
CONDITIONS OF HIRE

TO HOLD AN EVENT ON HAVANT
BOROUGH COUNCIL LAND

CONTENTS

PAGE NUMBER

BASIC CONDITIONS

1.	Application procedure	4
2.	Cancellation / refusal by the Council	4
3.	Cancellation by the hirer	4
4.	The hirer's responsibility	5
5.	Cost of facilities	5
6.	Payments	5
7.	Insurance	6
8.	Public Entertainment Licence	6

CATERING

9.	Food and refreshments	6
10.	Sale of alcohol	7

HEALTH, SAFETY AND WELFARE PROVISION

11.	Stewards	7
12.	Medical Facilities	7
13.	Fire Safety	8
14.	Car Parking / Traffic Management	9
15.	Lighting the event after dark	9
16.	Toilet Facilities	9
17.	Portable Toilets	9

18.	Noise	10
19.	Stages, Towers, Temporary Seating, Structures and Electrical Installations	10
20.	Marquees and Tented Structures	10
21.	Collection and Removal of Litter, Refuse and Other Waste	11

MISCELLANEOUS

22.	Public Access to the Park	11
23.	Advertising on Council Land / Property	11

LARGE EVENTS

24.	Event Plan	11
25.	Emergency Plan	11
26.	Staff	12
27.	Event Safety Control	12
28.	Communication	12
29.	Public Address	12
30.	Pre-event Inspection	12
31.	Emergency Situations	13
32.	Emergency Vehicle Rendezvous Point / Emergency Access	13

BASIC CONDITIONS

1. Application Procedure

- 1.1 If you wish to hold an event on Havant Borough Council land, please complete and return an application form five weeks prior to the event to Trading & Events Licensing Coordinator at Havant Borough Council. If you have any queries, please contact **EventsHBC@havant.gov.uk** for assistance or to contact us via webform, please visit: [Contact us | Havant Borough Council](#)
- 1.2 All relevant questions on the application form should be answered or your application could be delayed. If not applicable please write N/A. Please use block capitals. You are advised to take a copy of the application for your records.
- 1.3 If there is any change to the information on your application you must inform the Trading & Events Licensing Coordinator immediately by emailing **EventsHBC@havant.gov.uk** or contact us via webform: [Contact us | Havant Borough Council](#). Failure to do so may result in any permission given for the event being withdrawn.
- 1.4 When a decision has been made on your application you will be informed in writing.
- 1.5 If permission is granted for your event to take place on land owned by Havant Borough Council the Event Organiser will need to enter into a property licence with the Council in respect of the use of the land. For further information please contact the Council's Estates Team telephone number 02392 446244.
- 1.6 If permission is granted for your event to take place, these conditions together with any additional conditions or instructions must be complied with.
- 1.7 Details of large events (over 499 attendees) will be forwarded to the Safety Advisory Group for their comments regarding Health and Safety and Emergency Planning. Any instructions issued must be complied with.

2. Cancellation / Refusal by the Council

- 2.1 The Council reserves the right to refuse any application or cancel any booking made without reasons given. The Council also reserves the right to stop an event taking place if conditions are not met. The Council will not be liable for any costs incurred by the hirer as a result of a refusal or cancellation. Any money paid to the Council will be refunded to the hirer less any costs already incurred by the Council.

3. Cancellation by the Hirer

- 3.1 If the hirer cancels an event any money paid to the Council will be refunded less any costs already incurred by the Council.

4. The Hirer's Responsibility

4.1 It is the hirer's responsibility to:

- Ensure that the hirer or his nominated deputy is present at the event at all times while the event is taking place
- Ensure that all relevant conditions, byelaws and statutory laws are complied with
- Liaise with the Emergency Services regarding the event
- Ensure that all foreseeable risks have been adequately assessed and appropriate safety measures put in place
- Ensure that the event starts and finishes at the specified time
- Ensure that any instructions given by Council Officers or Emergency Services are complied with
- Ensure that the event does not disrupt other users of the area or members of the public
- Inform staff working at the event of all hire conditions, particularly regarding Health and Safety and Emergency procedures
- Ensure that duties contained within the Equality Act 2010 are complied with.

