

**Gloucester’s City Events Group – Terms of Reference**

# Introduction

Gloucester City Council has established the City Events group to help encourage and support event organisers to deliver safe and successful events in the City. The group provides advice, guidance, reviews event documentation and gives permissions for events to take place on council owned or managed land.

This document sets out the roles and responsibilities of members, the role of the group and their process for dealing with event enquiries.

# Scope

The City Events group receives and reviews applications for:

* Any events or activity to take place on public open space, a location owned or managed by Gloucester City Council

The types of events include, but are not limited to:

* Music festivals
* Sporting events
* Community fetes
* Civic events
* Occasional markets
* Funfairs and circuses
* Promotional and experiential marketing activity
* Other activities such as fitness classes and clubs

# Terms of reference

The group will:

* Receive and discuss all proposals for public events on Gloucester City Council land.
* Provide a multi-department forum within which members will have a co-ordinated approach to supporting event organisers.
* Promote good practice in safety and welfare planning.
* Consider the advice published in all available statutory guidance documents and impart to event organisers.
* Ensure that event organisers comply with terms and conditions on licences.
* Consult and inform a wider stakeholder group, such as the Safety Advisory Group, when necessary.

# Members

The core group consists of officers from the following departments at Gloucester City Council:

* Festivals & Events
* Asset Management
* City Centre Management
* Community Wellbeing
* Cultural Services Safety Compliance
* Environmental Health
* Licencing
* Parks & Open Spaces

# Roles and Responsibilities

**Festivals & Events (Chair)**

* Chair of City Events group, co-ordinating meetings and minute taking.
* Administration lead, processing all applications, updating calendar of events, and circulating information with relevant parties.
* Main point of contact for event organisers.
* Provides general event guidance and ensures the organiser complies with conditions of the agreement.

**Asset Management**

* Site lessee, drawing up and issuing land use agreements.
* Ensuring compliance with conditions on the agreement.
* Providing general guidance for event organisers, based on site information.

**Environmental Health/Community Wellbeing**

* Provides guidance and ensures compliance with laws relating to food safety, communicable diseases, animal welfare and noise nuisance.
* Ensures compliance with laws relating to the health, safety and welfare of people working at the event and those affected by their work activities.
* Chair of the Safety Advisory Group (SAG)

**Cultural Services Safety Compliance**

* Reviews risk assessments, event management documentation, and licencing applications to ensure these are suitable and sufficient for a safe event.
* Work with Environmental Health to ensure compliance with laws relating to the health, safety and welfare.

**City Centre Management**

* Assesses the suitability of the event for the proposed city centre space
* Liaises with City Operations team, such as the Street Cleaning team, and other stakeholders
* Arranges temporary road closure orders for processions and parades

**Licencing**

* Provides guidance and ensures compliance with laws relating to licensing matters where licensable activities form part of the event.
* Assists with licence applications where required.
* Ensures compliance with any stated licence conditions before and during the event.
* Ensures compliance with laws relating to street trading during events.

**Parks & Open Spaces**

* Assesses the suitability of the event for the proposed park or open space
* Monitor ground conditions prior to the event (events will be subject to cancelation if, in the opinion of the Council, excessive damage would result from them going ahead)
* Liaises with grounds maintenance staff and other relevant stakeholders
* Inspection of site following the event.

# Locations

The City Events group review applications for any activity on public open spaces, this could be a park or City centre location - any location owned or managed by Gloucester City Council.

The more popular locations include:

* Gloucester Park
* Kings Square
* City Centre – the Gate streets
* Hempsted Meadows
* Plock Court

# Event Classifications

The City Events group receives and reviews applications for any events or activities to take place on public open space, a location owned or managed by Gloucester City Council.

These activities are classified into:

* + Commercial – a commercial event is one that is organised around an identifiable commercial business or group of businesses who will benefit from the event.
  + National Charity – a national charity event is an event organised and delivered by a registered national charity.
  + Community – a community event is an event organised and delivered by a registered local charity, not-for-profit organisation, community, or voluntary group that directly benefits residents and stakeholders.

