

Hire a Park or Open Space for Events

Process, Guidance and Additional Information

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Introduction

If you are interested in holding a public event in a park, open space, or countryside site owned by Guildford Borough Council (GBC) then this guide will take you through the permission process, the terms & conditions of hire and provide you with useful information.

It is important to plan ahead and agree the programme of activities well in advance of the event date. You will likely need a team of people to help with organising the various aspects of the event. Good planning and organisation are essential to putting on an event that is both safe and enjoyable.

Useful Resources

- The Purple Guide to Health, Safety and Welfare provides comprehensive guidance on all aspects of event planning and management: [The Purple Guide](#)
- Further information about running an event safely can be found on the Health and safety Executive website. See here: <https://www.hse.gov.uk/event-safety/running.htm>
- If you are organising a voluntary or community event, then the 'Can do' guide on the gov.uk website will help you to plan and run a successful event. See here: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>
- Another useful resource for Charity and Community events is the Zurich website which covers event insurance, firework safety, food safety and completing a risk assessment for your event. See here: [Organising Outdoor Charity Events this Autumn and Winter \(zurich.co.uk\)](https://www.zurich.co.uk/organising-outdoor-charity-events-this-autumn-and-winter)

Choose your Site

Guildford has more than 65 parks and countryside sites that can be hired as a venue for your commercial, community or fundraising event. A full list is here: [Parks - Guildford Borough Council](#)

Our most popular event sites include:

- | | |
|--|------------------------------|
| • Allen House Grounds | • Lakeside, Ash |
| • Bannisters Open Space | • Onslow Recreational Ground |
| • Castle Grounds (Green Flag) | • Riverside |
| • Chantry Woods | • Shalford Park |
| • Chilworth Gunpowder Mills (Green Flag) | • Stoke Park (Green Flag) |
| • Kingston Meadows | • Sutherland Memorial Park |

Public open space is generally not available for private hire such as wedding receptions or private parties although we do usually allow activities such as company team building days.

Events on the highway

Events on the highway that require the road to be closed off to general traffic such as parades and processions will require a temporary road closure licence. **Please contact Surrey County Council** for further details - see here: [Public events on the road - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/public-events-on-the-road)

Events in Guildford Town Centre

If you wish to stage an event in Guildford Town Centre, please contact the GBC Events Team - email events@guildford.gov.uk

Events on private land

Please notify the GBC Events Team as soon as possible, even if you are holding an event on private land. A major event planned to be held on private land may have an impact on the infrastructure of the wider area and may require on street traffic management to ensure safety for the public entering or exiting the highway. Organisers need to consider traffic impact and include this in their event management plan. There could also be licence implications and, for major events, consultation with the Guildford Safety Advisory Group (SAG) may be required.

Decide on the type of Event, Theme and Activities

Once you have decided on the location for your event, you need to decide what type of event would you like to have? Ideas include music concerts, funfairs, community fetes, charity fun runs, cultural events, dog shows, walks or runs, outdoor cinema, carnival, theatre show, sports days, food festival, educational events, regular fitness activities, forest schools, or perhaps a circus.

Other considerations to think about (but not limited to) include:

1. Will your event be commercial or a community event? For fundraising or for profit?
2. How many people would you like to attend?
3. Will you have an entry charge?
4. Will you need a licence, or permission to close a road?
5. Do you need to hire toilets or fencing or staging or lighting or marquees?
6. Who will work at the event?
7. What about catering, toilets, first aid and waste management?
8. What activities will you have? Activities could include dancing, theatre, music, filming, films, sports, fairground rides, fireworks, inflatables, donkey rides, camping, market stalls, food, face painting, cooking, balloon launch, obstacle course, re-enactment, etc.
9. Where will people park?
10. How will you ensure the event is safe to attend?
11. How will you promote the event?
12. For larger events, you will need to consider having an Event Management Plan to cover all aspects of the event including: emergency procedures; security & stewarding; parking and traffic management; lost children; noise management; neighbour relations; safeguarding; and crowd management policies.

