



Open
Spaces

Registered Charity

Open Spaces Events Policy

PART TWO

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1. Policy Statement

This Site-specific policy (Policy) should be read with the City of London Open Spaces Departmental Events Policy (Part One) which applies to all Open Spaces managed by the City of London.

This Policy provides guidance for completing an application to hold events at Queen's Park. Queen's Park is a Charitable Trust (Registered Charity Number 232986).

This Policy has been approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in consultation with the Queen's Park Consultative Group.

This Policy provides a framework to make decisions about events at Queen's Park including to:

- Meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018.
- Meet the statutory obligations and charitable trust objectives to preserve Queen's Park and to provide recreation and enjoyment.
- Facilitate events that are safe, and which are appropriate to the character of Queen's Park.
- Assist event organisers in understanding the process for event applications and criteria for a licence being granted or refused.
- Provide a fee structure for charges that may apply to event applications.

Scope

This Policy applies to all events on Queen's Park where the permission or assistance of the City of London is required to facilitate it.

Events covered by this policy include:

- Activities that include the setting aside of a particular area of Queen's Park.
- Events and activities that occur over a wider course or more than one location; for example, sponsored walk / run events, commercial events, community events.
- Activities that require access to additional services or infrastructure, or that may interfere with other visitors or go beyond ordinary recreational use.

The following events and activities are dealt with under separate arrangements:

- Sports activities at dedicated sporting facilities and/or with limited infrastructure requirements involving fewer than 500 people, or covered by the Sports Licensing arrangements; for example, personal training, group exercise classes.
- Filming and photography – requests should be completed on the filming application form.
- Weddings and Civil Ceremonies – the separate booking form should be completed.

2. Introduction

Queen's Park is a 30-acre (12ha) park which opened in 1887. The Park was the site of the Royal Agricultural Show held in Kilburn in 1879. Together with Highgate Wood, the Park was acquired in 1886 by the Corporation of London from the Ecclesiastical Commissioners under the provisions of the Highgate and Kilburn Open Spaces Act 1886. Situated in northwest London between Kensal Green, Brondesbury Park and Kilburn, it is bounded by Harvist Road to the south, Chevening Road to the north, Milman Road to the west and Kingwood Avenue to the east. The Park forms the main focus of a neighbourhood which developed from around 1895 consisting of late Victorian and Edwardian houses. The Park lies within the London Borough of Brent and the Park and the surrounding streets are in a Conservation Area. The proposed Park was initially called Kilburn Recreation Ground, and has been known as Queen's Park since the naming of the Park by royal command in the Jubilee year of 1887, in honour of Queen Victoria..

Queen's Park facilitates a number of events throughout the calendar year, these include; performances on the bandstand, children's entertainers by the playground, outdoor cinema, Shakespeare in the Squares, a book festival, Open Gardens and Studios and Queen's Park Day.

There are three broad types of events at Queen's Park:

- Charity and community events run by a not-for-profit organisation or by a community group for the benefit of the community.
- Commercial events run by profit-making organisations.
- Free events organised by City of London including music events at the bandstand and children's entertainment.

3. Legislative Background

Queen's Park legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Queen's Park, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Highgate and Kilburn Open Spaces Act 1886

The foundation legislation is the Highgate and Kilburn Open Spaces Act 1886. Under this Act the City of London:

- Must maintain and preserve Queen's Park as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

City of London Corporation (Open Spaces) Act 2018

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold

events at various open spaces, including Queen's Park, under section 7 of the City of London Corporation (Open Spaces) Act 2018. Under this section an "event" means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Queen's Park for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Queen's Park.
- Charge for the use of part of Queen's Park, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

In the exercise of these powers the City of London must prepare an events policy, which has been produced in consultation with the Queen's Park Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event the City of London must have regard to the character and local environment of Queen's Park (or the part of Queen's Park in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Queen's Park or significant impairment to the public enjoyment of Queen's Park.
- The locations in Queen's Park to which events are confined must be specified.
- The frequency and duration of events in Queen's Park must be limited.

Other statutory provisions

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Queen's Park, irrespective of which statutory enabling power is being relied upon.

These include provisions under:

- Section 76 of the Public Health Acts Amendment Act 1907
- Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Further information about the legislative framework is provided in Appendix 1.

Byelaws

Regard must also be had to the byelaws that apply in Queen's Park which can be found at <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/queens-park/Pages/byelaws.aspx>.

