



Parks and Green Spaces Events Policy – January 2013

Update 1. INTRODUCTION

- 1.1 Hackney Council acknowledges the value and benefit which a diverse and well designed events programme in Parks and Green Spaces can bring to the Hackney community. This Policy is provided to assist the decision making process behind building a sustainable and varied programme of events for Hackney residents. It also seeks to protect the community and the Parks and Green Space's infrastructure from any negative impacts which events may cause. The policy aims to guide:
- a. The number of events that can be held in each green space
 - b. The size of events that can be held in each green space
 - c. The nature of events that can be held in each green space
- 1.2 This policy also aims to communicate the obligations, responsibilities and limitations which all event organisers have in relation to staging an event in any Park or Green Space managed by Hackney Council.
- 1.3 Whilst the main focus of this Policy is for those events taking place within the Borough's Parks or Green Spaces, it is considered that many of the recommendations, objectives and operational matters are equally relevant to events being staged within other localities.

2. SUPPORTING DOCUMENTATION

- 2.1 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:¹

- Terms and Conditions for Hire of Parks and Green Spaces
- Application form for the Hire of a Parks and Green Spaces
- Parks and Green Spaces Events Fees
- Event Guidance notes

¹ These documents are available at www.hackney.gov.uk/park-events.

3. STRATEGIC CONTEXT

3.1 This Policy takes into consideration the overall strategic priorities of Hackney Council, including the Mayor's Priorities, Sustainable Communities Strategy, Parks and Green Spaces Strategy, the Cultural Policy Framework, the Health and Well-being Profile [previously known as the JSNA] and the Hackney Biodiversity Action Plan.

3.2 Aims

3.2.1 It is intended that this Policy will balance the interests of residents and businesses and allow Hackney to:

- Demonstrate best practice in all aspects of event management, including the event application process and event evaluation.
- Ensure that a number of events are sustainable and feature as annual events, thus contributing to the post-Games legacy.
- Encourage events that have strong community benefit and engagement.
- Support community event organisers and Parks and Green Spaces users groups through the development of tools and resources to streamline the event application process and up-skill event organisers.
- Develop events that support strategic priorities.

3.3 Objectives

3.3.1 The key objectives of this Policy and related documents are to:

- Ensure all events are run effectively and comply with relevant legislation.
- Ensure the health and safety for event attendees, the wider public and for those working at the event.
- Protect the reputation and promote a positive image of Hackney.
 - Ensure that events are only approved if 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 Hackney Council's strategic priorities.
 - Encourage and initiate events which involve community participation and delivery.
- Ensure protection of the natural environment by communicating clear environmental, biodiversity and sustainability policies.
- Ensure that every effort is made to avoid damage to the Park or Green Space and its contents and that, should damage occur, appropriate bond monies are held for the purpose of rectification.
- Ensure that all pre-event consultation with stakeholders is carried out in a timely and considered manner.

- Encourage and support an annual programme of quality, sustainable events.
- Encourage a diverse range of community and commercial events which have wide appeal for the Hackney community as well as tourists and visitors.
- Minimise disruption to local residents, businesses and transport networks through best practice management.
- Promote the use of Hackney's Parks and Green Spaces for high quality public art and performance through encouragement and appropriate fees and charges.
- Support the production of an annual events calendar, increase opportunities for local businesses to promote themselves at events and festivals.
- Ensure that any Hackney Council led events in Parks and Green Spaces are value for money and have clear and measurable strategic objectives.

4. EVENT CATEGORIES – DEFINITIONS

4.1. Scale

4.1.1 Events in Hackney's Parks and Green Spaces are defined according to their size:

Capacity (judged by number of attendees per day)	Scale
10,000 or more	Major Scale
5000 – 9999	Large Scale
250 - 4999	Medium Scale
0 - 249	Small Scale

4.1.2 If the capacity of an event is very close to the limit of the category, Officers reserve the right to choose which category the event lies in.