Event Application Process

[Hire of public parks and open spaces - Guildford Borough Council](#)

Application

All events held on Council owned Parks & Countryside sites will need permission from the Council to be able to go ahead. To begin the process, you will need to complete the appropriate application form from the list below:

- **Outdoor Events.** [Hire a park for a public event - Guildford Borough Council](#)
 - Major Events – over 10,000 attendees per day. Apply at least 15 months in advance.
 - Large events – between 1,000 and 9,999 attendees per day. Apply at least 12 months in advance.
 - Medium Events – between 300 and 999 attendees per day. Apply at least 9 months in advance.
 - Small Events – up to 299 attendees per day. Apply at least 3 months in advance.
- **Filming.** <https://www.guildford.gov.uk/filming>
 - Permission from GBC is required to film in Guildford's parks and green spaces. Please give at least a month's notice, longer if the planned filming is complex and/or uses car parks.
 - Filming on streets usually requires permission from Surrey County Council – [Surrey Film Office - Surrey County Council](#)
- **Regular Organised Activities** such as School Physical Education, Fitness Sessions, Dog Walking. <https://www.guildford.gov.uk/regularactivity>
 - A fitness licence is required for all organised activities on our parks and open spaces – these can be term-time only, or quarter, half, or full year.
- **Hot Air Balloon Launches.** [Hot air balloon launches - Guildford Borough Council](#)
 - Shalford Park is the only available launch venue.
- **Circuses and Funfairs.** [Funfair and circus - Guildford Borough Council](#)
 - Please register your interest in dates/venues by, at latest, 31 August the year before planned activity.

- **Outdoor Theatre and Bandstand Concerts.** [Bandstand concerts and outdoor theatres - Guildford Borough Council](#)

- We have several suitable areas to put on plays such as Rack's Close, Riverside, and the High Street.
- Our historic Guildford Castle Bandstand can also host appropriate musical and theatrical events.
- Please get in touch if you have an enquiry.

Apply as early as you can. You need to allow enough time to carefully plan your event, consider Health & Safety implications, obtain licenses (if necessary), secure any necessary infrastructure, hire staff/volunteers and promote your event.

Event Acknowledgement

Once your initial enquiry has been received, we will check it for date availability, event suitability and licence requirements. We will write to you and acknowledge your application and ask you to make a full application, after which we will confirm the park hire fees & charges. We will also let you know about any other additional requirements that are necessary before your event can be confirmed and permission granted for it to go ahead.

Event Confirmation

For events under 1,000 people, you will need to provide a Risk Assessment, a copy of your Public Liability Insurance and a Site Plan. This documentation is required at least four weeks in advance of your proposed event.

Larger events with over 1,000 people expected to attend, will also require a comprehensive Event Management Plan to include risk assessments, parking & traffic management plans. This documentation is required at least six months in advance of your proposed event. Details of your event may also be passed to the Safety Advisory Group for their consideration.

Once all the necessary documents have been received, we will write to you and confirm that the event can go ahead. We will also invoice you for the hire of the park. Events will not be able to go ahead without a written Event Confirmation from us.

Health and Safety

Safety is your responsibility and as an event organiser you have a duty of care for the people who will work at and attend your event.

Site-specific risk assessment

If you are holding an event on Council owned land, a site-specific Risk Assessment must be conducted. Completing a site-specific risk assessment is an essential part of organising a successful event. It will ensure the safety of everyone involved with your event. Risk assessments are a legal requirement for employers under the Management of Health and Safety at Work Regulations 1999. Sometimes specific safety requirements will have to be applied and failure to apply them could result in the cancellation of your event or, in the most extreme cases, prosecution.

It is important for you to think about the aspects of your event which may involve a level of risk, e.g., manual handling, inflatables, machinery, vehicle movements, structures, animal welfare, working at height, fireworks, first aid, electricity, lost children, fire safety, fuel, slips/trips/falls, money handling, staff welfare, etc. Consider what accidents could happen and what you will do to prevent them?

