



Open Spaces and City Gardens

Date: MONDAY, 6 JUNE 2016

Time: 1.45 pm

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

11. CITY GARDENS EVENT POLICY

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Town Clerk and Chief Executive

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City Gardens

Draft City Gardens Events Policy

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2. Introduction

The City of London Corporation acknowledges the value and benefit of outdoor events. Diverse and well-designed events can provide a vital element for the City of London's cultural offer. This policy is provided to assist the decision making behind a sustainable and varied programme of events whilst protecting residents, visitors and green spaces infrastructure from any negative impacts that events may cause. The policy aims to offer guidance in relation to the number, size and nature of events that can be held in each green space

This policy also aims to communicate to event organisers, residents and City of London staff, the obligations, responsibilities and limitations which all event organisers have in relation to staging an event in a City garden or green space.

Whilst the main focus of this policy is events taking place within the gardens, it is considered that many of the recommendations, objectives and operational matters are equally relevant to events within other City of London localities. Applications for events in churchyards or sites that are managed by, through or in conjunction with third parties will be considered through a joint approval process.

3. Supporting documentation

This policy should be considered within the context of the other documents which are referred to below. These underpin and provide the detailed procedures and protocols which support this policy document.

<p>Appendix 1</p> <p>Application form and fees for events in City Gardens</p>	<p>Appendix 2</p> <p>Guidance notes for events in City Gardens</p>
<p>Appendix 3</p> <p>Licence (including indemnity, terms and conditions)</p>	<p>Appendix 4</p> <p>Garden description and guidelines</p>

The above appendices are available on the events policy page of our website at:

www.cityoflondon.gov.uk/citygardenseventterms

4. Strategic context

This policy takes into consideration the overall strategic priorities of the City of London, as well as the City Gardens Management Plan, City of London Open Space Strategy and the City's Biodiversity Action Plan.

4.1. Aims

It is intended that this policy will balance the interests of residents and businesses and allow City Gardens to:

- Develop events that promote use of our green spaces and safeguard public enjoyment
- Encourage events that have strong community benefit and engagement
- Generate income that can be reinvested back into the gardens to enhance and protect the infrastructure
- Support community event organisers and parks user groups through the development of tools and resources to streamline the event application process and up-skill event organisers

4.2. Objectives

The key objectives of the event policy and related documents are to:

- Ensure all events are run effectively and comply with relevant legislation and byelaws
- Promote sensible risk management to facilitate delivery of safe and healthy events for attendees, the wider public and those working at the event
- Protect the reputation and promote a positive image of the City of London Corporation

- Ensure protection of the natural environment and the biodiversity at our sites
- Approve events where the organisers can clearly demonstrate they are able to deliver effective planning of an event which is robust and safety focussed
- Encourage, facilitate and initiate events which align with strategic priorities
- Encourage events which involve community participation and delivery
- Ensure minimum noise and disturbance to City Gardens users and neighbouring occupiers, especially at key times such as lunchtimes during the summer months
- Ensure that pre-event consultation with stakeholders, nearby residents, churches, businesses and schools, is carried out in a timely and considerate manner and that City of London Safety Advisory Group (SAG) are aware
- Ensure that the green spaces are not damaged from any permitted event
- Encourage and support an annual programme of quality, sustainable events
- Develop a culture which encourages a diverse range of community events with wide appeal for the community as well as tourists and visitors
- Minimise disruption to local residents, churches, businesses and transport networks through best practice management.
- Minimise disruption to City workers during peak periods – i.e. lunchtimes during the summer months
- Promote the use of City Gardens for high quality public art and performance through encouragement and appropriate fees and charges
- Ensure that any City of London Corporation led events are value for money and have clear and measurable strategic objectives

5. Event categories

This policy covers a range of event types recognising that some gardens may be inappropriate for any or all events due to their size or other constraints. The majority of City Gardens are less than two hectares in size and therefore can only accommodate small events, performances and activities.

Small events are defined as having an audience capacity not exceeding **500** people. If an event is considered to have the potential for a significant impact on an area, site or nearby residents, it may be considered a large event regardless of the estimated audience size. Hire fees are based on the event type, scale and garden location.

Exclusive use may be considered for events undertaken out of normal working hours. Please note, the general public will be able to use any part of the City Gardens while an organised event is taking place during normal garden opening hours.

5.1. Community Events

A community event, being one organised by community groups and volunteers, should be without entrance fees. They will not provide advertising or other commercial benefit opportunities to a profit making business or organisation. The organiser will be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders, to attend their event.

5.2. Charity Events

Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all surpluses from the event will be for the charity.

The City has a number of different garden user groups who help oversee the maintenance, development and enjoyment of our gardens. These volunteer groups hold a number of events throughout the year and in recognition of the invaluable role played hire fees will not be charged for such events

5.3. Commercial Events

These are defined as events which are intended to generate a profit and which may have an entrance fee attached.

5.4. Corporate Events

Corporate team building, brand events, VIP functions and incentive events all fall into this category.

5.5. Private Hire

Events included in this category may include family occasions, private parties and other personal events, and will be assessed on a case-by-case basis. Events of this type will normally be small scale, up to approximately 50 guests and may include the erection of small marquees or temporary enclosures/ shelters providing these structures do not obstruct the enjoyment and use of other garden users.

5.6. Public Art Installations and Performance

These are short and long term art installations and/or performances which are open and free for the public to engage in. Event organisers will need to submit a separate application to the City Arts Initiative Panel for assessment.

5.7. Weddings

None of our gardens are licenced for weddings/civil partnerships. However, a number of the gardens are suitable for small wedding/civil partnership celebrations.

Appendix 4 sets out a description of gardens available for hire and the indicative frequency of events within each category that will be permitted within City Gardens' green spaces. The maximum limits set out in Appendix 4 are for guidance only and specific decisions will take account of the frequency and timing of events to ensure that they are spread throughout the summer wherever possible. A site visit to assess the feasibility for activities associated with an event will be essential.