4.2. Community and Charity Events

4.2.1 Community events are those which are organised by the community or voluntary groups in support of the community for the benefit of the Borough or local residents. A community event must always be offered with no entrance fees to the public. They will not provide significant 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. Entrance fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level.

- 4.2.2 Charity events should be for the benefit of a Registered Charity. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity. The charity will ultimately be responsible for the event. Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that all proceeds (over and above costs) will be for the charity.
- 4.2.3 Many of Hackney's Parks and Green Spaces have "User Groups" who help to oversee the maintenance, development and enjoyment of our Parks and Green Spaces. 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. Such events can damage Parks and Green Spaces, however, and a bond will sometimes be retained if there is the potential for damage.
- 4.2.4 Applications for Park User Group Events must be submitted and signed by the Chair of the Park User Group. Park User Groups must be constituted, and must have signed Hackney Council's User Group Protocol. Park User Group Events would generally be free for the public to enter. If User Groups wish to charge for entry, proceeds should be reinvested back into the Park or Green Space.

4.3. Commercial Events

- 4.3.1 This category is for all events which are intended to generate a profit and will usually have an entrance fee attached. Commercial events are typically accessible to the general public for a fee. This category includes funfairs and circuses.

4.4. Corporate Events

- 4.4.1 Corporate team building, brand events, VIP functions and incentive events all fall into this category. Corporate events attract a slightly higher rate than commercial events as these are essentially closed events.

4.5. Private hire

- 4.5.1 Events included in this category may include weddings, private parties and other similar events, and will be assessed on a case-by-case basis. Events of this type will normally be small scale, involving up to 50 guests. They may include the erection of small marquees or temporary enclosures/shelters.
- 4.5.2 Appendix 1 sets out the indicative frequency of each size of event within Hackney's Parks and Green Spaces. The maximum limits set out in Appendix 1 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. Sports tournaments, recurring sports fixtures, small internally run events, charity/fun runs or school sports days may be given permission in addition to the events included in this proposal. Information on sports days, public art and Hackney Council events is included in Appendix 2.

5. EVENT APPLICATION, BOOKING AND APPROVAL PROCESS 5.1

Application Process

5.1.1 A comprehensive application and approval process ensures that Park and Green Space events are only approved once all steps in the process have been correctly carried out by the applicant. The application process is outlined on Hackney Council's website.

5.1.2 Event applications must be received within the lead time stipulated below to allow the Events Team to complete the event consultation and application process. Should applications not be received within these lead times, event proposals may be declined.

Scale	Application to be received
Major Scale	At least 9 months before
Large Scale	At least 6 months before
Medium Scale	At least 3 months before
Small Scale	At least 6 weeks before

5.1.3 No more than one event will normally be approved on the same day in each Park or Green Space (exceptions may be made for small private events). Should multiple applications be received for the same Park or Green Space on the same date, one or both of the organisers may be offered an alternative date or park. Event Organisers may sometimes be required to move venue or date for other reasons (e.g. if an event is likely to involve loud music and is proposed for the last day of the summer holidays).

5.1.4 Applications will be checked for completeness and, if verified in line with this policy, will be subject to consultation. Consultation will involve all stakeholders, including Park User Groups, Leisure and Green Spaces staff, Ward Councillors, safer neighbourhoods, safer communities, the Metropolitan Police, Noise Pollution, Licensing departments and the Cabinet Member for Health, Social Care and Culture.

5.2 Approvals

5.2.1 The decision is made by the Events Officer whether an event warrants attendance at a Hackney Events Advisory Team [HEAT]² meeting.

² Description of HEAT in Appendix 2

5.2.2 Once approved, events will be promoted through an events calendar on the Hackney Council website and through local notices.

5.2.3 Formal event debriefs take place for large and regular events. These meetings will include Leisure and Green Space staff, ward councillors (who put forward any issues which residents may have raised as concerns), the Metropolitan Police, and any other staff from specific departments who may be needed for their feedback or advice.

