

KEGWORTH PARISH COUNCIL

USE OF KEGWORTH PARISH COUNCIL PROPERTIES FOR THIRD PARTY EVENTS



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Last reviewed: May 2022

Next review due: May 2025

USE OF KEGWORTH PARISH COUNCIL PROPERTIES FOR THIRD PARTY EVENTS

Kegworth Parish Council welcomes the use of its properties for community events organised and run by community groups and organisations.

To apply to hire these facilities from Kegworth Parish Council you will need to contact the Clerk and complete our hiring agreement form and checklist. The Council will then consider whether the event/use of its facilities is appropriate and the responsibilities and liabilities that would arise before it makes its decision.

The organising and running of events requires careful planning and preparation and the Government's publication, *Organising a Voluntary Event: A 'Can Do' guide*, provides helpful guidance and advice in this respect.

There are a number of key requirements that we would bring to the attention of any group or organisation wishing to hold events using Parish Council property:

- Licences – If the event includes the sale of alcohol and/or the provision of entertainment (in particular amplified music) you will require a Temporary Event Notice from the appropriate licensing authorities
- Insurance – You must ensure that the appropriate insurance is in place covering all liabilities that may arise from the use of Kegworth Parish Council's facilities and any event organised using those facilities. Event liability insurance is available from a wide range of insurance companies.
- Health and Safety – There is a requirement that third parties hiring our facilities should complete a risk assessment covering all aspects of the proposed rental. This should include setting up and subsequent dismantling for the event as well as running the event itself.
- Noise and Disturbance – If your event is to include amplified music, then the potential for noise disturbance to neighbours must be considered. The Parish Council may ask you to prepare a Noise Management Plan. This should cover the assessment of potential sources that could cause nuisance (eg vehicles arriving/departing from the venue, crowd noise, generator noise, amplified music etc), what impact they would have on neighbours and beyond, and a plan to manage noise to an acceptable level. The management plan will also include consulting with immediate neighbours to address their concerns, providing a mobile phone number in case of problems during the event and, if appropriate, the use of noise monitors to check and moderate sound levels during the event.

The Council reserves the right to apply charges for the use of its grounds, premises and equipment for organised events and activities.

The Council reserves the right to refuse approval for any of its property to individuals, organisations or groups considered inappropriate, or for any inappropriate use.

The Council reserves the right to limit the number of times its properties are used as it sees fit.