

Events Policy

2025 - 2029



Contents

1. Purpose	3
2. Background	3
3. Context	3
4. Event organiser expectations	3
5. Use of Council Land and Assets	4
6. Safety Advisory Group	5
7. Funding of Events	5
8. Marketing and Promotion	5
9. Environmental Responsibility	6

Annex 1. Green Events Commitment

Annex 2. Event Fees & Charges

Document	Version	Owner	Date Approved	Review Date
WTC Events Policy	Draft 04/03/2026	Caroline Bennett	March 2026	October 2029

1. Purpose

The purpose of this Events Policy is to establish clear guidelines for the organisation, approval, and management of events held on Weymouth Town Council-owned land or within our assets. This policy aims to ensure that events are safe, well-managed, environmentally responsible and in line with the Council's corporate priorities, which are:

- A town to be proud of that looks clean and attractive and has something for everyone.
- An aspirational town where people have the opportunities to improve, learn, and earn.
- An accessible town where you can access services and amenities regardless of ability, age, or need.
- A prosperous town where year round events and activities bring in visitors and increase economic opportunities.
- A green town that reduces its carbon footprint year on year and seeks to protect nature.

2. Background

Definition: For this Policy, an event is defined as but not limited to: a planned public or social occasion, such as a concert, sporting event, or festival, held at a specific time and location. It is different from a casual gathering with friends or family.

Weymouth has a rich tradition of hosting events that support community and economic development year-round. From local community events to national festivals, Weymouth's events enhance quality of life, foster collective identity, and celebrate shared histories and cultural ideals.

Weymouth benefits from numerous local, regional, and international event organisers who deliver safe, sustainable, and well-managed activities. The Town Council's Resort Management team plays a key role in supporting, facilitating, and overseeing these events. There are a significant number of local organisations that all contribute significantly to Weymouth's event calendar.

It should be noted that this Policy relates to the hosting of events or activities on land, or assets owned by the Council, including those under the Council's assigned management responsibility. This Policy will also apply to events and festivals organised by the Council itself. It does not apply to those events held on private land or property.

3. Context

A dynamic events programme that will include sports, leisure, culture, heritage, and the arts will positively impact Weymouth's image and community spirit. Such events foster community development, civic pride, and local engagement. Some of the events programme will be confirmed at the start of each year but it will evolve and change as necessary.

4. Event organiser expectations

In the first stages event organisers must:

- Complete the initial enquiry form.
- Review the event policy and guidance provided by the Town Council.
- In some cases, thoroughly complete the Event Application form.

Organisers are expected to:

- Demonstrate accountability through an event management plan, including traffic, crowd, and waste management as applicable.
- Maintain open communication with the Council and partners throughout the planning and

Weymouth Town Council Events Policy 2025 - 2029

execution phases. Presentations to the Dorset Safety Advisory Group (SAG) may be required.

- Comply with legal and licensing requirements specific to the event and location.
- Obtain and provide evidence to Weymouth Town Council of Public and Employers Liability Insurance to a minimum value of **£5million** in accordance with current national guidance (unless an alternative provision has been agreed by exception). For some events, the Council may request a higher minimum value. Event organisers will be responsible for ensuring that all third-party suppliers, contractors and sub-contractors are adequately insured.
- Adhere to all terms and conditions or licensing requirements as agreed with the Council.
- Organisers of larger events will be encouraged to liaise directly with local residents and businesses to minimise any disruption or disturbance and limit the impact that their event might have on the wider local communities.

Event applications may require consultation with relevant stakeholders, which can take up to 28 days.

Minimum notification for events:

6 weeks for events under 500 attendees.

3 months for events with 500 to 1,000 attendees.

6 months for events with 1,000 to 5,000 attendees.

9 months for events with over 5,000 attendees.

Health & Safety and Best Practices

The priority of any event is public safety, which is the responsibility of the event organiser. The Council and its partners have a duty to ensure that all relevant health and safety guidance is followed. The Council will advise if the event organiser requires them to submit their documentation to the Safety Advisory Group (SAG). Refer to '6. Safety Advisory Group'.

5. Use of Council Land and Assets

The rates for using Council land and assets vary based on factors like event type, size, location, duration, and time of year. It should be noted that fees and charges are subject to an annual adjustment in line with inflation.

Details regarding site hire, event definitions, equipment hire, and fitness activity permit fees and charges can be found in Annex 1.

The Council's Resort Team and the relevant Senior Leadership Officer have delegated authority to adjust standard hire fees and charges at their discretion, based on the organisations needs.

The Council will give priority to those events that have a record of being well-managed with safe, environmentally responsible and high-quality visitor experience, and those events which are already permitted by either contract or agreements in partnership with other organisations.

Regularly occurring events will normally be given priority, but the Council will not guarantee the provision of any site to any particular event or organising body based on previous use alone, and can refuse events based on income, payment, health and safety and performance history.

The Council reserves the right to prioritise use of its own and associated partner organisation events above all others.

Terms and Conditions/License:

Depending on the event's scale and risk, terms and conditions or a license will be required.