For more information see:

- **Event Safety:** [Event safety - Running an event safely \(hse.gov.uk\)](#)
- **The Purple Guide to Health, Safety and Welfare** provides comprehensive guidance on all aspects of event planning and management: [The Purple Guide](#)
- **Bouncy Castles and Inflatables:** Serious incidents have occurred where inflatables have collapsed or blown away. These simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them. [Bouncy castles: safety advice - Health and safety in the entertainment industry \(hse.gov.uk\)](#)

- **Temporary Demountable Structures:** [Event safety - Temporary demountable structures \(hse.gov.uk\)](http://hse.gov.uk/event-safety-temporary-demountable-structures)
- **Animal Welfare:** [Apply for animal activity licence](http://rspca.org.uk/apply-for-animal-activity-licence). For general information see [GuidelinesForWelfare.pdf \(rspca.org.uk\)](http://rspca.org.uk/guidelines-for-welfare). The Council does not allow events that offer 'Pets as Prizes'.
- **Fireworks:** Displays on public land are restricted to professional operators and recognised bonfire and firework societies. [HSE Explosives - Organising firework displays](http://hse.gov.uk/explosives-organising-firework-displays)
- **Funfairs & Circus Events:** The event organiser must notify the Council at least two months before the event. Specific documentation must be completed and returned. The additional documentation for a Fun Fair includes: (1) Agreement; (2) Third Party Public Liability Insurance Cover of a minimum value of £10 million per Ride; (3) ADIPS forms for all rides; (4) Risk Assessment.
- **Circuses:** are required to be a member of the 'Association of Circus Proprietors of Great Britain'. [The Association of Circus Proprietors of Great Britain \(circusgb.com\)](http://circusgb.com)
- **Fire safety guidance:** [Event safety - Fire safety \(hse.gov.uk\)](http://hse.gov.uk/event-safety-fire-safety)
- **Hot Air Balloons:** An EASA Balloon Pilot Licence is required.
- For **Counter Terrorism**, see Martyn's Law details here: [Martyn's Law Factsheet - Home Office in the media \(blog.gov.uk\)](http://martynslawfactsheet.blog.gov.uk), ACT awareness training here: [E-Learning | ProtectUK](http://e-learning.protectuk.gov.uk) and information about Multi Agency Working here: [Home - JESIP Website](http://home-jesip.org)

See the **Risk Assessment guide and template appendices** at the back of this guide to help you to list the activities and identify the hazards and minimise the risks for your own event.

Do not compromise on safety. You can always rearrange your plans and programme, but you cannot correct the effects of an accident.

Safety Advisory Group

<http://www.hse.gov.uk/event-safety/safety-advisory-groups.htm>

Larger events, events of an unusual nature or events that are new to Guildford will benefit from meeting with the Safety Advisory Group (SAG). SAGs provide a multi-agency forum for discussing and advising on public safety at an event. They aim to help event organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. The SAG may contact you to discuss your event proposals further. For more information on the SAG and to register your event with them see here: [What does the Safety Advisory Group do? - Guildford Borough Council](http://www.guildford.gov.uk/what-does-the-safety-advisory-group-do)

Licences

<https://www.guildford.gov.uk/licencesandpermits>

Some events will require a licence. You will need to allow 10 weeks for a premises licence and 4 weeks for a temporary event notice (TEN). For advice on licensing, see the links below or contact Regulatory Services at regulatoryservices@guildford.gov.uk

<ul style="list-style-type: none"> • Premises Licence • Personal Alcohol Licence • Temporary Event Notice (TEN) 	Find out about alcohol, entertainment and late night refreshment licences - Guildford Borough Council
<ul style="list-style-type: none"> • Charity Collection Licence 	Find out about charitable collection licences - Guildford Borough Council
<ul style="list-style-type: none"> • Street Trading Licence 	Apply for a street trading licence - Guildford Borough Council
<ul style="list-style-type: none"> • Animal Licensing 	Animal licensing - Guildford Borough Council

Food Hygiene Rating

Make sure that anyone selling food at your event has been awarded a Food Hygiene Rating of 5. A good rating can help you keep your customers safe. See [Food hygiene rating scheme - Guildford Borough Council](http://www.guildford.gov.uk/food-hygiene-rating-scheme).

Alcohol

- **Events of less than 500 people:** you will need to obtain a Temporary Event Notice (TEN). Applications need to be made at least 10 days before the event.

- **Events of more than 500 people:** you will need to obtain a Temporary Premises Licence. Applications need to be made at least two months before the event.

Street Trading Licence and Selling of Goods

If your event is free to attend and you will be trading (selling any item including food, drink) or collecting, you will need to apply for a Street Trading Licence. The Council prohibits the sale of illegal goods, animals, birds and fish, replica or real guns, knives and other weapons on its land. A Street Trading Licence should be applied for at least two months before your event.