5. Cost of Facilities

5.1 If the event is for charity or fund raising purposes, a returnable deposit against damage to the ground may apply. If the event is of a commercial nature, the hire charge will be based on a scale of charges agreed by the Council, a deposit fee is also charged.

5.2 This deposit will be refunded after the event, less the cost of any clearing up or reinstatement work necessary.

5.3 Any reasonable costs incurred by the Council as a result of an event will be passed on to the hirer.

6. Payments

6.1 Any payments relating to an event should be sent to the Estates Team at least two weeks prior to the event date unless other arrangements have been made.

6.2 Cheques should be made payable to Havant Borough Council.

7. Insurance

- 7.1** The hirer shall indemnify the Council against all actions, proceedings and claims made against the Council in respect of any loss, damage or injury sustained by any person as a result of the event unless it is proved that loss damage or injury occurred due to the council's negligence.
- 7.2** The hirer shall provide a minimum of £5 million Public Liability Insurance cover.
- 7.3** Evidence of Public Liability Insurance covering the event must be provided to the council at least two weeks prior to the event date.
- 7.3** The hirer shall ensure that all organisations / individuals participating in the event have sufficient Public Liability Insurance cover.

8. Public Entertainment

- 8.1** If the event is to include musical entertainment, singing or dancing and is open to the public, the hirer must obtain a Licence under the Licensing Act 2003. For further information please contact the Council's Licensing Officer, telephone number 02392 446653.
- 8.2** The conditions of the licence must be complied with.

CATERING

9.1 Food and Refreshments

- 9.2** The hirer must send details of all food outlets to the Environmental Health Section at least four weeks prior to the event.
- 9.3** All food outlets must comply with current food safety and occupational health and safety legislation.
- 9.4** The food outlets may be inspected on the day of the event by officers from the Environmental Health Section to check compliance with required standards.
- 9.5** All drinks must be supplied in cans, plastic containers or similar. Glass / ceramic containers and bottles must not be used or sold.

10. Sale of Alcohol

- 10.1** The hirer must obtain written permission from Licensing prior to an application to sell intoxicating liquor being made.
- 10.2** The bar shall only open within the times agreed by the Council.
- 10.3** All drinks must be supplied in cans, plastic containers or similar. Glass / ceramic containers and bottles must not be used or sold.

HEALTH, SAFETY AND WELFARE PROVISION

11. Stewards

- 11.1** If the hirer is employing anyone whether in their general activities or for the event then they are an employer and this falls within the compass of the Health and Safety at Work Act and associated regulations. Hirers should therefore be aware of the requirement for risk assessments.
- 11.2** An adequate number of stewards must be provided at the event. Stewards must be competent and be able to carry out their assigned duties effectively.
- 11.3** The number of stewards and details of their assigned duties must be given on the application form. The number of stewards to be provided must be increased if instructed by the Council.
- 11.4** All stewards, First Aiders and Emergency Services staff must be briefed on the day of the event on matters such as health and safety, emergency procedures and the Event Plan and Emergency Plan (if applicable) prior to people arriving.
- 11.5** Stewards shall:
- be at least 18 years of age
 - wear high visibility coats / waistcoats
 - investigate and deal with any disturbance or incident
 - not leave their assigned place of duty unless instructed to do so by the hirer
 - report any serious problems or incidents to the hirer immediately
 - not consume alcohol
 - be trained in radio / communications procedures (if applicable)

12. Medical Facilities

- 12.1** The hirer shall ensure that the minimum number of Trained First Aiders, First Aid Posts and Ambulances present at the event are in line with the table below:-

Public Attendance Figure	Trained First Aiders	First Aid Posts	Ambulances
500+	2	1	-
3,000+	6	1	1
5,000+	8	1	1
10,000+	13	2	2
20,000+	23	3	2-3
40,000+	43	4	3-4

12.2 Medical facilities must be on site at all times while the event is taking place.

12.3 Medical facilities are not compulsory at small events if the anticipated attendance is less than 500 people. However, medical facilities should be considered at all events and the Council may require them to be provided regardless of size.

