with particular attention when reversing.

Only vehicles issued with recognised passes will be given access to the site. Passes can be issued by applicants but the number of passes for an individual event must be agreed in advance with the Events Team. A copy of the pass format to be used will need to be supplied to the Events Team at least two weeks prior to the event. Vehicles not displaying passes in an agreed format will not be given entry to the site.

All vehicles, trailer units, tractor units and generators given access to the site must be fitted with drip trays.

## **11. SECURITY AND ACCESS**

All applicants are responsible for the insurance of their own property and goods brought on to the event site. Plymouth City Council accepts no liability for loss or damage incurred whilst applicants' equipment is on site. You may wish to insure your property against damage. Applicants will be charged for any costs incurred by the City Council in making available attendant staff to allow access to the site; such charges will be notified to the Applicant in advance of the event, following agreement

on times of access to/exit from the site. The current rate of VAT will be added. Overnight use will only be allowed in very exceptional circumstances.

If access points are going to be used during the event it will be the Applicant's responsibility to ensure that they are manned at all times, failure to do so may result in the City Council placing an attendant on the entrance and the Applicant being charged accordingly. For bookings by registered charities, no VAT will be charged.

Should access outside of normal working hours occur, keys will be issued at the discretion of the Events Team which will be covered within your refundable bond. Failure to return keys will result in loss of deposit and a deduction from the refundable bond for changing padlocks.

## **12. TRADE STALLS**

Lists of trade and charity stand holders and a site plan must be submitted at least three calendar months prior to the event in respect of large scale events (Tiers 4 and 5), and at least four weeks prior in respect of all other events.

Applicants may engage catering traders for food and beverage provision which is suitable for their event. Please note Plymouth City Council encourages healthy eating, the use of local produce and sustainability.

Only registered food businesses are eligible, we have a list of food traders we can recommend, who meet our expected standards of a 3 rating or above\*. Each caterer should provide one large bin of 1100cc per unit for waste packaging. If the Applicant fails to ensure this is done, bins will be provided and the Applicant will be invoiced for the provision of the bin.

To remove waste from your event you will require a current Waste Carriers Licence or use a registered company. Waste water should not be disposed of on the site or by use of the storm drains. Plymouth City Council Commercial Waste Services are able to remove trade waste, for an estimate on cost please call 01752 304700. If you are removing your own commercial waste we need to see your Waste Carriers License.

For information on Plymouth City Council's food hygiene systems please visit [www.plymouth.gov.uk/publicprotectionadviceandsupport/foodsafety](http://www.plymouth.gov.uk/publicprotectionadviceandsupport/foodsafety)

The roads surrounding any site are in a strictly controlled designated Street Trading Area within the provisions of the Local Government (Miscellaneous Provisions) Act 1984. Trading of any description by persons not having a current Street Trading Consent issued by Plymouth City Council and displaying an up to date permit is strictly prohibited. On no account may the Applicant sub-let or allow to be sub-let any sites on these roads.

## **13. LITTER**

It is a condition of hiring the site that all areas are to be left in a clean and tidy state and the Applicant will ensure all litter is removed by a licensed carrier.

## **14. PLASTICS**

Plymouth's Plan for Plastics is a citywide focus to significantly reduce our use of single use plastics, therefore we ask all event organisers to recognise this and be part of the campaign, reducing plastics at their events.

All events on our land will need to complete an Environmental Assessment to show how single use plastic will be reduced to an absolute minimum and the maximum level of recycling of other plastics is achieved. We will also be supporting a voluntary ban on plastic straws, cutlery and single use coffee

cups city wide that will come into place in April 2019 and all council buildings will go single use plastic free.

For more information on the Plastics policy please visit  
<https://www.plymouth.gov.uk/environmentandpollution/plastics>

## **15. BALLOON RELEASES AND LANTERNS**

Plymouth City Council's balloon and lantern policy does not permit mass balloon/lantern releases to take place on our land, including school grounds, community buildings, the Hoe and the city centre.

For information on Plymouth City Council's balloon and lantern policy please visit  
<https://www.plymouth.gov.uk/parksnatureandgreenspace/balloonreleasesandlanterns>

## **16. ANIMAL WELFARE**

Plymouth City Council will not allow on any council owned land, rodeos, circuses or travelling menageries which include performing animals.

For information on Plymouth City Council's animal welfare policy please visit  
<https://www.plymouth.gov.uk/animalsandpests/animalwelfare>

## **17. TOILETS**

It is the responsibility of the Applicant to ensure that there are sufficient toilet facilities available for your event.

If you require use of the public toilets on site please contact the relevant officer on page 1 of the Terms and Conditions regarding their use, if out of hours use is required there may be a charge.