Raffle

If you are planning to sell raffle tickets and complete the draw on the same day, then permission is not normally needed. If you are planning to sell tickets in advance of the draw, then you may need a Lotteries Registration License. If you are planning to sell £20,000 or more in raffle or lottery tickets, then you will need to register with the [Gambling Commission](#). Individuals cannot raise money for private gain.

Charitable Collections

The permission of the landowner is required and/or a street collection permit is required before collections can take place. The Council is able to issue a street collection permit so that you can collect money from the general public on behalf of charities. Applications for a permit must be made at least one month in advance.

Insurance

Hirers of public open space are required to hold a current insurance policy for Public Liability. The policy cover must be for a minimum indemnity sum of £5 million (£10 million for large events, and circuses and funfairs) per incident and the Council reserves the right to require a higher limit if deemed necessary. Please ensure your insurers are fully aware of all the activities taking place and that all your exhibitors, sub-contractors and caterers, etc, all have their own insurance. Evidence of this may be requested before, at or after the event.

Live Events Reinsurance Scheme

The Government has partnered with insurers to offer a cost indemnification insurance scheme which will make cover available against the cancellation, postponement, relocation or abandonment of events due to UK Civil Authority restrictions in response to COVID-19.

For more information see: [Live Events Reinsurance Scheme - GOV.UK \(www.gov.uk\)](#)

Site Plan

You will need to produce a detailed site plan showing the layout of your event, positions of stalls, marquees, exhibition units, car parking, stages, structures, seating, toilets, emergency access points, marshal points, first aid, etc. For races, a detailed route plan will need to include the location of route marshals, refreshment points, first aid, etc.

Event Parking

The park is not to be used for event parking without permission. Parking around many of Guildford's parks is limited. A detailed parking plan may be required and will need to be agreed with the Council. Please speak to us about your event car parking requirements. Information about event parking must be clearly communicated to all ticket holders.

Traffic Management Plans

Large scale events will require detailed Traffic & Parking Management Plans.

Event Management Plans

Large scale events will require a detailed Event Management Plan covering all aspects of the event.

Fees and Charges (including Security Deposits, Reinstatement and Cancellation Charges)

A scale of fees & charges is set yearly. There is a minimum booking charge for the hire of our Parks and Countryside Sites.

How we set prices

The fees are dependent on the type of event, the numbers of people attending, and the duration of the event. Using an event charge calculator, we work out other charges that are payable according to the type of event being planned. The fee is determined once we have received your event application.

Security Deposits

A security deposit to cover against damage to the park, or reinstatement fees if your event has caused damage to the park may also be payable.

Why do we charge schools, charities, community groups and other non-commercial groups to use our land?

As landowners, Guildford Borough Council has a duty of care to ensure events & activities are planned, well run, safe to attend and that health & safety risks are fully considered, and adequate control measures are in place. We need to know who is using our land, when they are using it, for what purpose and how it will affect others.

We also need to consider environmental protection and the protection of the Borough's assets with minimal disruption to the environment and wildlife. Having this information will also help to ensure that events & activities don't clash with one another and/or with our regular maintenance. Anyone wanting to use our parks, countryside sites or maintained pitches for events or organised activities must go through the application process. The same considerations and approach is used for all event and activity applications and substantial financial discounts can be applied if the event or activity is for the benefit of the local community such as charity events and school sports sessions.

Our principal aim is to cover our administration costs. When we receive specific information that facilities are being used without permission or payment, we will act on that information, and this may result in your event being stopped.

Cancellations

Should the Hirer cancel after written confirmation of a firm booking has been given, the Hirer will be liable for 20% of the total hire charge or the minimum event fee, whichever is the greater. Cancellations must be in writing, or the full hire charge will be payable.

Event Cancellation due to COVID-19 – if your event is cancelled due to COVID-19 and any associated local or UK lockdown, a cancellation fee will not be payable. If your event is cancelled for other reasons, a charge may be payable.

For more information about fees and charges, please see the separate 'Fees & Charges' sheet.

Emergency Services

You are requested to notify the police and other appropriate emergency services of your proposed event particularly if more than 1,000 people are expected to attend or if your event activities are of an unusual nature, for example, balloon launches. You will need to supply details of your first aid provider. You will be held responsible for ensuring adequate fire precautions are in place, that exits are kept clear for emergency vehicles and for seeing that none of the footpaths are blocked. For smaller events the Police Liaison Officer will distribute details and information about your event to the relevant PC's or PCSO's.