None of the gardens have toilets that are available to the public. If required, provision for these will need to be organised and paid for by the event organiser.

Parking restrictions apply throughout the City and there is limited available parking near to most of the City Gardens.

6. Event application, booking and approval process

A comprehensive application vetting and approval process is intended to ensure that events are not approved or staged until all the conditions and criteria have been properly met.

The guidance notes (Appendix 2) are intended to assist event organisers and detail how to complete the application form, the assessment criteria and the responsibilities of event organisers. A number of key criteria have been identified that need to be assessed at the application stage. A decision will then be taken in relation to whether the event is considered appropriate for further consideration.

There are a number of factors that need to be considered if the event is to proceed to the next assessment stage. These are:

6.1. Cost to the City of London Corporation

The City would want to be clear that there was no financial impact to the City of London Corporation, unless otherwise specifically approved by the City of London. Event organisers should therefore be clear that all associated event costs, for example waste management would need to be met by the event organiser, including cleansing and litter that affects the adjoining highway. Where costs are incurred or the organiser would like to use one of our services, we would expect a full cost recovery. For example, we often advocate using our own waste service at events as we are confident with the quality of the service they provide. This is also the case with our noise team.

6.2. Community interest

Events in gardens and green spaces can be contentious, with local residents and user groups often concerned about the impact upon their local space. To ensure an even spread of events, the events policy has a designated number of events and the type of events suitable for a particular type of space. Applications for events will be considered in relation to the time gap between events in order to manage disruption and any detrimental impact. It should, therefore, be possible for officers to do an initial assessment against that criteria laid out in the policy before presenting to senior officers for approval.

6.3. An event where there have previously been problems

Sometimes event applications may be received from people who have run events badly in the past, or where there are still costs outstanding. These would be identified at the initial stage and may prevent an event from proceeding any further.

6.4. Anticipated income

Based on group/crowd numbers and length of the event, it should be possible to identify the potential income figure to the City of London Corporation at the start of the process.

7. An overview of the process

7.1. Lead time on events applications

Event application is to be received and assessed by the City Gardens Support Officer. The event application and non-refundable application fee must be received **eight weeks** prior to the event date to allow for the consultation and approval process to be completed. Should an application not be received within these lead times, it may be declined.

Due to the nature and small size of the green spaces contained within City Gardens it will only be possible to hold small scale events, the space available is unsuitable for major or large events, see (Appendix 4) for more information on the capacity and size of our gardens and green spaces.

7.2. Number of events in a given space

No more than one event will normally be approved on the same day in each garden or green space. Should multiple applications be received for the same garden on the same date, one or both of the organisers may be offered an alternative date or

garden. Event organisers may also be asked to move their event to another date or garden.

7.3. Completeness and consistency of applications

Applications will be checked for completeness and consistency with this policy and will be subject to consultation. Consultation will involve all stakeholders, including garden user groups, garden staff, Ward Members, residents, local businesses, churches, the City of London Police, Environmental Health, Pollution Control Team, Licensing and Planning departments and the Open Spaces and City Gardens Committee.

7.4. The decision process

The decision is made by the City Gardens Manager whether an event warrants attendance at a City of London Safety Advisory Group (SAG) meeting, arranged quarterly or if as a smaller event it can be assessed at a City Gardens Event Group (CGEG) meeting held bi-monthly. This is based on information supplied in the application form or based on other knowledge of the event. References may also be taken if the event has taken place in another location/borough previously.

The SAG was established to provide a forum for key stakeholders, both internal and external, including all emergency services, to offer expert advice and provide guidance to event organisers. Only those event organisers who are planning events which have the potential to cause significant community impact or safety issues are invited to attend SAG. The SAG process is employed to ensure that organisers have a well-managed and robust event plan and can demonstrate that they are knowledgeable of its contents and the practical actions which are necessary to deliver the event safely.

At any time SAG can recommend that permission be refused for an event to be staged in one of the City Gardens spaces. Criteria for this escalation may be where the event:

- is new and has no history
- venue or audience may attract anti-social related disorder
- has a history of, or may attract crime and disorder
- requires the closure of one or more principle roads
- venue has never staged an event before; or has never staged an event of this magnitude or type
- requires temporary structures
- ticketing policy is unclear or of concern

The criteria on which the assessment is made to request an event organiser to attend SAG or CGEG is based upon whether:

- the event includes the sale of alcohol
- the event has any licensable activity (film screening, dance, live or recorded music, plays, beauty treatments, charity collections)
- the event includes large numbers of attendees
- the event will involve noise and possible disturbance
- the event includes children
- there are any serious health and safety concerns
- consultation is requested by any of the emergency services
- there are concerns that the event may not be well managed or safety delivered
- there are historical problems in relation to a previous year's event
- there is evidence that the event organiser has undertaken consultation with residents, churches, businesses and schools to ensure that relevant bodies are aware of potential noise disturbance
- the event organiser will need to provide a named contact to the residents, businesses, churches and schools for further discussion and or contact on the day of the event

7.5. Provisional approval

Provisional approval/SAG/CGEG advice letter will be sent to the organiser which outlines all requirements to hold the event; the documentation needed and deadline date.

7.6. Event documentation

If required, event documentation from organisers is circulated to SAG/CGEG members within a minimum of two weeks prior to the SAG/CGEG meeting.

7.7. Safety Advisory Group and City Gardens Events Group meetings

Event organiser/representative attends SAG/CGEG meeting if necessary and/or pre-approval documentation processed by the City Gardens Support Officer.

7.8. Further requirements

Any further requirements for the event recommended by SAG/CGEG members are conveyed in writing to the event organiser with a specified deadline for their production.

7.9. Lead time for refundable deposit

A refundable deposit is made at least eight weeks before the event begins.