## **18. GRASSED AREAS AND TARMAC**

Any damage to the grassed areas and/or tarmac will be charged for. A deduction will be made from the bond for any costs incurred in so doing. No marking of the ground is allowed except by agreed consent. Nothing should be driven into the ground when erecting structures without carrying out the appropriate test to ensure no cables or services are below. Portable roads should be used to prevent vehicles sinking into the grassed area where possible, with a clear definition of usage included in the application.

Should the City Council incur costs for reinstatement works to the grassed area and/or tarmac and/or structures on any site in excess of the bond amount, an invoice for the balance due will be forwarded to the Applicant for immediate settlement.

It is the Applicant's responsibility to ensure that contractors carry out any relevant surveys such as cat scans before fixing anything down on the grassed areas

## **19. GENERAL**

- 19.1. No generators or music should be used after 10pm, unless specifically authorised by the Events Team in advance
- 19.2. Positioning and the level of any amplification of public address or music must be a topic of early discussion with Events Team and agreed prior to planning of the event. The City Council adopts the Council's Code of Practice on Environmental Noise Control at Concerts to be applied to noise from venues of open air entertainment within the City



and has a noise policy with set levels. A copy can be obtained from: Public Protection Service, Plymouth City Council, Plymouth, PL1 2AA. Tel 01752 304147 Email [public.protection@plymouth.gov.uk](mailto:public.protection@plymouth.gov.uk).

It is the Applicant's responsibility to ensure that noise is properly monitored throughout the event.

It is the Applicant's responsibility to seek licences from the Performing Rights Society,

- 19.3. Phonographic Performance Limited and any other relevant bodies, and to pay any fees accordingly. Similarly, any licences in respect of films or moving images which may be required for your event should be obtained and paid for. If the event includes entertainment covered by such licences, the City Council will require to see the licence(s).
- 19.4. Commercial helicopters are not permitted to land on any sites.
- 19.5. All officials and stewards at an event must wear identifiable tabards and ID badges.
- 19.6. The Council reserves the right to restrict the use of any sites at any given time, or to use areas of the event space for its own use during events.
- 19.7. Drones will not be allowed to be used on or over City Council land.

## 20. HEALTH AND SAFETY

- 20.1. It is the responsibility of Applicants to ensure that all proposed activities conform to current Health and Safety Regulations or relevant legislation. A full set of Health and Safety documents for the event should be submitted to the Events Team at least eight weeks prior to the event. These documents should include Method Statements, Risk Assessments, Fire Risk Assessments, Site Plan, Traffic Management Plan and any other documentation relevant to the nature of the event. For large scale events, a Contingency/Emergency plan will be required.
- 20.2. You are strongly advised to obtain and work to the Health and Safety Executive's The Purple guide to festivals and outdoor events. The publication also refers to other guidance and regulations to which you may need to refer.
- 20.3. The Applicant shall ensure that adequate on-site medical facilities are available for the duration of the event. This should be in accordance with guidance in The Events Safety Guide to festivals and outdoor events.
- 20.4. Should your event require road closures you will need to make application a minimum of 16 weeks prior to your event, for further information telephone Plymouth Transport and Highways (South West Highways) on 01752 668000 or email [plymouth.watchman@swh.co.uk](mailto:plymouth.watchman@swh.co.uk).
- 20.5. The Regulatory Reform (Fire Safety) Order 2005 applies to virtually all premises, including most buildings, structures and open spaces. This includes outdoor events. The order requires the "responsible person" to carry out a fire risk assessment which must focus on the safety of all relevant persons. The risk assessment must identify the fire risks that can be removed or reduced, general fire precautions and people at special risk. Further advice on fire safety and risk assessments can be obtained at [www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business](http://www.gov.uk/government/collections/fire-safety-law-and-guidance-documents-for-business) and [www.fire.gov.uk](http://www.fire.gov.uk).

## 21. NOISE

Applicants must take into consideration of any noise generated from their event including music and loudspeakers. You must detail location and direction of stages and speakers and types of entertainment to be amplified; event organisers must be considerate and ensure noise and stage is directed away from the residents. The City Council reserves the right to impose limits on any amplified music or broadcasting.

No activity relating to events either pre, during or post should commence prior to 8am weekdays and weekends without prior agreement.

## **22. FORMAL LETTER / EMAIL OF ACCEPTANCE**

Entry on to the site will not be permitted until a formal letter of acceptance has been issued; any bonds or other fees have been paid by the Applicant and until all requested policies of insurance and Health and Safety documents have been submitted to the City Council.