- [Surrey Police](#)
- [Ambulance Services](#)
- [St Johns Ambulance/Red Cross](#)
- [Surrey Fire & Rescue](#)

Facilities

Toilets

Some of our Parks and Countryside sites do not have public toilet facilities, or existing facilities may not be available or may not be adequate for the number of people coming to your event. Depending upon the size of your event, you may need to provide temporary toilet facilities.

Noise

[Report a noise complaint - Guildford Borough Council](#)

The control of noise including music from public address systems is covered by Environmental Protection legislation. When planning your event, always consider residents living close by. Nominate a noise monitor who regularly checks the noise levels at the perimeter of your event and adjusts them as necessary. Advise residents of your planned activities, giving start and finish times (this is not compulsory but highly recommended and good practice). Any event on Council land using amplification for music or speech must comply with the maximum noise levels set by the Council and end by 10:30pm, unless a licence has been granted.

Site Access and Keys

Some of our parks are locked up at night. Please consider this and confirm arrangements with the Council before your event. We may issue you with an access key to the park and/or toilet facilities. No copies of this key should be made. On occasions, we may have to close a site or offer you an alternative site, for example, if the ground conditions are poor or if a large event has booked the entire park.

Park Security

During your event, please be vigilant to anyone not associated with your event coming onto the land. Keep access gates locked. As Event Organiser, you are responsible for protecting and securing the park during the period of hire.

Park Protection

Event organisers will be responsible for any damage to the land and/or buildings close by. You will need to consider this when setting up your event. Repairs to any damage will be carried out by the Council and their contractors and the recharge will be for your account. Larger events may be required to pay a security deposit before the event.

We encourage you to speak to us about any activity that you think may harm the ground, vegetation or wildlife within the park. Driving on the park is not permitted unless permission has been granted. Marked out sports pitches must not be used for your event activity. Keep your event activity at least two metres away from the edge of the canopy of all the trees. Park infrastructure must not be used such as fencing, goal posts, benches, etc.

Help us to protect our countryside, the wildlife, fauna and flora. Keep to the footpaths, keep dogs on a lead and follow [The Countryside Code](#). As landowner, Guildford Borough Council has an obligation to protect and safeguard for future generations our Special Protection Areas (SPAs), Sites of Special Scientific Interest (SSSI), and Registered Commons. This includes the bluebell woodlands at Chantry Woods, grassland with orchids at The Mount, and wildlife at the Riverside Nature Reserve. Damage caused by your event activity may incur an extra charge.

Promoting Your Event

- We work closely with Visit Surrey, our County's tourist board, and have a dedicated area for Guildford on the website [Guildford: Plan your Visit to Guildford \(visitsurrey.com\)](#). You can enter your event details here [Submit your Surrey event for free - Visit Surrey](#) and your event will appear in all searches for 'Guildford events'.
- Our partner and town centre business improvement district (BID), Experience Guildford, have a website for shoppers and visitors to our town centre and you can add your event for free to appear in their listings ([Upcoming Events – Experience Guildford](#)) by contacting them here [Contact - Experience Guildford](#).

- Tag Guildford Borough Council on social media and we will reshare your event @VisitGuildford (Twitter, Facebook and Instagram).
- Council notice boards can be hired for advertising your event. There is a small charge for this. Apply here: [Advertise with us - Guildford Borough Council](#)

Advertisements and Signs

If you intend to use banners, posters or flyers around the Borough then you will need to get written approval from the Council. [Consent to display an advertisement\(s\) - Guildford Borough Council](#)

If you intend to use banners, posters or flyers at the event site then please add details of this to your event application form. You must not advertise your event until the relevant permissions have been granted for your event to go ahead. Posters & banners must be hung with string (not cable ties) and removed immediately after your event.