5.2.4 Hackney Council's decision on whether to approve or refuse any event after all considerations above have taken place shall be considered to be final. An applicant having held a previous event does not make any presumption in favour of it being accepted as an annual occurrence. A range of 'template' style documents have been produced to assist less experienced event organisers and community groups through the event design and delivery process.

6. EVENTS WHICH WOULD AUTOMATICALLY NOT BE GRANTED APPROVAL IN HACKNEY'S PARKS AND GREEN SPACES

6.1 Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set-out in the Terms and Conditions of Park and Green Space Hire, or are considered to have a detrimental impact on the "normal use" of the Park or Green Space. Failure to comply with Terms and Conditions will prejudice future event applications. Specific attention is drawn to the potential for noise nuisance as a result of amplified music. Limits to the number of events featuring amplified/loud music are outlined in Appendix 1.

6.2 Applications to hire Parks and Green Spaces will not be accepted from organisations or individuals that promote any political campaigns, promote controversial issues which may be damaging to community relationships, are illegal or offensive to the public or breach Hackney Council's Equal Opportunities Policy.

6.2.1 Further reasons for refusal may include:

- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.
- Any event which does not provide adequate documentation or certification and cannot demonstrate through this process that it should progress to the next stage of the application process.
- Any event which is not able to demonstrate to HEAT members that it can be delivered in a safe and robust manner.
- Any event which is refused support by one of the Emergency Services.
- 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 circus that includes performing animals.

6.3 Hackney Council reserves the right to refuse any application without stating their reason for doing so and reserves the right to impose conditions regarding a booking.

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

- No more than one event (other than private events) will normally be approved on the same day in each Park or Green Space.
- The timing of events approved will be structured to maintain a balance between events and informal/casual use of Parks and Green Spaces.
- There is a general presumption against events taking place on consecutive weekends in any Park or Green Space.

7. APPEALS

7.1 Appeals may be submitted in writing to the Head of Leisure and Green Spaces within seven days of permission for an event not being granted. Thereafter one further appeal may be submitted to the Assistant Director of Health and Wellbeing within 21 days whose decision will be final.

8. LICENSING

8.1. Premises Licenses for Parks and Green Spaces held by Hackney Council:

8.1.1 The following Parks and Green Spaces have overarching Premises Licenses held by Hackney Council.

Shoreditch Park	Haggerston Park	London Fields
Hackney Marshes	Hackney Downs	Millfields
Clissold Park	Springfield Park	

8.1.2 These sites are licensed for plays, exhibition of film, live music, recorded music, performance of dance for a specified number of attendees. This licence does not authorise the sale of alcohol, boxing, wrestling or late night refreshment.

8.1.3 Event organisers who are proposing to stage events which include licensable activities are able to operate under the overarching licences in the above Parks and Green Spaces. Some licences have their own conditions. Maximum participation numbers are stipulated by the HEAT committee and/or the Events Officer, based on the location and nature of the event.

8.1.4 Event organisers are also able to lodge their own Premises Licence application for any site. This would usually only be applicable for large special events.

8.2. Temporary Events Notices (TENs)

- 8.2.1 Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities in non-licensed Parks and Green Spaces or to enable alcohol to be sold at events in a Hackney Council licensed location. It must be noted that TENs are only for an attendance of 499 people and there is a limit to the number of TENs each venue can have granted each year. TENs will only be granted in Parks and Green Spaces if a corresponding event application has been submitted.

9. TERMS AND CONDITIONS

- 9.1 A comprehensive set of Terms and Conditions exists for the hire of Hackney Council's Parks and Green Spaces. This communicates to the event organiser their obligations should they wish to hire a Hackney Council Green Space, and Event Operators are asked to sign them before events are approved. Their compliance with them will be monitored, and failure to comply will prejudice future event applications.

