

BONN SQUARE PROTOCOL 2019

Events Team
E: events@oxford.gov.uk

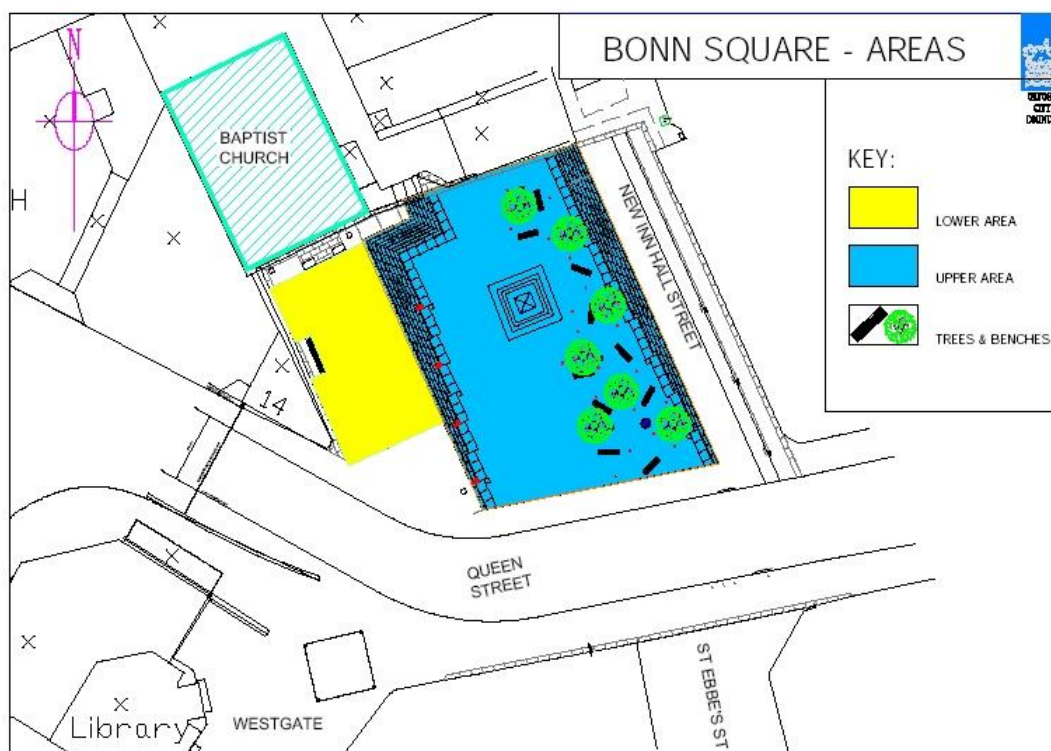
PLEASE READ THIS PROTOCOL IN CONJUNCTION WITH THE
BONN SQUARE VENUE SHEET INFORMATION



1. BACKGROUND INFORMATION

Bonn Square has a shared ownership agreement in place. The upper area of the square is owned by Oxford City Council and the lower area by the New Road Baptist Church. There is a Bonn Square Management Committee consisting of the Church and the Council which has the final authority for granting permission for Events to take place. The lower end of the square has a temporary trading area run by the adjoining Art Café. Vehicle and disabled access must be maintained at all times into the Church and the front entrance of the Church must not be obstructed under any circumstances

All requests to use Bonn Square must first be directed to the Events Office at Oxford City Council. The Events Office will then consult the Church (through the Management Committee) as to whether it is possible for that event to go ahead. Depending on the event content, size, date, timing, duration, noise, risk and access requirements associated with the event, consultation with other stakeholders may be required.



2. EVENTS

What Events are permitted in Bonn Square?

Preference will be given to events that are beneficial to the community and help promote the city through the creative use of public space. The event must fall into at least one of the following categories:

- 1) *Arts and Cultural* – an event that incorporates at least one of the following: music, dance, visual art, theatre, film, concert, educational display / workshop, or which has a heritage or historic significance.
- 2) *Community* – an event which promotes a local not for profit organisation or agency and its activities.

- 3) *Charitable* – an event that involves increasing awareness or fundraising for an authorised local or national charity organisation.
- 4) *Temporary commercial / promotional activities* – will only be permitted where deemed appropriate for the space. This can include brand promotions and specialist trade activities taking place as part of a larger city centre festival or event. Each temporary commercial activity will be considered on an individual basis and each application will be weighed on its own merits. No long-term commercial activity will be allowed under any circumstances. There can be no conflict with adjoining or neighbouring city centre traders.

The Bonn Square Management Committee will be consulted over all requests to hold events on Bonn Square and requests will be considered against the overall impact the event would have on the area and other event proposals throughout the year.

The Bonn Square Management Committee has the right to refuse any event if it is not deemed appropriate for the space. The decision of the committee is final.

3. EVENT RESTRICTIONS

Event Duration

- New Road Baptist Church regularly has activities inside the church, and outside – on the church-owned part of Bonn Square. For this reason, there will be occasions when Bonn Square is unavailable for use by other groups.
- Events will normally be expected to take place within the course of a single day including set up and dismantling.
- Events requiring longer duration will need to be considered on an individual basis through consultation with the Bonn Square Management Committee. Evidence will need to be provided of measures to protect any event infrastructure, particularly overnight which is the responsibility of the event organiser/hirer.
- Where an event is of 3 days' duration or more it might need to be suspended temporarily if there were to be a sensitive activity at the Church such as a funeral.
- Events cannot take longer than 5 days in total.
- No long-term commercial use of the Square will be allowed under any circumstances.

Event Operating Hours

- Approval for the start and finish times for the event may vary depending on the nature of the event, entertainment content and expected audience numbers.
- Events on Sundays must be set up by 10am and must not generate any noise between 10.30am and 12.30pm, due to the church service taking place in New Road Baptist Church.