4. Event Locations

Refer to the Schedule of Locations as presented in the map (Section 13).

Event locations are grouped into three broad zones. Event applications will be considered based on an assessment of the suitability of a location, including the local character of the location, the potential impacts on the fabric of the site and on the experience of Queen's Park visitors and neighbours.

Zone A: Built facilities

Including hard-standing areas, café and terrace, sports facilities, e.g. pitch and putt course and other built facilities (for example the Children's Farm, office meeting room, hard tennis courts, bandstand).

Zone B: Established Activity Areas

Including the main field, amenity grassed areas, formal grassed areas, bandstand environs, the Woodland Walk.

Zone C: Wider areas

Events will generally be excluded from the wider and natural areas of Queen's Park.

Large walking and running events that cover a wider course will be limited to surfaced paths and existing routes. Exceptions may include running and orienteering events where routes will be planned in consultation with Ecologists and Arborists to maximise dispersal of participants and minimise compaction and other impacts.

Event applications will be carefully considered in consultation with specialist Officers to define conditions to ensure any potential impacts on the fabric of the site are minimised including measures to protect natural and heritage values, for example, the protection of tree root zones from soil compaction. The preparation of a condition report before and after the event may also be stipulated.

Based on the above assessment, an environmental impact fee may be applied to ensure the natural and heritage values are protected.

5. Timing and Frequency

In considering applications for events at Queen's Park, the Open Spaces Events Policy (Part One) requires that this Policy includes restrictions on the location, duration and timing of events.

For the purposes of this Policy, events at Queen's Park are ranked according to the number of people attending and the duration of the event as set out in Table 1 in Section 9.

Location

A Schedule of Locations sets out the locations where events may be permitted. These locations are grouped into three zones according to the local character of the location. Details are set out in Section 4.

Duration

Events located in Zone A will be limited to a maximum duration of two days including time for setup and break down and will be strictly controlled to minimise disruption to Queen's Park visitors.

Applications for events that extend over longer periods will be limited to Zone B - Established Activity Areas. Generally, events that extend over longer periods will be planned back-to-back to reduce time required for set-up and break-down.

Timing and frequency

The number of weekends when more than one large or major event is scheduled shall be minimised and, in this instance, the events shall occur in separate areas across Queen's Park to minimise impacts on visitors.

Visitor impacts

Event applications will be required to set out how potential impacts on Queen's Park visitors and neighbours will be minimised, including litter, noise, lighting and vehicle movements during set-up and break-down and during the event, to ensure the event is in keeping with the local character of Queen's Park.

Exclusions

Events will be excluded from areas of high conservation value. Temporary and seasonal restrictions on specific areas will be enforced; for example, minimising disturbance during the bird nesting season or temporarily fencing areas to protect sensitive areas.

Extent and infrastructure

Events with significant infrastructure requirements will be restricted to Zone B - Established Activity Areas. This applies to the erection of large and/or heavy temporary structures and equipment likely to cause soil compaction; including for example, large marquees and staging; and the parking of heavy vehicles and plant.

Many events at Queen's Park cover a wider course that may pass through Event Zones B and C, including; for example, sponsored-walks and community running events.

In Event Zone B, infrastructure associated with these events will be minimised and will be sited to minimise compaction and other impacts.

In Event Zone C, associated infrastructure will be minimised and will be restricted to surfaced areas as far as possible.

6. Local Authority Approvals

A Temporary Event Notice and other permissions and licences may be required from the Local Authority. Applicants are responsible for making enquiries, including the application and associated costs to the following authorities as applicable:

- London Borough of Brent.

7. Local Officer Event Group

The Queen's Park Manager, the Hampstead Heath Leisure and Events Manager and the Highgate Wood, Conservation & Trees Manager form the Queen's Park, Officer Event Group which will meet monthly to consider event applications and make recommendations to the Superintendent. The Superintendent will direct the Officer Event Group recommendation to the appropriate approval pathway in accordance with the procedure described in Section 8. Other Officers and/or specialists may provide advice as appropriate to the type of event, Event Zone and potential impacts of the proposed event.

8. How we make decisions

As is current practice, a proposed annual event programme of large and major events will be presented in advance for approval by the Hampstead Heath, Highgate Wood and Queen's Park Committee following consultation with the Queen's Park Consultative Group. Similarly, an annual report reviewing the events programme will be presented to both Committees at the end of each year and will include recommendations for events in the following year.