Premises Licenses:

For regulated entertainment under the Licensing Act 2003, the Council has licensed several main open spaces and may waive associated fees at its discretion. For any open spaces without an existing premises license, the event organiser will need to apply for a Temporary Event Notice (TEN) through Dorset Council and provide proof to Weymouth Town Council.

Highway Closures & Events:

Events requiring road closures, traffic, or parking suspensions must apply to the Dorset Council Highway Team. Details on road closures are available here: <https://www.dorsetcouncil.gov.uk/roads-highways-maintenance/highway-licences-and-services/events-on-the-highway-licences/special-events-on-the-highway.aspx>

6. Safety Advisory Group

The Dorset Safety Advisory Group is a non-statutory group of multi-agency representatives formed to promote safety at public events and exist to:

- Promote high levels of safety and welfare at events by giving advice and guidance.
- Promote good practice in safety and welfare planning for events.
- Ensure events have a minimal adverse impact on the Community.

The purpose of the SAG is to consider events both licensed and unlicensed occurring in the area covering Dorset Council. There will be occasions where it is necessary and appropriate for Event organisers to attend group meetings of a safety advisory group (SAG).

See Dorset Safety Advisory Group Terms of Reference –

<https://www.dorsetcouncil.gov.uk/business-consumers-licences/licences-and-permits/event-licences/public-events-planning/public-events-planning.aspx>

The Council will advise if the event organiser is required to submit their documentation to SAG.

7. Funding of Events

The Town Council supports non-profit organisations that enhance Weymouth's community. [Grants](#) are available for local groups.

8. Marketing and Promotion

It is the responsibility of the event organiser to promote their event.

Events can be advertised for free on the Weymouth Town Council online events calendar. A submission form can be found [here](#).

Love Weymouth also offers a free online events calendar for submissions. Details can be found [here](#).

Weymouth Town Council has several notice boards across the town and dependant on availability, small posters may be put in these at no cost. This service is available only for events taking place on Weymouth Town Council land.

For any other marketing needs, such as advertising banners, please contact the Weymouth Town

Council Communications Department at comms@weymouthtowncouncil.gov.uk.

9. Environmental Responsibility

Weymouth Town Council has committed to making its activities net zero carbon by 2030 and seeks to protect nature in all its activities. This includes minimising the environmental impact of activities and events taking place on Weymouth Town Council-owned land or within our assets.

Festivals and events have an impact on the environment in the form of resource use, waste, energy, transport and the procurement of services.

All event organisers must comply with the environmental requirements set out in our T&C's and complete the Green Events Commitment in Annex 1. The Green Events Commitment describes mandatory actions for all events as well as optional best practice measures. All events must commit to at least one best practice measure from each category.

Weymouth Town Council will strive to support organisers and make resources available to reduce the environmental impact of their event.

Weymouth Town Council will conduct compliance spot checks against the requirements of this Policy and the relevant Terms and Conditions. Non-compliance may result in an event being refused approval to operate in future.

Although the Events Policy is valid for 5 years, the Green Events Commitment will be reviewed on an annual basis to ensure that it meets current best practice and drives continuous improvement.

ANNEX 1 – Green Events Commitment Mandatory Requirements for all Events

The following are mandatory requirements which all events must comply with. This includes all contractors, caterers, traders, and suppliers. Exceptions to these requirements will only be considered for reasons of safety, hygiene, or accessibility, and only with prior written agreement from the Council.

1. You must provide clearly signed waste bins for customer use, suitable for the type and quantity of waste expected and arrange for them to be safely managed, emptied and removed by a licensed waste contractor. You must not use public waste bins for event-related or commercial waste.
2. Food and drink vendors must offer the option for customers to bring their own reusable food or drinks container. In addition, they must either offer an incentive for attendees bringing their own reusable drinks cup or introduce a disposable cup charge.
3. Single use catering serve ware must be kept to an absolute minimum. Food packaging made from plastic or foam is not permitted. Food vendors must clearly communicate to customers which bins their packaging or serve ware can be disposed of in.
4. The following single use plastic items are not permitted: serve ware, straws, stirrers, cutlery, condiment sachets, carrier bags, milk pots, giveaway items, wrist bands and plastic-coated laminates for ID badges. Any other single use plastic items must be avoided or minimized as much as possible.
5. The site must be left in a clean and tidy condition. You must remove any litter arising from the event immediately after its conclusion (for example by conducting a litter pick) and arrange for its collection and disposal.
6. Free drinking water must be made readily available to attendees. The sale or giveaway of bottled water is discouraged. Food or drink vendors with a mains water connection must offer free water refills to customers and ensure this is well publicised.
7. Electricity supply must be sourced in the following order of priority: Mains supply via WTC > renewable source (eg portable solar array) > Hybrid generator > biofuel generator. Diesel generators are not permitted unless by prior agreement.
8. Equipment and engines must be switched off when not in use, using timers where necessary.
9. Paperless methods must be used for registration, ticketing and promotion wherever possible, for example e-tickets, event apps and promotion via social media.
10. Information on travelling to the event by sustainable means must be provided.