10. PRICING POLICY/FEES & CHARGES

- 10.1 A pricing policy exists to cover events in Parks and Green Spaces. The charges framework 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 Hackney Council. Flexibility will be retained to permit officers to negotiate fees if an event is considered to be particularly advantageous for the Borough. In addition, Hackney Council reserves the right to vary the charge for commercial events where the proposed entrance fees are considered, by Hackney Council, to be high.
- 10.2 As of the first of April 2013, charges will be levied on Event Organisers to enable Hackney Council to appoint Noise Consultants and Health and Safety Consultants.
- 10.3 As of the first of April 2013, if events require Leisure and Green Spaces staff to be present (e.g. to lock the Park or Green Space outside of normal hours), then an extra fee will be levied.
- 10.4 A percentage of the annual income received from events in Parks and Green Spaces will be ring fenced for reinvestment in the Leisure and Green Spaces Service. The allocation of funds will be made at the end of the financial year.
- 10.5 The investment fund income and expenditure will be accounted separately within budget reports and will be available for scrutiny within agreed Hackney Council guidelines.
- 10.6 Current fees and charges can be found at <http://www.hackney.gov.uk/park-events.htm>

APPENDIX 1: VENUE CATEGORIES AND GUIDELINES

Usage recommendations have been proposed for key event sites. The proposed 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 summer wherever possible. There is a general presumption against events taking place on consecutive weekends in any Park or Green Space.

Licenses

Hackney has 56 Parks and Green Spaces managed by the Leisure and Green Spaces service but only around 20 sites are used regularly for formally organised events. The usage recommendations cover appropriate event use, frequency and attendance numbers. The stated attendance numbers for each site below is a recommended level. Maximum attendance levels will be set by the HEAT (Hackney Events Advisory Team) and the officer approval process and will be directly related to the specific event.

The event limits for each Park and Green Space have taken a number of factors into account. It is not possible to devise a limit purely based on the size of the Park or Green Space, as only portions of each Park or Green Space are licensed, some are split into different sections, and some have various features that prevent or limit events (e.g. internal fencing/roads/sports facilities/water bodies). In principle, however, the larger Parks and Green Spaces are able to support more events of a larger size.

Length of events

Given the potentially disruptive nature of events, the length is often just as important as the number of events per year or the noise limit. The following length limits have been introduced in recognition of this. These limits apply to the length of the event, and do not include set up/de-rig time.

Event Type	Major	Large	Medium	Small	Events with amplified/loud music ³
Length Limit	3 days	3 days	4 days	30 days	3 days

Event limits per Park and Green Space

The event limits in the table below are maximum numbers that are unlikely to be reached.

³'Loud' music is defined as anything above the 'background noise' level. The limits for events with amplified noise are included within the total event limits for each park. They are not in addition to the individual limits.

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Site	Total area (Ha)	Lice nse d?	Maximum no. of events per year				
			M aj or	Lar ge	M e d i u m	S m al	amp lifie d/lo ud Even ts with musi c
Primary Event Sites							
Hackney Marshes	118.92	✓	3	3	4	15	5
Millfields	25.86	✓	3	3	4	15	5
Clissold Park	22.06	✓	3	3	4	15	5
Hackney Downs	16.90	✓	3	3	4	15	5
East Marsh	16.39	□	3	3	4	15	5
Springfield Park	15.51	✓	3	3	4	15	5
Mabley Green	13.35	□	3	3	4	15	5
London Fields	12.65	✓	3	3	4	15	5
Secondary Event Sites							
Well Street Common	8.60	□	0	2	4	12	4
Haggerston Park	6.09	✓	0	2	4	12	4

Daubeney Fields	4.25	☐	0	2	4	12	4
Shoreditch Park	4.08	☒	0	2	4	12	4
Spring Hill	4.05	☐	0	2	4	12	4
Tertiary Event Sites							
Abney Park	12.95	☐	0	0	4	12	3
Wick Woodland	12.34	☐	0	0	4	12	3
Clapton Common	3.04	☐	0	0	4	12	3