7.10. Events not required to go through committee

Events not required to progress through the SAG/CGEG committee will be decided for grant or refusal of permission by the City Gardens Manager.

7.11. Final permission

The City Gardens Manager will make a recommendation for an event to be given final permission or refused permission after SAG/CGEG process.

7.12. Returning a signed licence

A City Gardens event licence will be sent to the named event organiser once an application has been approved. The event organiser must sign and return a copy to indicate that they accept the terms and conditions of the licence.

7.13. Promotion

Once approved, events can be promoted through an events calendar on the City Gardens webpages and through local notices.

7.14. Final decisions

After taking into account all considerations above City Gardens decision on whether to approve or refuse any event is final.

7.15. Recurrent events

An applicant having held a previous event should not presume that it will be accepted as an annual occurrence.

7.16. Inspection of site

Both before and after any event where damage to the garden or litter concerns prevail, the Project Support Officer and a representative from the City Gardens division will inspect and report upon the condition of the site.

7.17. Guidance notes

Guidance notes for events in City Gardens (Appendix 2) provide details on how to apply to hold an event.

8. Events which will not be granted permission

Events will not be granted permission if they are deemed to be inappropriate, prevent public enjoyment of an open space or contravene any conditions set-out in the City Gardens Terms and Conditions outlined in the event licence (see Appendix 4) or are considered to have a detrimental impact on the 'normal use' of the green space. Specific attention is drawn to the potential for noise nuisance as a result of amplified music for certain types of event.

This may also include:

- Any event which is likely to have an unacceptable impact on green spaces infrastructure and biodiversity of the selected site.
- Any event which contravenes Byelaws specific to the garden
- The City of London (Various powers) Act 1987 (which has been amended by a Byelaw) now permits temporary street trading to take place in accordance with a licence. With the exception of Petticoat Lane Market, trading can only take place (on the public highway) that is associated with, or forms part of, a City event. Trading from private land is still permitted and is unaffected by the new legislation, however planning permission may be required in certain locations. Please note that a permit for temporary trading for an event in Bunhill Fields Burial Ground (located in the London Borough of Islington) will need to be granted by the London Borough of Islington.
- Any event for which the organiser has not provided adequate documentation
- Any event which is refused support by one of the Emergency Services
- Any event where there is a risk of serious injury or ill health to participants, contractors or members of the public, and when measures to reduce risk to an acceptable level are either not available or are not proposed by the event organiser.
- Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability. This aspect will specifically include any charity, community or commercial ticketed event where any of the above groups or individuals are excluded or refused entrance.
- Any event with a political agenda inconsistent with City of London Corporation policies
- Boxing/wrestling and gaming events will not be permitted

It must be noted that the City of London Corporation retains the right to decline any application they do not wish to take place in any of their gardens or green spaces.

The following principles will be applied to the timing and frequency of events:

- No more than one event will normally be approved on the same day in each garden or green space
- Events will not normally be approved on consecutive weekends over the period from May to September in each park.
- The overall number of events approved between May and September will be restricted to maintain a balance between informal/casual access and structured access to gardens and green spaces.

9. Health and safety

The event organiser has prime responsibility for the health and safety of the event. Event organisers must assess health and safety impacts from their proposed activities and ensure that, as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and safety. A pre site visit will be essential to assess the hazards within the garden in relation to the activities.

Further information is available on the Health and Safety Executive website.
<http://www.hse.gov.uk/event-safety>

Many small scale events will only require simple common-sense precautions. Larger or complex events e.g. a performance involving staging and temporary electrical supplies, will require more specialist consideration. Certain events may require fire risk assessments to be carried out.

When selecting food businesses for an event, event organisers are advised to ensure that they have been registered by the operator as a food business. Organisers are also advised to ask for and take into consideration the food hygiene rating achieved at their last local authority food hygiene rating inspection.

For some events evidence of safety test certificates will be required for equipment such as bouncy castles, marquees, etc. Sub-contractors engaged by the organisers also have responsibilities and must provide all relevant documentation.

10. Advertising

Advertisement Consent will be subject to advice from our Planning Department and may require Express Consent under the Town and Country Planning (Control of Advertisements) regulations. Nothing in this section affects the need for Advertisement Consent from the Planning Department. The following deals only with the circumstances where the City as owner of the City Garden will allow advertisements to be displayed. Permission will depend on the type and historical infrastructure of the

site. The following is intended as a guide and for further information please contact the City of London Planning Department:

- The maximum size of a poster is A2 (420 x 590mm)
- Posters may be placed on either side of an entrance where railing or fencing allows. The posters are to be displayed in the permanent cabinets, where available, with the City of London's consent.
- Banners will not be permitted (although for Bunhill Fields, London Borough of Islington advertising/planning conditions will apply)
- Any displays must have all necessary Advertisement Consents issued by the Planning Department before the advertising is displayed.

If these conditions are not adhered to, signs and advertisements will be removed by the City of London Corporation. The cost of this removal will be deducted from the refundable deposit. Bill posting on highway verges, fences, highway barriers, street or park furniture and vacant premises is not permitted within the City of London.

An agreed poster and details of proposed poster locations should be submitted as part of the event booking form and will be subject to the event agreement.

Organisers of events who are granted final permission will be entitled to advertise their event on the events page on the City of London website.

11. Concerns

Residents wishing to express a concern whilst an event is taking place should contact the City Gardens Office on 020 7374 4127 or parks.gardens@cityoflondon.gov.uk. Outside office hours there will be an answering service.

For noise complaints please call 020 7606 3030, or email publicprotection@cityoflondon.gov.uk

12. Appeals

Appeals may be submitted in writing to the City Gardens Manager within seven days of permission for an event not being granted. Thereafter one further appeal may be submitted within 21 days to the Superintendent of Parks and Gardens, whose decision will be final.

