

# TIDWORTH TOWN COUNCIL



## Events Policy

All events planned and hosted by Tidworth Town Council (hereafter referred to as the Council) shall be dealt with in the first instance by the Community Engagements Committee (hereafter known as the Committee).

The event plan should consider:

- Theme
- Budget & Cost sheet
- Insurances
- Licences
- Vendors
- Volunteers
- Advertising
- Timetable
- Activities
- Power & Water
- Facilities

## Introduction

The purpose of this policy is to provide guidance for the actions required from the Council and staff when planning a public event to ensure nothing is overlooked. The plan should show who is responsible for each element of the event.

## Requirements – Planning Guide

What is the event for?

Why? What is the aim of the event?

Activities - vendors, food, volunteers, advertising.

When? The time and date the event will take place? (Time of year, weather, etc).

Where will the event be held? Is there power, water, rubbish receptacles, and toilet facilities?

Who is the event for? (i.e. the target audience). Are there any outside organisations which need to be included, e.g. MOD, Churches, and the Royal British Legion.

The Budget needs to be drawn up by the Committee and approved by the Council. Costs of previous similar events will provide guidance on how much is required. A spread sheet is to be used to keep track of all income and outgoing costs. These costs are to be recorded in each event file.

### Running the Event

The event needs to be 'managed' by either a Councillor or a Staff member, hereafter referred to as the Supervisor.

The Supervisor must either be first aid trained or have a first aid trained person present at all times.

The Supervisor and Volunteers must wear hi-vis jackets to be easily identified.

The Supervisor must have all details to hand including:

- Proof of public liability insurance
- Required licences
- Timings
- Layout of event site
- Contact details for vendors and volunteers.

### Legal Requirements

Different events have different legal requirements, depending on the size and nature of the event. The larger events hosted by the Council are:

Tidworth Festival, Open Air Cinema, Christmas, Easter.

Smaller events are:

Tidworth in Bloom, Photography Competition, Mortuary Chapel Open Day, and Remembrance.

Public events with more than 499 people where there will be live entertainment require a TENS licence from Wiltshire Council. This needs to be applied for a minimum of 2 months prior to the event. There is a cost.

### Location

Most events will be held in, or in the grounds of, the Civic Centre. Until this is possible, alternative locations must be agreed by the Council and permission sought from the owner. This may include a fee.

## Vendors

Vendors can book and confirm 2 months prior to the event and no later than 7 days prior.

Vendors must complete a booking form and pay their booking fee no later than 7 days prior to the event.

The vendor places are allocated on a first come first served basis.

All vendors must have the correct food hygiene and insurance documents and must have them to hand on the day of the event in case they are requested.

All vendors are responsible for disposing of their own waste products unless otherwise agreed with the Council.

## Risk Assessments

An event risk assessment must be completed by the Supervisor.

## Advertising

This will be designed in-house unless otherwise agreed, then distributed via Social Media and the Tidworth Town Council website. If posters are required, there are several preferred companies for this.

Posters must be placed in all supermarkets, shops, cafes, and public noticeboards

## Local Organisations

When planning dates and times of community events, the Committee must be aware of other local organisations/community groups who may also be planning their own event. Having similar events too close together or clashing is likely to have an adverse effect on the Council's event.

Local organisations and community groups may wish to be involved in your event.

Previous events we have collaborated on are:

- Easter and Christmas – Holy Trinity Church
- Remembrance Day Service – Holy Trinity Church, MOD and Royal British Legion.

There are a few events where dignitaries are invited; Remembrance being the main one. Contact with dignitaries must be done at least two months in advance by contacting the Lord Lieutenant's office and the High Sheriff's office.

For MOD representatives, contact the Garrison Commander (GC) and the Garrison Sergeant Major (GSM) either directly or through their staff.

Environment

There must be waste disposal available at all events, which must include recycling facilities.

There must be checks to ensure there will be the minimum of damage or disturbance to the landscape, environment, local residents and wildlife at the location. Any damage must be rectified as quickly as possible.

Sustainable energy and products should be used wherever possible.

Facilities

Portable toilets must be supplied where required. This must include an ease of use unit (EAU).

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Print Name)** \_\_\_\_\_

**Chair Tidworth Town Council**