Guildford Borough Council cannot give permission for advertising outside of its property. "Fly posting" is an offence under the Town and Country Planning (Control of Advertisements) Regulations 1992. Surrey County Council reserves the right to remove and cancel any unauthorised advertising and to recover the cost incurred from the event organisers. [Outdoor advertisements and signs: a guide for advertisers - GOV.UK \(www.gov.uk\)](#)

Waste Management and Litter

To ensure that the Council's obligations under the Environmental Protection Act 1990 - Code of Practice on Litter and Refuse are met, the event organiser is responsible for:

1. Ensuring that the event site is regularly litter-picked during the event
2. Ensuring that the event site is cleared of all refuse & recycling and disposed of legally following the event

If the event organiser fails to do this, then the Council reserves the right to carry out the works and charge the event organiser for any costs incurred. The Council are able to offer an Event Waste Service. There is a fee for this service. For more information see [Event waste management - Guildford Borough Council](#)

Electric & Water

Some sites can offer electric and water hook ups. Electric hooks will need to be carried out and checked by a certified electrician. Water will need to be flushed through before use. If the water is being used for drinking and/or cooking, then a water test will need to be carried out 6 weeks before the event. There may be an additional charge for electric and water hook ups.

Holding a Sustainable Event

Sustainability is all about reducing the negative impact our activities have on the environment and taking into account how a sustainable activity can have a positive impact on not just a limited group of people, but a much wider community. Here are a few suggestions to help make your event more sustainable:

1. Minimise the use of paper and plastic – consider using apps for tickets and programs and email for communicating rather than printing. Use chalkboard signage rather than a laminated poster. Say no to straws. Use reusable or 100% biodegradable packaging for food. Say no to bottled water, instead set up a cup refill station.
2. Waste management – have different bins for various kinds of waste. Limit food waste.
3. Event Location – encourage people to walk, cycle or come by public transport. Set up a bike rack area.
4. Reward ticket holders for being Eco-Friendly – for example, if they leave their car at home, they can enter the prize draw.
5. Create a sustainable food and beverage plan – Involve your traders. Is the food grown locally and is it seasonal? Reduce food waste – why not donate the left-over food to those in need?
6. Choose a sustainable venue for your event. Limit the use of energy and avoid wasting water.

For more inspiration see here: [How Make an Event Sustainable \(7 Examples\) | Eventbrite UK](#)

Neighbours

When planning your event, please consider residents living close by. Advise them of your planned activities, giving start & finish times and provide them with a contact email and/or telephone number should there be any issues during your event.

Extreme Weather

The Heatwave Plan for England aims to prepare, alert and prevent people from the preventable health impacts from severe heat in England [Heatwave Plan for England - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and in particular Annexe 3 – Heatwave advice and mass gatherings.

Bouncy Castles and other Inflatables

If you are planning to have a bouncy castle or inflatable at your event, please see the safety advice here: <http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>. Serious incidents have occurred where inflatables have collapsed or blown away. These simple precautions can help you avoid serious incidents, whether you supply or buy bouncy castles and inflatables, are hiring one for an event, or operate them.

Temporary Demountable Structures (TDS) – Stages seating, marquees, etc

For guidance, see <http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>

Animals

You will need to apply for an animal licence if you are wanting to have ‘live’ animals at your event. The Council does not permit events where ‘Pets as Prizes’ are being promoted.

Privacy Statement

[Privacy statements - Guildford Borough Council](#)

General Data Protection Regulation (GDPR)

Applications for events, balloon launches, fitness/PE sessions, theatre, bandstand concerts and filming events will be processed by Guildford Borough Council Events Team.

Personal data and company information will be kept on file for a period of up to three years. We may share information you provide with other agencies involved in your event application including but not limited to the Safety Advisory Group (SAG), other GBC Services such as licensing, Surrey County Council, other emergency services, Visit Guildford and Experience Guildford. Your information will not be shared with anyone else, or any other organisation not associated with your event. Risk assessments and public liability insurance information will remain on file.

Guildford Borough Council will use your information to administer events in Guildford’s parks and will contact you for the following reasons:

1. To discuss, request further information, acknowledge and confirm your event.
2. We may need to inform others of your events/activities if they are likely to impact on others. This does not include your personal information.
3. Guildford Borough Council and Visit Guildford will promote Castle Grounds events including bandstand concerts and outdoor theatre performances. Marketing methods include flyers, posters, social media and website. The public enquiry contact information that you have provided will be included.

Keep Your Event Information Updated

Once your event application has been submitted, please remember to keep us informed of any changes. During the event planning stage, there may be many changes to your planned activities, program, acts, infrastructure, times, etc. No additional items/activities may be included without the Council’s consent.