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Site	Total area (Ha)	Lic en se d?	M aj or	Lar ge	M e d i u m	S m al	amp lifie d/lo ud Even ts with musi c
Butterfield Green	2.43	☐	0	0	4	12	3
Stoke Newington Common	2.12	☐	0	0	4	12	3
Allens Gardens	1.82	☐	0	0	4	12	3
Stonebridge Gardens	1.34	☐	0	0	4	12	3
St John of Jerusalem Churchyard	1.21	☐	0	0	4	12	3
Homerton Grove	1.02	☐	0	0	4	12	3
St Johns Churchyard	1.01	☐	0	0	4	12	3
Shepherdess Walk	0.93	☐	0	0	4	12	3
Clapton Square	0.64	☐	0	0	4	12	3

Broadway Market Green	0.61	□	0	0	4	12	3
West Hackney Recreation Ground	0.61	□	0	0	4	12	3
De Beauvoir Square	0.53	□	0	0	4	12	3
St John the Baptist Churchyard	0.51	□	0	0	4	12	3
St Leonard's Garden	0.48	□	0	0	4	12	3
Clapton Pond Gardens	0.40	□	0	0	4	12	3
Quaker Burial Ground	0.40	□	0	0	4	12	3
Aske Gardens	0.32	□	0	0	4	12	3
Goldsmith Square Recreation Ground	0.30	□	0	0	4	12	3
St Thomas's Square	0.29	□	0	0	4	12	3
Shacklewell Green	0.27	□	0	0	4	12	3

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Site	Total area (Ha)	Licensed?	Major	Large	Medium	Small	amplified/loaded Events with music
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Hoxton Square	0.25	□	0	0	4	12	3
St Thomas Long Burial Ground	0.24	□	0	0	4	12	3
Mark Street Garden	0.20	□	0	0	4	12	3
St Thomas's Recreation Ground	0.19	□	0	0	4	12	3

Hackney Road Recreation Ground	0.17	□	0	0	4	12	3
Albion Square Gardens	0.16	□	0	0	4	12	3
Cassland Crescent	0.15	□	0	0	4	12	3
Charles Square	0.13	□	0	0	4	12	3
St Mary's Old Church	0.12	□	0	0	4	12	3
Ufton Gardens Part One	0.10	□	0	0	4	12	3
Ufton Gardens Part Two	0.10	□	0	0	4	12	3
Shore Gardens	0.08	□	0	0	4	12	3
Levy Memorial Garden	0.08	□	0	0	4	12	3
Not suitable for events							
East Bank West Bank	0.32	□	0	0	0	0	0
Windsor Terrace open space	0.04	□	0	0	0	0	0
Church Street Garden	0.02	□	0	0	0	0	0

APPENDIX 2: FURTHER EVENT MANAGEMENT INFORMATION

1. Health & Safety

Each and every event operator is responsible for the health and safety at their event and must demonstrate that they are adhering to all relevant health and safety legislation by completing comprehensive risk and fire risk assessments for their event, together with the submission of hygiene certificates and food safety plans for all caterers. Where appropriate, safety certificates will require to be submitted (e.g. for fairgrounds, bouncy castles, marquees, etc.) Sub-contractors that are engaged by the organisers must also provide all relevant documentation.

2. Pre and post inspection

Where damage to the Park or Green Space or litter concerns prevail, the Events Officer and a representative from the Lesiure and Green Spaces service will inspect and report upon the condition of the site before and after the event.

3. Advertising

Permission for advertising on site is as follows:

- 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 Hackney Council's consent.
- Banners to a maximum size of 1 x 7m can be displayed either side of an entrance • Both advertisements can be erected 14 days before the event but must be removed within two days after the event and must not obstruct sight lines for vehicles entering or leaving the Park or Green space.