13. Licensing

13.1. Temporary Events Notice (TEN)

A Temporary Event Notice (TEN) will be required to enable alcohol to be sold at an event. Please note that TENs are only for an attendance of 499 people or less and there is a limit on the number of TENs each venue can be granted each year. Event organisers need to formally notify the City of London Corporation if they are holding a licensable event. Events held in Bunhill Fields Burial Ground requiring a TEN should be notified to the London Borough of Islington. Any premises (an open space is considered a premise) may be given twelve notifications per calendar year. Each notification can be for a period of up to seven days but the total number of days, per annum, may not exceed 21 in total. Full details will be available on the City's website.

See website for further information:

<http://www.cityoflondon.gov.uk/business/licensing/Pages/default.aspx>

14. Terms and conditions

Terms and Conditions for the hire of a City Garden or open space are set out in the Event Licence (Appendix 3). This intends to communicate to the event organiser their obligations.

14.1. Where scheduled:

Where the garden is part of a scheduled ancient monument and has statutory protection no activities should be carried out that would affect or cause potential disturbance or damage to the monument, including work to any structures or any intrusions into the ground. It is a criminal offence to destroy or damage a scheduled monument either intentionally or through recklessness. It is also a criminal offence to carry out or to permit others to carry out unauthorised works to a scheduled monument, i.e. works undertaken without Scheduled Monument or Class Consent.

14.2. Where listed:

Where a garden contains listed buildings no works should be carried out that would affect or cause potential disturbance or damage to the listed building. Carrying out

unauthorised works to a listed building is a criminal offence and individuals can be prosecuted.

15. Fees and charges

A pricing structure for events in City Gardens (Appendix 1) has been benchmarked against prices charged by other equivalent London Boroughs. The fees and charges schedule will be reviewed annually to ensure both market competitiveness and maximisation of potential income to the City of London. In addition, the City of London Corporation reserves the right to vary the charge for commercial events where the City Corporation considers that proposed entrance fees are high.

15.1. Application fee

A non-refundable application fee will be payable once the application form is submitted. Payment is due on receipt of invoice for the application to be assessed, for timescale see 7.1.

15.2. Deposit

Once an event is approved and the organiser advised of the hire fee, a deposit payment of £500, or 20% of the hire fee, whichever is greater, will be required prior to the event. This amount will be refundable against the hire fee for the event. Payment of the deposit secures the booking and until this fee or the total hire fee is received the allocated garden will remain available for hire by other users.

15.3. Hire Fee

This is calculated by the City Gardens office and is calculated by assessing the size of the event, type of event, number of attendees, the time of year which the event is occurring, potential damage to the park and any historical information which the event may carry. The City Gardens Manager's decision is final as to the amount of the hire fee.

15.4. Full payment

Full payment of all fees must be made and cleared a minimum of **10 working days** before any event takes place.

15.5. Damage Deposit

Events that are assessed to have potential risk to the physical environment of the open space will require a damage deposit to be lodged with the City of London. This additional deposit must be paid a minimum of **10 working days** before the event date

and will be used to fund any repairs for damage caused by the event. Should funds remain after repairs are completed, the remainder will be refunded to the event organiser. Where the deposit proves to be insufficient to pay for damage caused, the organisers will remain liable for all additional costs.

15.6. Cost to the authority

The City of London Corporation would want no financial impact to arise from any particular event hire. Event organisers should therefore be clear that all associated event costs, for example waste management, must be met by the event organiser. Where costs are incurred or the organiser would like to use one of our services, we would expect full cost recovery.

15.7. Waste Management Conditions

Payments for waste or damage at the event site will be charged after consultation with the City Gardens Manager to determine the cost for a clean-up operation by gardening staff or a City of London sub-contractor and/or the cost of repairing damage to the gardens. As waste management is a constant problem in gardens after events any event organiser expecting more than 200 attendees will be subject to, either:

- Using a professional licensed waste management service provider and showing evidence of payment for their services
- Using the City of London waste management service

16. Cancelling an event

The City reserves the right to cancel forthwith the holding of any event within City Gardens in the event of any emergency or as a result of a security alert or on the advice from the police authority or any other appropriate authority or because of poor and extreme weather. The City Gardens team will make an assessment regarding cancelling an event due to extreme weather taking in to account the type of audience and the nature of the event. In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hirer charge.

The City of London Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss what so ever.

In the event of the hirer cancelling the event more than **60 days** in advance of the event and no alternative booking is received, City Gardens reserves the right to retain the full deposit.

In the event of the hirer cancelling the event less than **60 days** before the event and no alternative booking received the City reserves the right to retain the full deposit and to recover the balance of the hiring fee as debt due.

17. Appendices

- 1. Application form and fees for events in City Gardens
- 2. Guidance notes for events in City Gardens
- 3. Licence (including indemnity, terms and conditions)
- 4. Garden descriptions and guidelines



City Gardens

Application form for hiring space or running events in City Gardens

Please refer to accompanying guidance notes when completing this form.

Name	
Organisation Charity Number (if applicable)	
Postal address	
Main contact name:	
Main telephone no:	
Email	

Type of event (see guidance notes)	
Park/garden name	

Appendix 1

Insurance information and Public Liability Cover - please provide your provider and policy details:	
Preferred dates	
Start time for your event (including set up time)	
End time (including de-rig time)	
Number of participants	
Number of crew	
Will you be providing food?	
Will you be selling food?	
Will you be providing drinks?	
Will you be selling drinks?	
Will you be serving alcohol?	

Appendix 1

Please provide as much information as possible about your event – see our event policy for the information required. Continue on an A4 word document as necessary.

Fees

These forms are for events up to 500 people. If you require a larger event space please contact City Gardens to discuss.