## **23. WEATHER**

The City Council will not refund any monies payable by the event coordinator on account of adverse weather conditions.

## **24. LICENSING ACT 2003**

Various Plymouth City Council Sites are licensable premises under this act and as such the City Council has obtained a licence for this area. Only activities within this licence are covered and if you intend to hold any activities not covered you must notify the City Council and make separate application for a licence or ask the City Council for a variation on the licence.

Please note usage of the City Council's premises licence is done on the strict understanding that all conditions of booking are adhered too. Failure to do so will result in future usage of the City Council's premises licence being revoked.

Please note Section 8 – Alcohol is not covered in the City Council's Premises Licence that it makes available for use for third parties and an application for a Temporary Events Notice for the sale and off sale of alcohol will need to be made; this can take a minimum of three weeks.

If you are unsure if your activity is covered please contact the Events Team on the number below.

## **25. APPEALS PROCESS**

You have the right to appeal against any refusal of your application.

Your appeal must be made in writing to the Head of Economy, Enterprise & Employment and should state clearly the grounds of your appeal and be received within 5 working days of the decision.

By submitting your Online Application via the link below you agree to the Terms and Conditions set above.

[www.plymouth.gov.uk/visitorsandtourism/whatson/applyholdeventonourland](http://www.plymouth.gov.uk/visitorsandtourism/whatson/applyholdeventonourland)

**ANNEX I**

Scoring System – note this may be amended by the Council.

<b>Criteria</b>		<b>Points</b>
Type of Applicant	Individual	2
	Community group	2
	Charity	2
	Registered Organisation	4
	Corporate / Commercial	8
Nature of the Event	Exhibition/arts show	2
	Community event	2
	Community event with music	4
	Vehicle Display	4
	Sporting event (no fundraising)	6
	Public Fundraising Activity	8
	Corporate Promotional Activity	8
	Pop concert/Dance event	8
Purpose of Hire	Social activity only	2
	Raise awareness, no fundraising	4
	Raise awareness and charitable funds	6
	Raise awareness of Applicant's objectives and charge participants for taking part (either by entry fee or by sponsorship fund raising)	8
	Commercial activity	8
Source of funding	Commercial	0
	Charity	2
	Corporate	4
	Grants (Council, Lottery, Government)	6
	Individual/None	8
Number of attendees	1-200	0
	201-500	2
	501-1,000	4
	1001-4,999	6
	5,000+	8

Audience Profile	Family groups	2
	Mixed	2
	Young adults	4
	Children & teenagers	4
	Elderly	4
Environmental Factors	Winter	2
	Spring	4
	Autumn	4
	Summer	6
	Dark Hours	+2
Additional considerations (add all that apply)	Catering outlets	2
	Multiple activities	4
	Road Closures	4
	Fairground	4
	Booking period over several days	6
	Alcohol sales	8
	Vehicle/pedestrian mix	8
	Increased Security State	8
Confidence in management	Low confidence	6
	Moderate confidence	4
	High confidence	2
Content of event infrastructure	No Infrastructure	0
	Low infrastructure for non-income generation purposes e.g. 1 gazebo	2
	Moderate infrastructure for non-income generation purposes e.g. 3 gazebos, barriers	2
	Low infrastructure for income generation purposes.	4
	Moderate infrastructure for income generation purposes e.g. 3 gazebos, barriers and bouncy castle.	4
	Use of a contractor to install specialist demountable structures, not for income generation.	4
	Use of a contractor to install specialist demountable structures, for income generation.	6
	Use of commercial hire contractor, not for income generation (directly or indirectly), ie: bouncy castle, caterer.	6

	The use of the Commercial sector to enable income generation (directly or indirectly), i.e.: children's activity provider.	8
	High level of infrastructure and large event footprint.	8
<b>Total Score</b>		

Suitability	After evaluating the event (above) please complete the scoring test below. Any events that score a 6-8 on any element needs to be reviewed for suitability of the event taking place and its location.	
Suitability and previous/potential factors	Zero casualty rate	0
	No previous data / Low casualty rate	2
	Medium casualty rate	4
	High Casualty rate	8
	Zero noise complaint rate	0
	No previous data / Low noise complaint rate	2
	Medium noise complaint rate	4
	High noise complaint rate	8
	Zero crime rate	0
	No previous data / Low crime rate	2
	Medium crime rate	4
	High Crime rate	8
	Zero complaint rate	0
	No previous data / Low complaint rate	2
	Medium complaint rate	4
	High complaint rate	8
	Will this event have an adverse impact on the local residents?	6
	Will/has this event damage/d The Hoe?	8
The event will not benefit the local economy or increase visitors to the city	6	
<b>Total Score</b>		