Proposals for events that are received after the annual event programme report to Committee will be assessed by the Officer Event Group and referred to the Superintendent and/or Committee, as appropriate, in accordance with the thresholds described in Section 9, Table 1. The Superintendent may choose to refer any medium or smaller event proposal to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision, for example where the proposal is unprecedented or unusual.

The Queen's Park Consultative Group will automatically be consulted on any event proposal that is referred to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision. The Superintendent may also choose to consult the Queen's Park Consultative Group on medium and smaller events. Such consultation may be by email or post.

8.1 Criteria for events

When considering an event application, we will consider how effectively the proposal aligns with the following criteria:

1. Aligns with the Queen's Park Conservation Management Plan and strategic outcomes for Queen's Park.

2. Is appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts One and Two.
3. Is high quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event.
4. Is sustainable and based on a strong business case.
5. Offers quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community.
6. Identifies and delivers added value for social inclusion.
7. Promotes values of shared stewardship and collective responsibility.

The performance of the event organiser throughout the event planning stages and delivery will be monitored and reviewed. This performance will be considered when assessing future event applications.

9. Applications timescale

Events are ranked according to their scale as set out in Table 1. Scale considers the size of the event in terms of the number of people attending on any one day and the duration of the event (including time for set-up and break-down). Where the anticipated attendance and duration fall within different event scales in Table 1 the applicable scale is the larger of the two.

This ranking enables the assessment of suitability of events for the range of locations listed in the Schedule of Locations. The scale of an event also informs the conditions and any restrictions that may be applicable and the calculation of the cost of services that are to be provided.

Event applications must be received within the lead-in time stipulated in Table 1. Should applications not be received within these lead-in times, event applications may be declined.

Table 1: Event Scale (proposed)

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 500			8 weeks	None - rolling application process
Medium	501 – 1,000	Up to 2 days	Superintendent	4 months	None - rolling application process
Large	1,001 – 5,000	Up to 3 days	HHHWQP Committee	6 months	1 February 1 September
Major	5,001 plus	4 or more days	HHHWQP Committee	12 months	

10.Site Events Application Form

An application form for events in Queen's Park can be found at Appendix 2.

11.Site Terms and Conditions of Hire

The types of charges applicable will be determined in accordance with the charging policy set out in Section 11.1. The rates charged will be in accordance with the Queen's Park Schedule of Fees and Charges which is revised and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee annually.

Commercial events

Commercial events will be charged in accordance with the structure set out in Section 11.1.

Community and charitable events

The City of London proudly supports community and charitable events Queen's Park. Charity and community events will be assessed to determine an appropriate reduction or waiver of charges. Generally, the Hire Charge will be waived for community events. Additional discretionary discounts may be applied.

11.1 Charging Policy

Application fee: A non-refundable application charge will apply for all event applications to cover the administrative costs of determining event applications.

Remediation deposit: A remediation deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.

The cost of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works and related additional costs incurred by the City of London, the event organisers will remain liable for the same.

Hire charge: A hire charge may be applied to events to reflect the value of hiring this unique outdoor space to event organisers. Days associated with set-up and break-down in addition to the duration on the event will be charged for to offset the loss of amenity for that period.

A holding deposit is included within the hire charge to secure an event location on a specific day. Late cancellation may result in the forfeit of this deposit.

Service charge: Where services are provided by City of London to support events, the cost of those services will be borne by the event organiser. Rates for services that require staff time or equipment and other services, such as waste disposal, will be based on full cost recovery, as set out in the annual Queen's Park Schedule of Fees and Charges.

Environmental impact: This is an upfront charge for events that are likely to have a non-permanent environmental impact. Generally, this charge will be applied to events in Location Zone B and C.

Donation: Event organisers may wish to make additional voluntary contributions to the Queen's Park registered charity (Number 232986) to support the cost of managing Queen's Park.

Cancellation:

The Open Spaces Events Policy Part One sets out the Cancellation Policy. Cancellation periods are specified below.

Table 2: Event Cancellation Period.