Commercial events	Amount	Tick	Total
<u>Basic hire fees</u>			<i>Please complete price:</i>
1 hour (between hours of 8am – 6pm)	£132		
2 hours (between hours of 8am – 6pm)	£264		
½ day (8am – 12noon) (1pm – 6pm)	£660	<input type="checkbox"/>	
Full day (8am – 6pm)	£1,320	<input type="checkbox"/>	
Each additional full day (if the same event) – please state number of additional days:	£396 per day		
Do you require set up / de-rig time outside of the event hire time? 15% of the basic hire fee.	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	-
Please specify time required for set up:		15%	
Please specify time required for de-rig:		15%	

Appendix 1

Total basic hire fee (total of above)			
Mandatory commercial application fee for all bookings	£155	<input type="checkbox"/>	£155
Is your event ticketed? We require 15% of your ticket receipts in addition to our basic hire fee	Yes No	<input type="checkbox"/> <input type="checkbox"/>	
Hire Deposit (25% of total basic hire fee) payable with this form	25%		
Damage deposit (£500 or 20% hire fee, whichever is greater) payable 10 working days before event	£500 or 20%		
Total fee			

	Amount		Total amount
Charity events		Tick	
<u>Basic hire fees</u>			<i>Please complete price:</i>
1 hour (between hours of 8am – 6pm)	£99	<input type="checkbox"/>	
2 hours (between hours of 8am – 6pm)	£198	<input type="checkbox"/>	
½ day (8am – 12noon) (1pm – 6pm)	£445	<input type="checkbox"/>	
Full day (8am – 6pm)	£990	<input type="checkbox"/>	
Each additional full day (if the same event) – please state number of additional days:	£300 per day		
Do you require set up / de-rig time outside of the event hire time? 15% of the basic hire fee.	Yes No	<input type="checkbox"/> <input type="checkbox"/>	-
Please specify time required for set up:		15%	
Please specify time required for de-rig:		15%	
Total basic hire fee (total of above)			
Mandatory charity application fee for all bookings	£55	<input type="checkbox"/>	£55

Appendix 1

Is your event ticketed? We require 15% of your ticket receipts in addition to our basic hire fee	Yes No	<input type="checkbox"/> <input type="checkbox"/>	-
Hire Deposit (25% of total basic hire fee) payable with this form	25%		
Damage deposit (£500 or 20% hire fee, whichever is greater) payable 10 working days before event	£500 or 20%		
Total fee			

Other activities			
Wedding photographs (session of up to two hours)	£155		
Community based exercise classes per day per garden (annual fee)	£100		
Private commercial <i>City of London</i> based exercise classes per day per garden (annual fee)	£150		
Private commercial <i>National</i> exercise classes per day per garden (annual fee)	£500		

Appendix 1

Terms and conditions

By completing and submitting this form you are confirming that you have read the City Gardens event policy, that you understand the terms and conditions for events held on our sites and will submit health and safety risk assessments and method statements in advance of the event. Our full terms can be found at www.cityoflondon.gov.uk/citygardensevents.

You are acknowledging that these fees do not include the clearing of litter and waste management. All event organisers are expected to leave the hire spaces in the same condition they found them.

You are also confirming that you understand that the City of London Corporation processes personal data in compliance with the Data Protection Act 1998. The personal information provided on this form will only be used for the purpose of processing this application and to add you to the City Gardens e-newsletter database. It will not be used for any additional purposes or be disclosed to any third parties without your permission, except where this is otherwise required by law. The information will be kept no longer than necessary.

You understand that you have to submit a deposit to secure the date and time of your event, and that the hire and damage fees for each event are due 10 working days before your event or with the application if your event is sooner than that.

Please tick here to confirm you understand the terms of this agreement stated above and in our event policy on our website www.cityoflondon.gov.uk/citygardensevents.

Signed:	Date
---------	------

Thank you for your booking.

City Gardens
PO Box 270, Guildhall, London EC2P 2EJ

Tel: 020 7374 4127

parks.gardens@cityoflondon.gov.uk

www.cityoflondon.gov.uk/citygardens

Guidance Notes for Events in City Gardens

1. Introduction

The City of London is home to attractive areas of open space that provide the City's community with much needed oasis of calm. The City of London's open spaces are less than two hectares in size and fall within the definition of 'Small Open Spaces' sometimes known as 'Pocket Parks'. The restricted size of individual gardens suits small scale events and activities only. More information can be found on our website:

[City Gardens - green spaces](#)

The City Gardens section also maintains and cares for a number of churchyard green spaces; if you are planning an event in one of these, permission from the Church landlord will also be required.

These guidelines have been written for people who want to hold small events in our gardens, for example:

- a guided walk
- a concert on the Finsbury Circus bandstand
- performing arts event, theatre, or recital for an audience
- a community event to involve local people
- a celebration event
- filming or photography
- a drinks reception
- a church fete

This document contains details of:

- how to apply to hold a small event
- the assessment process for applications
- City Garden Byelaws
- Organisers' responsibilities

2. Licensing Act 2003

Some activities related to an event will require a licence, these include: selling alcohol, selling food and drink, performing amplified music, theatrical and dance performances, charity collections. Further information can be found on our website:

[Business licensing](#)

3. Fees

Appendix 2

An application fee is payable at the time of application to cover our administration costs and this is non-refundable. Fees for the event itself will depend upon the type, nature and size of the event; please see appendix 3, Fees and Charges Schedule available on our website and in City Gardens Events Policy. We will advise you of the amount that will be payable once we have assessed your application.

In addition to an event fee, organisers will be asked to pay a refundable deposit to cover the cost of any damage that may be caused. The deposit must be received prior to the event date and will be returned after successful completion of the event, less any deductions for reinstatement or costs that we have incurred to return the garden to the condition that it was in before the event.

4. How to apply

Please complete the form available on our website 'Application form for events in City Gardens' and return to either parks.gardens@cityoflondon.gov.uk or to the postal address given on the form. Once your form is received you will be sent an invoice for the application fee. The application will not be processed until payment has been received.

5. Notice period

Your application should be received eight weeks prior to event date to allow for the consultation and approval process to be completed. Applications may be declined if not received in time.