12.4 All First Aid Post shall :-

- be clearly signposted
- be sited close to the event and toilet facilities
- have water (including drinking water)
- have facilities for the storage and disposal of clinical waste
- have a telephone facility or be in radio contact with the Event Safety Control (if applicable)
- additional facilities may be required by the council

12.5 Paramedic cover must be provided at large events if requested by the Council or Emergency Services.

12.6 The hirer should, at the planning stage, consult an appropriate recognised body providing Ambulance Services i.e. St John Ambulance for information and guidance regarding first aid and medical requirements.

13. Fire Safety

13.1 All events must comply with the Fire Safety Order, in that the organiser has the following:

- an evacuation procedure
- there are suitable escape routes and fire exits
- suitable fire fighting equipment is provided
- there is a means of raising the alarm in case of fire
- a fire risk assessment is carried out identifying people at risk and hazards and suitable control measures are put in place.

13.2 Emergency Services will require access to events. This will mean a width of at least 3.7m for emergency vehicles.

13.3 The fire risk assessment should be based on the HM Government Guidance document, "Fire Safety Risk Assessment, Open Air Events and Venues". [ISBN 13.978.1.851128235].

13.4 The detailed control measures should include training for relevant personnel, fire fighting equipment, access for emergency services, adequate escape routes, signage, raising the alarm in

case of fire, emergency lighting and measures to control hazards such as cooking, electrical items, gas cylinders, combustible items and arson.

For further information and guidance regarding fire safety please contact the Fire Brigade.

14. Car Parking / Traffic Management

- 14.1** A 5 mph speed limit on all public open spaces including access roads and car parks must be observed at all times.
- 14.2** The hirer must not charge for car parking unless written permission has been given by the Council.
- 14.3** All vehicles must only be parked on designated car parks unless the council gives permission for other areas to be used.
- 14.4** All vehicles connected with the event must be stationary or segregated from pedestrians for the duration of the event. Care must be taken whilst driving in the park and vehicles must give way to pedestrians.
- 14.5** A sufficient number of stewards must be provided to safely supervise car parking.
- 14.6** At large events the Police must be consulted regarding car parking and traffic management. Any requests or instructions issued by the Police must be complied with.
- 14.7** At large events a suitable area should be reserved for car parking for the disabled.

15. Lighting the Event after dark

- 15.1** If the event is to take place or continue after sunset, the hirer must provide adequate lighting in all areas to be used by the public or event staff.

16. Toilet Facilities

- 16.1** Adequate toilet facilities must be available at the event. If required by the Council, the hirer must provide and pay for additional portable toilets if there are insufficient toilets at the venue.

17. Portable Toilets – large events only

- 17.1** Toilets should be either self contained units (to be regularly serviced or emptied) or if connected to mains sewers, all connections to be approved by the council and the relevant water companies.
- 17.2** The hirer must make arrangements for all toilet facilities to be cleaned and serviced regularly.
- 17.3** A sanitary towel disposal point must be provided in each female toilet.
- 17.4** Toilets must be clearly labelled male, female or unisex disabled.
- 17.5** Adequate hand wash / dry facilities must be provided.

17.6 For large events (500 plus) toilet facilities for the disabled must be provided.

18. Noise

18.1 Noise at the event must not create a nuisance to residents of the area or members of the public.

18.2 PA equipment and loudspeakers must, where possible, be directed as far as reasonably practicable away from residential properties. The Council's Environmental Health Section should be consulted on the siting and alignment of loudspeakers.

18.3 After your application form has been received, the Council's Environmental Health Section will inform you of any particular restrictions or conditions that will apply to your event.

18.4 During the event sound levels must be reduced immediately if requested by an authorised Council Officer.

18.5 For further information of noise levels please contact the Environmental Health Section.

19. Stages, Towers, Temporary Seating, Structures and Electrical Installations

19.1 Details of the design of stages, towers, temporary seating and structures and electrical requirements must be given on the application form.