If these conditions are not adhered to, signs and advertisements will be removed by Hackney Council. The cost of this removal will be deducted from the bond payment.

Bill posting on highway verges, fences, highway barriers, street or park furniture and vacant premises is not permitted within the Borough of Hackney

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 'What's On' page on Hackney's website.

4. Event Concerns

Event Organisers of larger events will be required to advertise site contacts, H&S contacts and Noise Enforcement contacts. Residents wishing to express a concern whilst an event is taking place should contact the Events Officer in normal office hours. Outside of these hours contact should be made with the Out of Office Keeper.

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5. Bond and Deposit Payments

Applicants submitting an application for any event for over 500 attendees will be required to make a deposit payment of £100.00 at the same time as the submission to cover the cost of the extensive administration required. This amount will be refundable against the cost of the event. However, if the organiser cancels the event this will not be returned and the usual timescales for payment will still apply.

A Bond payment will be invoiced at the same time as payment for hire of the Park or Green Space for the event. This is calculated by the Events Officer in consultation with the Parks Operations Manager, taking into account 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 or Green Space and any historical information which the event may carry. The Event Officer's decision to the amount of Bond which an event should be charged is final.

6. Waste Management Conditions

Payments for waste or damage at the event site will be charged after consultation with the Parks Operations Manager to determine the cost for a clean-up operation by Leisure and Green Space staff and/or the cost of repairing damage to the Park or Green Space. Event organisers expecting more than 200 attendees will be required to

- Use a professional licensed waste management service provider and show evidence of payment for their services, or;
- Use Hackney Council's waste management service, or;
- Pay an enhanced Bond in order that organisations that wish to use volunteers to clear the site are compliant with our Terms and Conditions of clearance of waste.

7. Community commitment by commercial event organisers

Commercial event organisers will be required to take steps to make their event accessible to local residents. This may be through the provision of free tickets to locals or reduced concession tickets. Measures will be agreed on an event by event basis.

8. 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. These are not technically events, and will be decided on a case by case basis.

9. Sports Tournaments

School sports days attract no hire fee unless pitch or track markings are required or the event involves large amounts of infrastructure or Park Keeper assistance.

10. Internal Events

Internal Hackney Council events will generally be charged on a cost recovery basis and where there is no cost to the authority, such events will be free of charge. Internal events will be considered in the same way as all other events and included in the proposed event limits.

11. HEAT (Hackney Events Advisory Team)

The Hackney Council HEAT Committee 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 HEAT. The HEAT 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. The Events Officer makes the judgement decision if there is a need for event organisers to attend HEAT. 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.

At any time the HEAT committee can recommend that permission is refused for an event to be staged in one of Hackney's Green Spaces.

12. Terms And Conditions

The Terms and Conditions can be found at <http://www.hackney.gov.uk/Assets/Documents/Green-Space-Hire-Terms-and-Conditions-2012.pdf>

Detailed terms and conditions cover the following areas:

- Definitions;
- Application;
- Confirmation;
- Payment;
- Use of the Venue, containing the following: use of amplified music, care of the venue, litter and waste, vehicles, care of grass and trees, toilets, stewards, funfairs, right of entry/access, electricity/generators, water, first aid, children, animals, public address systems, fly posting, catering, commercial trading, collection/lotteries,

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Permits and licenses, containing the following: general, building control, public events, premises licence, liquor licence

- Health and safety;
- Indemnity and insurance;
- Variations to the agreement;
- Force majeure statement;
- Applicable law;
- Guidance notes for completing an application.

13. Barbecues

Barbecues are not generally permitted in any Hackney Parks or Green Spaces, except for a designated area within London Fields. Cooking and catering are a key element of many events, and may be permitted if requested through the events approval process.

Event Organisers will need to be able to demonstrate that they have completed a Risk Assessment to run any BBQ or cooker safely.