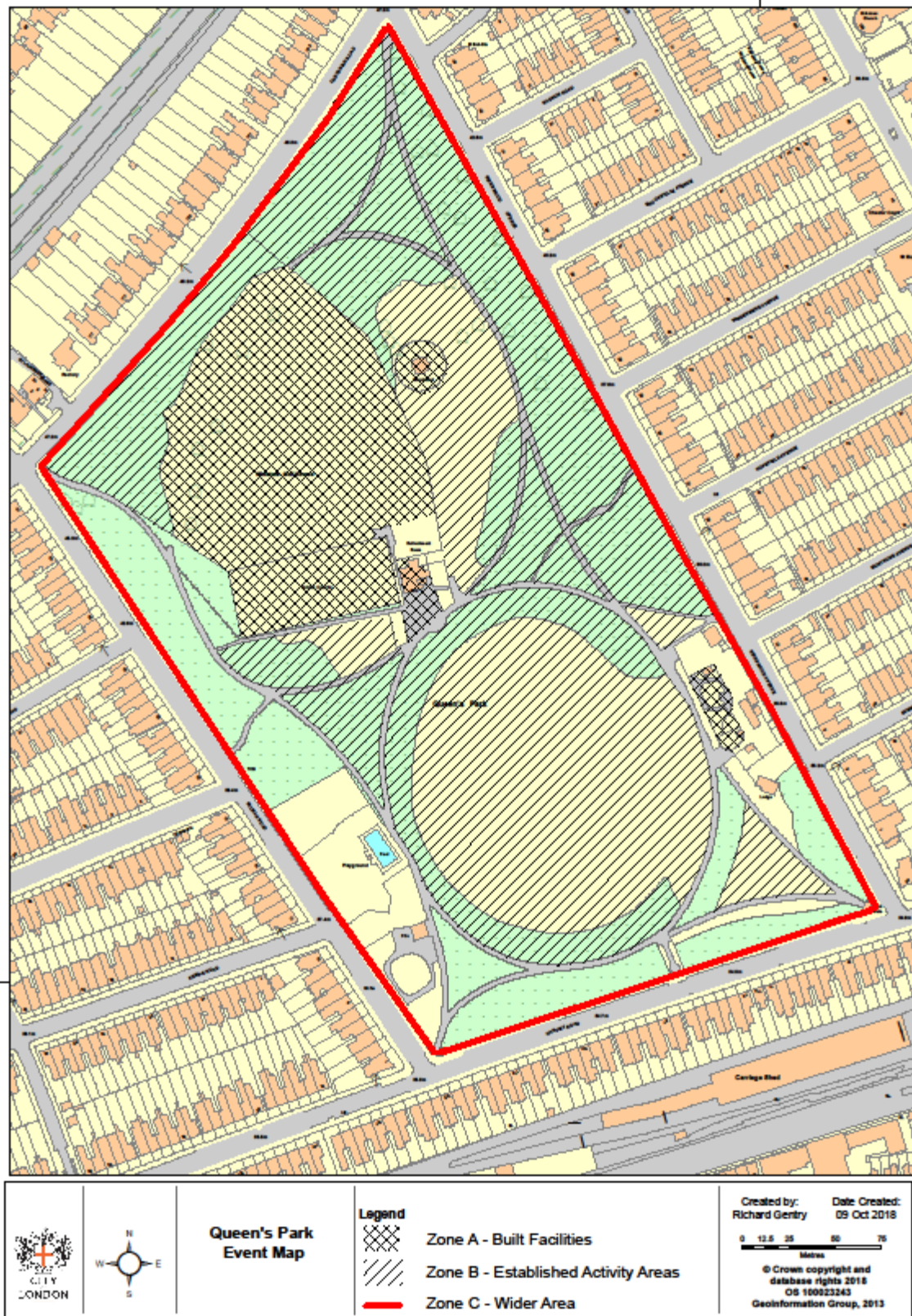
Scale Total	Total anticipated attendance	Notice given for cancellation	Refund
Minor	1 – 50	Any Period	Full refund*
Small	51 – 500	At least 4 weeks	Full refund*
		Less than 4 weeks	Minus 25% deposit*
Medium	501 – 1,000	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Large	1,001 – 5,000	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Major	5,001 plus	At least 4 months	Full refund*
		Less than 4 months	Minus 25% of deposit*

*minus application fee and City of London expenses

12.Review

A review of this policy will be undertaken at least every three years as set out in the Open Spaces Events Policy Part One. The Superintendent can request a review within that period as appropriate. The revised policy will be submitted for consideration by the Queen's Park Consultative Group and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee.

