

<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces and City Gardens Committee	7 <sup>th</sup> October 2013	
<b>Subject:</b>	<b>Public</b>	
Large events adverse weather cancellation policy		
<b>Report of:</b>	<b>For Decision</b>	
Director of Open Spaces		
<b><u>Summary</u></b>		
<p>The Open Space sites host a number of large events. In the event of adverse weather it is sometimes necessary to cancel an event in order to protect the safety of those attending and members of staff. A standard procedure for cancelling events has been developed and a policy for the cancellation of events has been written.</p>		
<b>Recommendation</b>		
That the committee adopt the policy.		

## **Main Report**

### **Background**

1. All Open Spaces on occasion play host to externally organised events. In the event of adverse weather, large events may sometimes need to be cancelled. The cancellation of an event due to adverse weather may lead to dispute between the Open Space and the event organiser.

### **Current position**

2. The policy at Appendix 1 describes a standard procedure to be followed at all sites in order to make the decision to cancel an event. This policy creates uniformity in decision making at all sites, which is important given some commercial event organisers may hold events at a number of our sites.

## **Finance and Risk Implications**

3. The policy has been prepared to minimise the risks to which the City of London is exposed in the event of a cancellation of a large event due to adverse weather. In particular the policy seeks to minimise the risk of legal redress being sought by external event organisers in the event of cancellation. The standard documentation included in the policy seeks to ensure a good audit trail is in place to explain the decision to cancel events.

## **Corporate and Strategic Implications**

4. There are no corporate or strategic implications.

## **Conclusion**

5. While in the past individual sites followed similar procedures regarding the cancellation of large events due to adverse weather, this policy ensures commercial organisations managing events on our sites have clarity as to how decisions are made regarding cancellation.

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