More information

For further advice on organising a safe and successful event, see the Health & Safety Executive website 'Guidance on running events safely' at <https://www.hse.gov.uk/event-safety/>

If you are organising a voluntary event then the 'Can do' Guide will help you to plan and run a successful event [Organising a voluntary event: a 'can do' guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/organising-a-voluntary-event-a-can-do-guide)

Terms and Conditions

See our separate Terms & Conditions for the hire of Parks, Countryside and Open Spaces. When completing your Event Application Form, you will be asked to sign to say that you have read and accept the terms.

Contact

To discuss your event plans further, please contact the Events Team by emailing events@guildford.gov.uk

[Hire of public parks and open spaces - Guildford Borough Council](#)

Events Team, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB

Appendix 1

Risk Assessment Guidance for Events

Guilford Borough Council has a duty to ensure the safety of people using their land under the Health & Safety at Work Act (1974).

See the following notes and generic risk assessment example.

Use the risk assessment template to help you to list the activities and identify the hazards and minimise the risks for your own event. A common-sense approach to best.

Further information can be found on the HSE Website <http://www.hse.gov.uk/event-safety/index.htm>

Identify the hazards

All hazards should be identified including those relating to the individual activities and any equipment. A hazard is something with the potential to cause harm.

<ul style="list-style-type: none">• Fireworks• Bouncy castles• Machinery• Fuel, chemicals, generators• Electrical equipment• Fire	<ul style="list-style-type: none">• Accidents including tripping & falling• Vehicles and Structures• People including crowd control• Activities• Lighting, heating, ventilation• Noise
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Who is at risk and how might they be harmed

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

<ul style="list-style-type: none">• Stewards• Employees• Contractors• Vendors, exhibitors and performers• Local Residents	<ul style="list-style-type: none">• Members of the public• Disabled persons• Children & elderly persons• Potential trespassers• Expectant mothers
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Areas to consider

The following are examples of areas to consider:

<ul style="list-style-type: none">• Type of event• Potential major incidents• Site hazards including car parking• Provision of emergency services• First aid, fire, event security• Cash collection• Amusements and attractions• Waste management• Food hygiene• Manual handling	<ul style="list-style-type: none">• Types of attendees (children, elderly, disabled)• Crowd control. capacity, access, egress, stewarding• Toilet facilities & welfare• Health & safety issues• Exhibitors and demonstrations• Structures• Animals• Working at height
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Control the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should consider what you will do to control the risks. The following should be considered:

<ul style="list-style-type: none">• Train staff• Implement procedures to reduce exposure to the hazard• Remove the hazard if it cannot be controlled• Get advice from HSE	<ul style="list-style-type: none">• Prevent access to the hazard e.g. by guarding dangerous machinery parts• Use personal protective equipment• Understand and comply with legislative standards, codes of good practice and British Standards
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Record the risk assessment findings

Use the Risk Assessment Form below to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference. Give a copy of the form to the landowner and to everyone working at the event. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

Example of a Generic Event Risk Assessment

This is an example of a risk assessment for a small music festival held on a park for up to a maximum of 4,000 attendees. Many of the hazards covered in this assessment will not affect smaller community events but the information can be used as a useful guide.

Event:		Assessment Date:	
Venue:		Completed by:	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi/Bus drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Consider temporary speed limits on Highway. Investigate the possibility of providing a shuttle bus. Consult on transport plans with Local Police Force and County/Council Highways authority.			
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Floors in marquees and other structures laid by a competent person. Steps, changes in level and other tripping hazards fenced if not in use. Temporary lighting provided to walkways, toilets and general areas in use by the public after dark. Marquee pegs protected by foam and guy ropes etc highlighted in public areas Good housekeeping – staff ‘see it and sort it’.	Provide a temporary fence to the ha ha and the lake.			
Collapse of Structures	Workers and others risk serious, possibly fatal injury if fixed structures collapse.	Stages and marquees to be erected by a competent person/contractor. Contractor(s) to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.	There is a need to check weather forecast daily. Check with provider(s) maximum wind speeds that structure can withstand safely. Make contingency plans to enable closure of structure in adverse weather conditions.			
Hearing Damage	Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.	Areas of the stage/event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs.				