13.Site Specific Location Plans



14. Appendices

Appendix 1 - Legislative Framework

Queen's Park legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Queen's Park, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Under the Highgate and Kilburn Open Spaces Act 1886 the City of London:

- Must maintain and preserve Queen's Park as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

Under section 76 of the Public Health Acts Amendment Act 1907 (as amended by section 56 of the Public Health Act 1925 and applied to Queen's Park by section 4 of the City of London (Various Powers) Act 1933) the City of London may:

- Set apart any part of Queen's Park as may be described in a notice board in some conspicuous position for the purpose of any game or recreation, charge reasonable sums for its use and exclude the public from the part set apart while it is in actual use for that purpose.
- Provide any apparatus for games and recreations, and charge for their use, or let the right of providing any such apparatus to any person for up to three years.
- Place, or authorise any person to place, seating in Queen's Park and charge for, or authorise any person to charge for, its use.
- Provide and maintain pavilions or other buildings and conveniences and to charge for admission.
- Provide and maintain refreshment rooms in Queen's Park, and either manage them themselves or let them to any person for up to three years.

Under section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the City of London may:

- Provide such sporting and recreational facilities, whether indoor or outdoor, as it thinks fit.
- Provide premises for the use of clubs or societies having athletic, social or recreational objects.
- Provide such facilities in connection with recreational facilities as it considers appropriate including buildings, equipment, supplies and assistance of any kind, parking spaces and places at which refreshments may be bought from the City of London or another person.
- Contribute towards the expenses incurred by any voluntary (not for profit) organisation or local authority in providing recreational facilities.

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold

events at various open spaces, including Queen's Park, under section 7 of the City of London Corporation (Open Spaces) Act 2018. Under this section an "event" means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Queen's Park for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Queen's Park.
- Charge for the use of part of Queen's Park, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

The City of London must exercise these powers having regard to an events policy prepared in consultation with such persons or bodies as it thinks appropriate. At Queen's Park this consultation has included the Queen's Park Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event under this section the City of London must have regard to the character and local environment of Queen's Park (or the part of Queen's Park in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Queen's Park or significant impairment to the public enjoyment of Queen's Park.
- The locations in Queen's Park to which events are confined must be specified.
- The frequency and duration of events in Queen's Park must be limited.

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Queen's Park, irrespective of which statutory enabling power is being relied upon.

Appendix 2 – Queen's Park Even Application Form



Queen's Park

Registered Charity

Event Application Form 2019

Dear Applicant,

Thank you for your interest in Queen's Park as a location for your forthcoming event.

Please refer to The City of London, Open Spaces Department, Events Policy Part One & Two when completing this form.

If you have any questions relating to your application, please contact us on 020 7332 3322.

Please return this form together with your supporting documentation, by post or email to:

Post: City of London, (Queen's Park)
Event Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: queens.park@cityoflondon.gov.uk

4. Details of your proposed event

Please state the **exact** dates of your event:

i) Date and time the event opens to the public:

ii) Number of days required **before** this date for setting up (including arrival time on site):

iii) Date and time the event closes to the public:

iv) Number of days **after** this date for dismantling (please give on-site start and finish times):

5. Approximate number of people expected to attend your event

i) Participants:

ii) Adults:

iii) Children under 16:

v) Spectators:

Any additional information:

6. The Applicant

Full name, address and contact details of the **applicant** (Please use **BLOCK** capitals):

Full name, address and contact details of **second** contact (Please use **BLOCK** capitals):

7. Applying on behalf of an organisation

If you are applying on behalf of an organisation, please state the name and the address of the organisation:

Nature of organisation (please tick relevant box):

- Registered Charity ☐
- Not for profit constituted organisation ☐
- Individual ☐
- Commercial company ☐

Your capacity within the organisation:

and, the capacity within the organisation of the **second** contact:

8. Commercial Traders

Do you intend to invite any commercial traders i.e. food vendors, fairground rides, climbing apparatus?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details of all such traders including names, addresses and contact numbers for the individuals or organisations providing such attractions.

Company 1:

Company 2:

Company 3:

Company 4:

Company 5:

You **must** obtain the City of London's consent for any additions and alterations to this list. Please note that it is at the discretion of the City of London as to whether traders etc. will be permitted as part of the event.

To ensure the safety of those attending the event an Environmental Health Officer may inspect any equipment brought onto the site by yourself or a commercial trader.

They will also examine any associated documentation e.g. fire and test certificates, your Risk Assessments and the suitability of training provided to equipment operators.