We cannot guarantee an immediate response and this may affect your planning time. It is advisable to submit your application as early as possible for summer events as these dates are particularly in demand and availability is limited.

6. Organisation and contact name

If you are applying on behalf of a company, charity or community group, please state the name of your organisation and the name of the person who is organising the event. At a later date we will require contact details of the individual who will be responsible during the event or activity.

7. Type of event

Please state whether your event is private/family, charity, commercial or corporate.

There is further information on event categories in section 4 of the City Gardens Events Policy.

8. Garden/open space name

Please give the name or location of the open space that you would like to use.

9. Dates and times

Indicate the date and time that you would like your event to take place and any alternative dates that you would consider. When estimating how long the event will last, please include time for setting up and clearing away.

10. Number of participants

Please state total number of people expected to take part or attend.

11. Other information

To help us when assess your application please provide further details of the event you are planning and who will be attending. List the sort of activities that will take place and indicate your plans to manage these safely.

It is important to state if people attending your event will be charged an entry fee and how you intend to collect this (please note that byelaws for individual gardens often prohibit the collection of money in the garden). Advise details of any previous events that you have organised, especially in City Gardens. If the proposed activity is a guided walk, sponsored walk or similar, please indicate the route you would like us to consider. We can assist with this if you are unsure.

12. Assessing your application:

The assessment criteria include:

- If the event is suitable for the garden requested
- Whether there is already an event taking place
- If the application has been made in time
- If details of Public Liability Insurance cover (£5 million) have been provided
- If separate applications have been made for any necessary Licences relating to the sale of food or alcohol (i.e. Temporary Event Notice)
- Track record of the organiser for well managed events held previously
- Most small events listed in Section 1 above will be low risk and will not require written risk assessments in advance; however some e.g. performing arts events involving use of electrical equipment or staging, is likely to require more detailed consideration to develop a Safety Management Plan , including risk assessments and method statements illustrating a well-planned event.

Some useful guidance on how to plan and manage events safely, including how to carry out a risk assessment is available on the Health and Safety Executive (HSE) website: <http://www.hse.gov.uk/event-safety/>

13. City Gardens Byelaws

A number of our gardens are subject to their own Byelaws which prohibit certain activities. We will advise you when you make your initial enquiry/application whether Byelaws will affect your proposed event.

However, if you plan to do any of the following you must include a request to do so in your application (this will not guarantee permission being granted, all requests need to be discussed with the City Gardens Manager before they are allowed).

- Bring vehicles into the park
- Bring equipment or infrastructure into the garden/open space (i.e. gazebos, mini marquees, tables and chairs)
- Play music, amplified or not
- Display signs or banners
- Sell items/goods
- Sell food and drink or alcohol

14. All event organisers are expected to:

- Clear away all items and equipment after the event
- Remove all litter
- Adhere to the route and area of the site agreed
- Be insured for Public Liability with cover of £5 million per incident. Organisers of private/family celebrations may find that this is included as part of their household policy.
- Ensure that children participating in the event are supervised at all times by a competent adult.
- Provide adequate stewards if required, for example, sponsored walks will be expected to provide stewards at road crossings,
- Make arrangements for first aid

15. Event organisers must not:

- Fix items to trees, railings, fences or any other structures in the park

Appendix 2

- Drive stakes into the ground
- Cook or barbecue any food, or light fires or flaming torches
- Sell alcohol without obtaining an alcohol licence
- Leave items or equipment unattended
- Let the event interfere with or obstruct other park users
- Hand out literature at an event, unless special permission has been given
- Solicit donations from park visitors i.e. bucket collections or similar
- Release balloons
- Stage pyrotechnic displays
- Disturb wildlife
- Climb, or allow others to climb on statues, monuments or infrastructure
- Move benches, fixtures and fittings

16. Acceptance of proposal

When we are satisfied that your event can go ahead, we will write to you giving permission. The permission letter and licences issued must be carried with you on the day of the event, should you be asked by a member of the City Gardens team or the City of London Police to show it.

CITY GARDENS EVENTS LICENCE



<INSERT PROPERTY>

Licensee	<INSERT NAME>
Property	City Garden, address details <INSERT ADDRESS>
Period	To commence no earlier than <INSERT TIME> on <INSERT DATE> and to expire no later than <INSERT TIME> on <INSERT DATE>
Fee	<INSERT £ > exclusive of Costs and Value Added Tax chargeable under the Value Added Tax Act 1994 ("VAT") to be paid by <INSERT DATE>
Access	Access during the Period to be by prior arrangement with the City Gardens Manager.
Alienation	The license to occupy granted by this Licence is personal to the Licensee and the Licensee will not transfer or share the Licence with any other person or organisation.
Costs	The Licensee will reimburse such costs as the City might reasonably incur in granting other appropriate documentation.
Disturbance	The Licensee will not undertake activities including the use of lighting and music and broadcast systems which cause an inconvenience, disturbance or annoyance to other park users or neighbours.
Filming Use	All operations and all activities and uses that are attendant with a proposed filming event including but not solely limited to the erection and use of any staging equipment and guest attendance by invitation of the Licensee and provision of refreshments to be undertaken according to the Terms and Conditions for Filming (Short Form) (October 2007 Edition). Such Use to be in common with the City and all others authorised by the City. <REMOVE PARAGRAPH IF NOT RELEVANT>
Indemnity	The City does not warrant the condition of the Property or that it possesses the consents necessary for the Use and the Licensee agrees to accept the Property in its prevailing condition and wholly at its risk and the Licensee indemnifies the City against all losses, claims, demands, costs, expenses and other liability resulting from this licence and any breach of the Licensee's obligation in this

Appendix 3

licence.