Additional Actions

Organisers must commit to at least one action in each category:

Travel & Transport

- ☐ Offer an incentive for attendees using sustainable travel (for example, present a valid train ticket and get a free hot drink or entry to a prize draw).
- ☐ Partner with local transport companies to offer a shuttle bus service or discounted travel (for example a combined event and coach ticket).
- ☐ Work with local holiday parks to arrange transport for guests (eg a shuttle bus).
- ☐ Provide a secure bike parking zone.
- ☐ Other (please specify).....

Energy

- ☐ Calculate the carbon footprint of the event using a calculator tool such as https://co2.myclimate.org/en/event_calculators/new and put in place a plan to reduce it.
- ☐ Accurately calculate the energy needs of the event and don't provide more than what's needed.
- ☐ Use energy efficient equipment, for example LED lights and items powered by rechargeable batteries.
- ☐ Offset the carbon footprint of the event, for example using: United Nations Carbon Offset Platform | UNFCCC. Consider funding the offset by including it in the ticket price or offering an option to donate towards a carbon offset in the ticket price.
- ☐ Other (please specify).....

Water & Wastewater

- ☐ Provide event staff with reusable water bottles or encourage them to bring their own.
- ☐ If providing temporary toilets, prioritise water efficiency and chemical free solutions such as composting toilets.
- ☐ Other (please specify).....

Procurement and Suppliers

- ☐ Make arrangements for unsold food to be donated to local charities (see resources).
- ☐ Prioritise locally based contractors, traders, and suppliers, and those which meet environmental standards such as ISO 14001 (see resources).
- ☐ Ensure food and drink and other items for sale prioritise locally sourced, high quality, fairtrade, organic items, or items which are recyclable or made from recycled materials (see resources).
- ☐ Other (please specify).....

Waste and Resources

Weymouth Town Council Events Policy 2025 - 2029

- ☐ Hire or borrow equipment and props rather than purchasing for single use.
- ☐ Arrange for equipment and props to be donated to local organisations.
- ☐ Ensure equipment, props and decorations are made from recycled or recyclable materials.
- ☐ Ensure promotional items such as banners and posters are reusable by not making them date or event specific.
- ☐ Use lanyards and wristbands made from sustainable materials.
- ☐ Minimise giveaways or ensure items are made from sustainable materials and are not 'throwaway' items
- ☐ Use environmentally responsible cleaning products, for example those which are non-toxic, supplied in refillable packaging or certified with the EU Ecolabel scheme.
- ☐ Other (please specify).....

Declaration

I have read, understood and will comply with the above requirements. By agreeing to the Green Events Commitment I confirm I will ensure all participants, including contractors, caterers, traders, and suppliers, are aware of and comply with these requirements.

Name:

Date:

Event name and date(s):

Signature:

Weymouth Town Council Events Policy 2025 - 2029

Resources for Event Organisers

Name	Website and Contact Details	About
Waste Management		
Dorset Council	businesswaste@dorsetcouncil.gov.uk	Bins and collection services for general waste, recycling and food waste (costs are based on the number of bins, accessibility, and volume of waste collected)
Litter Picking Equipment		
Weymouth Town Council	https://www.weymouthtowncouncil.gov.uk/community-litter-picks-kit-bags-for-hire/ litterpicking@weymouthtowncouncil.gov.uk	Litter picking equipment available to borrow.
Litter Free Dorset	litterfreedorset@dorsetcouncil.gov.uk	Litter picking equipment available to borrow
Weymouth & Portland Marine Litter Project	https://www.weymouthportlandmarinelitterproject.org/community marinelitter@outlook.com	Litter picking kits available to borrow, or they can litter pick after an event for a small donation.
Local Businesses, Caterers and Traders		
Dorset Food & Drink	https://dorsetfoodanddrink.org/hello@dorsetfoodanddrink.org	Membership body for Dorset based food and drink organisations which produce, serve, and sell great local products
We Are Weymouth	https://weymouthbid.co.uk/info@weareweymouth.co.uk	Local Business Improvement District with connections to relevant local businesses
Farmers & Makers Markets	https://bestindorset.com/b.ccat@btinternet.com	Local market organiser with connections to local food producers and craft businesses
Dorset Farmers Markets	https://dorsetfarmersmarkets.com/dorsetfarmersmarkets@gmail.com	Local farmers market organiser
Dorset Artisan Markets	https://dorsetartisanmarkets.com/	Local market organiser with connections to local artisans, crafts and food producers
Re-useable Event Cups		
Litter Free Dorset	Events Hub – Litter Free Dorset litterfreedorset@dorsetcouncil.gov.uk 01305 224557	Have 500+ reusable festival cups which are available to borrow for community events
Surplus Food		
Soulfood	admin@theprayerhouse.co.uk	Provide food to homeless and vulnerable people locally. Contact in advance to discuss leftover food donation after an event.
Too Good To Go & Olio	https://www.toogoodtogo.com/ https://olioapp.com/en/	Surplus food sharing apps which allow businesses to connect with local people to arrange collection for free or a small charge