Hearing Damage	The public might suffer permanent or temporary hearing damage from exposure to loud music.	Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public within advance with tickets and by signage at the entrance.				
Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees or in accordance with Chapter 20 HSG 195 The Event Safety Guide – A guide to the health, safety and welfare at music and similar events (commonly known as The Purple Guide) - http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717624539	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.			
Lost Children	Children and parents can become separated	All staff and stewards made aware of the Lost Child policy.	Check CRB status of person to take responsibility for lost children at the event.			
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.			
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessment done, following Fire Risk assessments and Fire Management Plan guidance – available on the Communities website http://www.communities.gov.uk/fire/firesafety/firesafetylaw/ and necessary action taken	Fire stewards to check fire exits and keep exits clear during performances			
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Food Vendors using LPG to be required to ensure their gas installation and equipment has been installed and checked within the last twelve months by a “Gas Safety Register” approved contractor. Compliance certificates to be kept on food stall. Food vendors to be reminded of the need to ensure staff changing LPG cylinders are trained to do so. Food vendors only allowed to have one day’s supply of LPG at their stall.	Make arrangements to check food vendors are complying with gas safety requirements.			

Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	Barriers suitable for foreseeable loading to be erected by a competent person/contractor. Contractor to provide sign off certificates for all structures. Daily checks made on all structures by a competent person.				
Fairground Rides	Workers and others risk serious, possibly fatal injury if fairground rides collapse or have defects.	Only reputable fairground ride suppliers to be used at the event. Copies of all inspection certification (ADIPS) and public liability insurance to be obtained in advance of the event.				
Bouncy Castles	The public risk serious injury if bouncy castles are defective or there is inadequate supervision.	Only reputable bouncy castle suppliers to be used at the event. Copies of all inspection certification (ADIPS and/or PIPA) and public liability insurance to be obtained in advance of the event.	Check to ensure there will be adequate levels of supervision when the bouncy castle is in use.			
Fireworks	Danger from fire, explosion, direct impact and panic	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE (HS(G) 123/124).				
Lasers and other special effects	Staff and public may suffer eye damage if used improperly.	NOT TO BE USED WITHOUT PERMISSION OF LICENSING AUTHORITY. ASSESSMENT OF SUITABILITY OF VENUE BY COMPETENT PERSON, FULL RISK ASSESSMENT AND COMPLIANCE WITH HSE GUIDANCE HS(G) 95.2				
Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Only reputable caterers to be used at the event whose business is registered with their Local Authority. Food traders required to bring copies of their employee's food hygiene training certificates and their food safety management system with them to event.	Check with Environmental Health Department whether they would like a list of food traders to be submitted before the event. Invite Environmental Health Department to inspect food stalls.			
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	Staff trained to spot potential troublemakers, defuse tension/situations etc throughout. Adequate number of trained, SIA badged security staff. Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public. Control of numbers at event particularly in performance areas and marquees. Pit security staff employed to observe crowd behaviours. Drinks not served to people obviously under the influence. No glass at the event.	Consider providing advance information of prohibited items (glass and alcohol) the public can bring to the event. Consult with the local Police on security plans.			

Smoke and fogs	Staff may suffer skin damage from handling dry ice. Fumes and mists can cause irritation to eyes, nose and breathing for staff and the public.	Only trained workers have access to the products and are kept in a locked container. Only workers trained in the risk of the product, use the products following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer.	Signage on use of smoke and fogs put up at entrance to venue to warn the public.			
Work at height	Workers and others risk serious, possibly fatal, injuries if they fall from height.	Stages and marquees to be erected by a competent person/contractor. Risk assessments/method statements of contractors checked for safe systems of work before the event. All work at height assessed on an individual task basis. Suitable ladders, in good condition and suitable for heavy work, provided and workers are trained know how to use them.				
Manual Handling	Workers may get musculoskeletal problems, e.g. back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including forklift truck and a range of heavy-duty sack truck and trollies available for staff.	Ensure inexperienced staff are shown how to use the manual handling aids.			

Use the blank risk assessment template below to help you to list the activities and identify the hazards and minimise the risks for your own event. A common-sense approach to best.

Event Risk Assessment

Event:		Assessment Date:	
Venue:		Completed by:	

[illegible]

[illegible]