Preparatory Planting

The City will undertake such reasonable preparatory bedding planting at the Property as the Licensee may request upon payment of the Fee and subject to receiving adequate prior notification to enable such planting to be carried out and subject to the availability of plants according to any agreed planting plan and cost cap and will undertake such making good as it sees fit following the cessation of the licence. **<REMOVE PARAGRAPH IF NOT RELEVANT>**

Damage

The Licensee will make good all damage to the City's property howsoever occasioned as a result of the grant of the Licence.

Security

All equipment and possessions either personal or otherwise that are brought onto the Property by the Licensee or such other persons howsoever associated with the Use including those of its invitees is wholly at the Licensee's risk.

Signs

The Licensee will not display any signs other than those which may be required by the City Gardens Manager for appropriate safety or warning purposes of a size, type and in a location as required by the City Gardens Manager.

Site Supervision

The City Gardens Manager will undertake site supervision at such reasonable times during the Use and the Licensee will adhere to any reasonable directions by the City Gardens Manager that are for the safety and integrity and management of the Property.

Statements

The Licensee may be required to provide site specific information for the approval of the City Gardens Manager prior to the commencement of the Use at its cost and will abide by the approved provisions at all times to address the following requirements:

a) Health & Safety Statement	b) Risk Assessment
c) Event Safety Plan	d) Method of Work Statement
e) £5 million Public Liability insurance	

Statutory Consents

The Licensee will obtain at their expense all necessary consents and approvals and will produce copies of the same to the City upon request.

Utility Services

Use of the Property will not include the use of utility services.

Appendix 3

VAT

All sums stated herein are exclusive of VAT.

Use

The Use may not commence until the City Gardens Manager has given written approval to the various Statements.

The Licensee will ensure that the Property is kept in a clean and tidy condition. The Use will be undertaken safely and in such a way as to keep noise and dust to a minimum and at times and in a manner that will not endanger or otherwise inconvenience any persons using the Property and in all respects subject to the satisfaction of the City Gardens Manager.

No plant or equipment or material may be deposited or dismantled or erected or demolished on the Property except in accordance with the Statements.

All trailing wires/equipment/seating and any other object must be safely contained to avoid injury and hazard.

The Licensee will use its best endeavours to keep the Property in a safe and secure conditions at all times and ensure that no loose equipment or materials are left lying around on the Property.

All installations or activities on the Property will be undertaken using the best established practice and to accepted industry standards and to the City's reasonable satisfaction.

In the execution of the works the Licensee will undertake such other works as may be reasonably required and directed by the City Gardens Manager to ensure that they do not prejudice the safety and integrity of the Property.

Not to do or permit to be done on the Property anything which is illegal or may become a nuisance (whether actionable or not).

Termination

The City may terminate this Licence immediately in the event of the Licensee being in breach of any of its terms.

Disclaimer

Neither this licence nor anything done by the City or the Licensee respectively in pursuance thereof or in relation thereto shall be deemed to create between the City and the Licensee the relationship of landlord and tenant and accordingly the law and enactments relating to landlord and tenant shall not apply to this licence. In furtherance of the intention expressed herein and for the avoidance of doubt it is hereby specifically confirmed and acknowledged by the Licensee that at no time throughout the duration of the licence will the Licensee enjoy exclusive possession of those parts of the <INSERT PROPERTY> to which access is licensed as respects the City its

Appendix 3

servants or agents.

I accept the foregoing terms on behalf of <INSERT NAME> and am duly authorised to agree and bind it to the terms herein.

Signed:

Position: Date:

GARDEN DESCRIPTION AND GUIDELINES

The following gardens have been assessed as suitable for small organised events. A brief description and usage recommendations are outlined to assist organisers by setting out the space available, appropriate frequency and maximum attendance numbers. Maximum limits are for guidance only and specific decisions will take account of the frequency and timing of events to ensure that they are spread throughout the spring/summer months wherever possible. There is a general presumption against events taking place on consecutive weekends in any garden. It is strongly recommended that event organisers undertake a site visit to assess the suitability of the garden before submitting an application form and fee.

Acceptable times for holding an event

Monday to Saturday 8.00am to 10.00pm some events may be restricted on Sundays, please discuss with the City Gardens team.

The number of people that can be accommodated has been calculated using half the available space at a site/garden for event activity in order to ensure public access in the half remaining.

The Health and Safety Executive advice to organisers is to allow 0.5 square metre per person for outside events. Please follow below link:

<http://www.hse.gov.uk/event-safety/index.htm>

City Gardens Byelaws

A number of our gardens are governed by byelaws which restrict some type of activities taking place as indicated in the following table. Please contact the City Gardens office for further information regarding these restrictions.

parks.gardens@cityoflondon.gov.uk

Open Space	Bunhill Fields Burial Ground (B1) 38 City Road, London EC1Y 1AU
Park Description	
<p>Bunhill Fields is located in the London Borough of Islington and therefore Islington's licensing laws will need to be adhered to.</p> <ul style="list-style-type: none"> • Historic burial ground with large grassed area, Grade I listed Park and Garden • Total area approximately 16,009m² • Lawn area outside railings 2,030m² of which 1,015m² available for events • Large area fenced to protect tombs and headstones • Medium footfall around lawn area, heavy footfall on central footpath • Gardeners' hut information point • Locked site overnight 	

Usage / attendance / frequency recommendations

- Maximum capacity for events at site is 500 people
- Allows space for 500 other park users
- Site is governed by specific bye-laws
- Maximum of 10 private/family celebration events per year
- Maximum of 6 other events per year

Open Space

Christchurch Greyfriars, Newgate Street (B2)

Park Description

- Grassed area former churchyard of Wren church and Christchurch Greyfriars Priory Church with memorial stones and tombs, a Scheduled Ancient Monument, entered from Greyfriars Passage
- Total area approximately 1,054m²
- Lawn area 900m² of which **450m² available for events**
- Hard standing 154m²
- No toilet facilities
- Fenced site that is not locked
- Overlooked by buildings