9. Fund raising

If you are fund-raising, please include the name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if there are more than one. Will all income raised go to the charity/project named above? If no, please provide details: (proof may be required)

10. Will your event include music, films, dancing or live entertainment?

Music

Yes ☐ No ☐ (please tick relevant box)

If yes, is it: Recorded ☐ Live amplified ☐ Live acoustic ☐ Other ☐

Please give details:

Volume levels must not exceed 65 decibels at the nearest residence, or between Monday and Friday at the nearest place of work.

The Officer Event Group will be able to assist you in determining a level appropriate for your equipment and your event.

Films

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Dancing

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Live Entertainment

Yes ☐ No ☐ (please tick relevant box)

Please give details:

11. Will your event include alcohol and Catering?

Alcohol

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Catering

Yes ☐ No ☐ (please tick relevant box)

Please give details:

12. Will your event include animals?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

13. Will you be using a Public-Address System?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

14. Will your event require an electricity supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you generate your own or is a City of London mains supply required (if feasible)?

We will generate our own* ☐ We will require a supply from the City of London ☐ **

* Organisers are required to consider the switch to cleaner technologies as well as ensuring Non-Road Mobile Machinery is compatible with the Stage V emission standards.

** This is available at an additional cost and **must** be provided by a City of London approved electrician. Under no circumstances must any attempt be made to make a connection to any electricity supply by you or any person associated with your event.

15. Will your event require a water supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you provide water or is a City of London mains water supply required (if this is feasible)?

We will generate our own ☐ We will require a supply from the City of London ☐ *

* This is available at an additional cost. Under no circumstances must any attempt be made to make a connection to any water supply by you or any person associated with your event.

16. Will you be using any artificial lighting?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

17. Toilets

Please give details of the arrangements you will be making for providing toilet facilities and cleaning?

An important aspect of any event is the provision of adequate toilet facilities. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

18. Will any other item or equipment at your event generate noise?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

It is important that the Officer Event Group have an opportunity to assess noise from all sources on site e.g. generators, vehicles, tannoy

19. Will you require vehicle access to facilitate the event i.e. articulated trucks, vans?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details:

20. Will any items of plant and heavy equipment be used i.e. cranes, forklift trucks, etc.?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be used and on which areas of the site:

21. Will any elevated platforms, stages, marquees or other temporary structures or apparatus etc. be built?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be built:

Structures require inspection prior to your event opening to the public. The event organisers are responsible for arranging inspections prior to the opening of the event.

22. What arrangements have been made for car parking and marshalling of vehicles during your event?

Please give details:

23. What arrangements have been made for litter collection, recycling and disposal. When and how will this take place?

Please give details:

24. What facilities will be provided for First Aid?

Please give details:

An important part of any event is the adequate provision of first aid. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

25. Will you be providing overnight security?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

26. Will the event be open and accessible to all?

Please give details:

27. How will you actively encourage sustainable transport for people attending the event?

Please give details:

28. How does your event contribute to achieving event application criteria 8.1? (please refer to the Open Spaces Events Policy, Part Two: Queen's Park)

Please give details:

Note: If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of the City of London Corporation.

Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant Local Authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a Premises Licence Application and 4 weeks for a Temporary Event Notice. Larger events may need to apply for a licence up to 6 months in advance.

More information can be found here <http://www.londoneventstoolkit.co.uk>

Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of Public Liability or third-party risks. The relevant limit of indemnity must be no less than £5 million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>). This information needs to be provided at least one month prior to the event if it is a medium, large or major event.

Insurance Company:

Policy number:

Amount of indemnity (a minimum of £5M is required):

Expiry date of current certificate:

We require a copy of a valid schedule or certificate of Public Liability Insurance without which, consent to use the land will be withheld. The Corporation may also take legal action against an event organiser who proceeds with an event having not provided this documentation.

Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found <http://www.londoneventstoolkit.co.uk>

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

	Attached	To Follow	N/A
Risk Assessments / Emergency Plan			
Copy of your Public Liability Insurance			
A site plan			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)			

TERMS OF ACCEPTANCE

By returning this form, I confirm that I have read and understood the City of London Open Spaces Events Policy Part One & Two. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform the City of London if the details change.

Signed (please type on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London (Queen's Park)
Event Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: queens.park@cityoflondon.gov.uk

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For office use only

Confirmed by Officer Events Group: _____

Date of the Event _____ 2019 Time _____ of _____ the _____ Event

Place of the Event _____

No of people _____

Route Map

Liability Insurance _____

Risk Assessment