19.2 The construction of any structure must comply with the Construction, Design and Management regulation (CDM).

20. Marquees and Tented Structures

20.1 Details of marquees and tented structures must be given on the application form and a copy of the Fire Safety Certification provided. For guidance please contact Hampshire Fire Brigade.

21. Collection and Removal of Litter, Refuse and Other Waste

21.1 It is the hirer's responsibility to collect and properly dispose of all rubbish and litter from the area during and immediately after the event.

21.2 If litter or rubbish is not collected and removed from the area within 24 hours of the event, the Council will arrange for this to be done and the costs will be recharged to the hirer.

MISCELLANEOUS

22. Public Access to the Park

- 22.1 The hirer shall not close off, charge for entering or restrict access to the area unless written permission has been obtained from the Council.
- 22.2 The hirer shall allow relevant council officers and the Emergency Services access to the event at all times.

23. Advertising on Council Land / Property

- 23.1 Written permission must be obtained prior to advertising signs or posters being erected on council land / property. Fly posting is not permitted within the Borough.

LARGE EVENTS

The following additional conditions will apply if the anticipated attendance figure at your event is more than 499 people or if it considered necessary by the Council's Safety Advisory Group. It is important to read this section even if it does not appear to apply to your event.

24. Event Plan

- 24.1 A site plan of the proposed event must be supplied to the Council not less than 90 days prior to the event date. The site plan should show (if applicable) all attractions stalls, food / drink outlets, toilets, medical / fire fighting facilities, location of stewards, PA equipment, the event safety control, emergency vehicle access and rendezvous point.

25. Emergency Plan

- 25.1 An Emergency Plan must be drawn up giving details of emergency procedures. The Safety and Emergency Planning Officer (telephone 02392 446675) will assist the hirer in producing this document.

26. Staff

- 26.1 The hirer must nominate a deputy who is responsible for the event in the hirer's absence.
- 26.2 The hirer must nominate a Chief Steward who is responsible for deploying and supervising stewards.

26.3 Both the hirer and his / her deputy must be easily identifiable and wear a suitable identity badge.

27. Event Safety Control

27.1 The hirer must set up an Event Safety Control at the event if instructed by the council.

27.2 The hirer must provide a suitable building, portacabin or caravan which can be used as an Event Safety Control by the hirer, Council Officers and representatives of the Emergency Services. The event safety control must be sited so as to give a full view of the event.

27.3 The Event Safety Control must have a telephone and radio link with the hirer's deputy, stewards and First Aid Posts.

27.4 The hirer or his / her deputy must be in the Event Safety Control for the duration of the event.

28. Communication

28.1 A telephone facility must be provided in the Event Safety Control (if applicable).

28.2 Radio communication must be provided for the hirer, his / her deputy, the Chief Steward, Stewards, First Aid posts and Safety Event Control (if applicable).

29. Public Address

29.1 The hirer must provide a public address system so that information or emergency messages can be broadcast to all parts of the event.

30. Pre-event Inspection

30.1 If considered necessary, representatives of the Council and Emergency Services will inspect the site at a time agreed with the hirer prior to the start of the event to ensure that all conditions have been complied with and the site is safe.

31. Emergency Situations

31.1 Event staff must inform the Event Safety Control or the hirer immediately of any incidents or emergency situations.

31.2 In an emergency, the hirer must ensure that the Emergency Services are called immediately and any accidents, incidents or medical emergency are reported to the Council on the next working day.

31.3 If requested by the Council or the Emergency Services, the hirer must suspend entertainment or arrange the evacuation of people from the site.

31.4 If requested by the Council, emergency message scripts must be produced prior to the event and agreed with the Council. These must be used if requested by a relevant Council Officer or the Emergency Services.

32. Emergency Vehicle Rendezvous Point / Emergency Access

- 32.1** An Emergency Vehicle Rendezvous Point must be agreed with the Emergency Services and shown on the Event Plan.
- 32.2** All emergency vehicle access routes must be kept free from obstruction.