Usage / attendance / frequency recommendations

- Maximum capacity for events at site is 225 people
- Allows space for 225 other park users
- During daytime consideration must be given to businesses adjacent to site
- Maximum of 6 events per year

Open Space

Christchurch Greyfriars Rose Garden (B3)

Park Description

- Remains of Wren church and Christchurch Greyfriars Priory Church, a Scheduled Ancient Monument, access from King Edward Street
- Total area approximately 869m²
- No lawn, rose beds 408m²
- Hard standing 460m² of which **230m² available for events**
- No toilet facilities
- Permanently open site

Usage / attendance / frequency recommendations

- Maximum capacity for events at site is 100 people
- Allows space for other park users, however seating is limited
- Maximum of 12 events per year

Open Space

St Dunstan in the East, St Dunstons Hill (B9)

Park Description

- Former church and churchyard with remains of walls and memorial stones, Grade II listed
- Access via 2 entrances, space is on 3 levels linked by steps
- Total area approximately 1,065m²
- Hard standing 360m² but due to layout of site only **90m² available for events**
- No toilet facilities
- Locked site

Usage / attendance / frequency recommendations

- Maximum capacity for events at site is 45 people
- Allows space for other park users
- Site is governed by specific bye-laws
- Maximum of 12 private/family celebration events per year
- Maximum of 6 other events per year

Open Space

St Mary Aldermanbury, Love Lane (B14)

Park Description

- Quiet garden on site of a former church and churchyard, on 2 levels, with memorial stones, Grade II listed
- Total area approximately 762m²
- Lawn area 174m² of which **87m² available for events**
- No toilet facilities
- Open site

Usage / attendance / frequency recommendations

- Maximum capacity for events at site is 44, people consideration needs to be given to businesses in adjacent building

Appendix 4

- Maximum of 6 events per year

Open Space	Barber Surgeons' Hall Garden, London, EC2Y 5AP (C5)
Park Description	
<ul style="list-style-type: none"> • Garden area around Barber Surgeons' Hall, containing the remains of the London Wall, Roman fort and bastions which is a Scheduled Ancient Monument, adjacent to London Wall • Total area approximately 1,533m² • Lawn area 715m² of which 90m² available for events • No toilet facilities • Open site 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 45 people • Maximum of 12 private/family celebration events per year • Maximum of 6 other events per year • Consideration should be given to local or nearby residents 	

Open Space	Coleman Street Garden, Coleman St. (C6)
Park Description	
<ul style="list-style-type: none"> • Small quiet garden with decorative hedging and walkway • Total area approximately 301m² • Lawn area 188m² of which 94m² available for events • No toilet facilities • Permanently open site 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 47 people • Consideration needs to be given to businesses and livery company overlooking site • Maximum of 6 events per year 	

Open Space	Cleary Garden, Queen Victoria Street (C17)
Park Description	
<ul style="list-style-type: none"> • Quiet garden divided into secluded seating areas shaded by vines, including remains of Huggin Hill Roman Baths, a Scheduled Ancient Monument • Total area approximately 771m² • Lawn area 180m² of which 90m² available for events • No toilet facilities • Site locked at dusk 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 45 people • Consideration needs to be given to businesses overlooking site • Maximum of 6 events per year 	

Open Space	Festival Garden (C19)
Park Description	
<ul style="list-style-type: none"> • Rectangular lawn with flowerbeds along two sides, fountain at one end and view of St Paul's Cathedral. Surrounded by pedestrian walkways. • Total area approximately 828m² • Lawn area 497m² of which 150m² available for events • No toilet facilities • Open site without gates 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 75 people • Maximum of 26 events per year • The nearby St Paul's Cathedral School must be advised of any event and associated activities 	

Open Space	Finsbury Circus Garden (C20)
Park Description	
Grade II Historic Park and Garden with a Grade II listed Drinking Fountain	

<ul style="list-style-type: none"> • Not available until 2018 due to Crossrail works
Usage / attendance / frequency recommendations

Open Space	Portsoken Street Garden (C33)
Park Description	
<ul style="list-style-type: none"> • Pleasant park with children's play equipment, seating, lawn, pond and fountain. • Total area approximately 647m² • Lawn area 77m² of which 50m² available for events • No toilet facilities • Locked site • Consideration should be given to local or nearby residents 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 25 people • Allows space for other park users • Maximum of 12 private/family celebration events per year • Maximum of 6 other events per year 	

Open Space	Postman's Park (C34)
Park Description	
<ul style="list-style-type: none"> • Former churchyard with memorial stones, a public garden part owned by the Church and suitable for quiet events only. Overlooked by businesses and residences, contains Watts Memorial Shelter which is Grade II listed. Ball games cannot be permitted. • Total area approximately 2,514m² • Lawn area 583m² of which 290m² available for events • Toilet available within the church • Locked site 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 145 people • Allows space for other park users • Maximum of 6 private/family celebration events per year 	

Appendix 4

- Maximum of 2 other events per year
- Consideration should be given to local or nearby residents

Open Space	West Smithfield Rotunda Garden (C44)
Park Description	
<ul style="list-style-type: none"> • Round shaped garden with circular path and a central ramp that is Grade II listed • Total area approximately 1344m² • Lawn area 470m² of which 235m² available for events • No toilet facilities • Locked site, gates are opened and locked by Market Constabulary 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 115 people • Allows space for other park users • Maximum of 12 private/family celebration events per year • Maximum of 6 other events per year • Consideration should be given to local or nearby residents 	

Open Space	Whittington Garden (C47)
Park Description	
<ul style="list-style-type: none"> • Former churchyard, small garden with seating and fountain. Traffic noise from Upper Thames Street may make it unsuitable for certain events. • Total area approximately 758m² • Lawn area 393m² of which 100m² available for events • No toilet facilities • Open site 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum capacity for events at site is 50 people • Allows space for other park users • Maximum of 6 events per year 	

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