For events, these are then classified into size. This is based around the expected ‘audience capacity’ -the maximum number of people expected to be at the event at any one-time including event staff and guests:

* + Small scale (up to 499)
  + Medium scale (up to 999)
  + Large scale (up to 1999)
  + Major scale (over 2000)

Other types of activities include:

* Funfairs and circuses
* Promotional stands
* Commercial markets
* Fitness classes

# Fees and charges

The fees and charges are set-out in the supporting documentation and are reviewed annually. The F&E (Festivals & Events) team benchmarks with other local authorities through the Local Authorities Event Organisers Group (LAEOG), and this includes an Admin Fee, Hire Fee and Reinstatement Deposit (if applicable).

The fees applied are dependent on the above event classification and are payable when consent has been granted.

# Timeline

Initial enquiry should happen as soon as possible. As a general rule, event organisers should notify the team at least three months before the event. Larger events of 499 people or more should be notified at least six months in advance.

The team may not be able to process late applications, especially during peak times.

Further documentation deadline is 8 weeks prior to the event and final documentation deadline is at least 2 weeks prior to the event.

# Criteria for events

Event applications will be assessed by the City Events group, and the following will be taken into consideration:

* Suitability of the event to the proposed location, considering the nature and duration.
* Public safety and security issues.
* Whether the proposed event will conflict with other activities taking place in the area.
* The need to allow reasonable intervals between events, to allow the land to recover and/or limit the impact of noise on regular users of the space, residents, businesses, and other stakeholders.
* The application and supporting documentation submitted to the group by the organisers, and their past record of event management.
* The social, economic, and environmental impact of the proposed event.
* Link to the City’s Cultural Strategy, Corporate Plan, Markets Strategy and Open Spaces Strategy.

The decision remains with the City Events group at Gloucester City Council, as Property Owners.

Any event may be referred to the Safety Advisory Group depending on scale and impact, and Property Owners consent may be withdrawn upon advice by SAG on safety grounds.

# Process for dealing with events

The following procedure is a guide agreed by all members of the City Events group, for a standard event enquiry.

1. **Initial enquiry** 
   1. The event organiser to contact the Festivals & Events Team (F&E) as soon as possible to discuss their event proposal, location, and preferred dates.
   2. At this point the F&E Team we will hold the venue, send an application form, and event organisers guidance documents.
2. **Submission of Event Application Form** to [city.events@gloucester.gov.uk](mailto:city.events@gloucester.gov.uk)
   1. **Proposal acknowledged** by F&E Team and pencilled into calendar.
   2. **Event considered** at fortnightly City Events group meetings (see roles & responsibilities for each members’ considerations)
      1. Determine documentation requirement for the event (e.g. noise management plan, premises licence, ADIPS)
3. **Provisional approval**
   1. F&E Team to provide provisional approval in writing on behalf of City Events group. This will detail documentation requirements, timeline, and the charge for the hire of the land.
   2. Event promotional activity can begin at this point with approval from the team.
4. **Documentation Deadline**
5. **Consultation and SAG Review**
   1. Event documentation reviewed by City Events group.
   2. If deemed necessary by Chair of Safety Advisory Group (SAG), the SAG will be consulted, and event organisers may be invited to a SAG meeting. The SAG looks to provide advice to event organisers to assist them in delivering successful events which are safe and legal and will involve partners from the emergency services (see SAG terms of reference for more detail).
   3. **Informing local stakeholders**
      1. F&E team to provide support and contacts - the event organiser is responsible for engaging with local ward councillors, residents, businesses and any other affected by the event, to ensure any negative impacts are minimised.
6. **Final Documentation Deadline**
7. **Confirmation of Approval**
   1. Once City Events group are satisfied that the event documentation, plans, and procedures are suitable and sufficient, a letter will be issued giving approval for the event to take place, subject to terms & conditions.
   2. For larger scale events, the Asset Management team will need to issue a land use agreement.
   3. At this stage, an invoice will be issued to the organiser by the F&E Team.
8. **Site Handover**
   1. A site handover meeting may be required, to record the condition of the land and reaffirm conditions on the use of the land prior to occupation. This will be carried out by the F&E Team and other members if required.
9. **Event Day**
   1. A pre-event site inspection may be required. This will be carried out by relevant members of the City Events group (for example, if related to conditions on the licence, this will be carried out by the licensing officer).
10. **Post-event Debrief**
    1. Following the event, the F&E team will send a survey for organisers to complete and if required a debrief meeting will be held.

Diagram – process for event applications