

# EVENT SAFETY GUIDANCE

## Outside Bodies Organising Events on Mid Ulster District Council Property

### 1.0 Introduction:

Mid Ulster District Council (Council) wishes to support organisers of any events and this guidance is intended to assist outside bodies to meet Council requirements and to help them to put on a successful event. It is important that Council receives the following information. Failure to comply with this request could result in permission to use Council Facilities being refused.

### 2.0 Definition:

For the purpose of this guidance an event is defined as “a planned and organised occasion taking place on an outdoor Council facility, outside the normal day to day business of the Council service, attracting members of the public or invited guests to the event.”

### 3.0 Council Requirements:

Council requires that Event organisers complete the Mid Ulster District Council Event Booking Proforma and submit to Council no less than one month prior to event.

Council also require:

- Evidence of Public Liability Insurance.
- Where those attending are under the age of 16 or considered to be vulnerable adults, copy of their Safeguarding and/or Child Protection Policy.
- Details of Event organiser.

Depending on the size of the event Council may also require


- A site location Map (preferably to scale).
- A suitable formal Risk Assessment and Event Safety Plan for the Event. The risk assessments should detail any significant hazards and the risk controls that have been put in place to mitigate the risk.
- An event safety plan developed from the risk assessment outlining the roles and responsibilities of those involved in the event and the actions that should be taken in the event of emergency.
- Evidence of consultation with appropriate authorities/statutory Bodies etc e.g. Fire, Police, Ambulance. Where necessary, current test certificates for plant or equipment (e.g. Funfair/arcade rides, electrical equipment, lifting plant and equipment, scaffold towers etc).
- Details of dedicated Safety Officer/Adviser for Event.
- Details of Steward / volunteer numbers being used to work at the Event.
- Insurance details of third party sub-contractors e.g. inflatable supplier.

Information submitted by the event organiser/hirer will be reviewed for adequacy by the appropriate Council Official and will be referred to the Councils Corporate Health and Safety team for comment if necessary.

Council reserves the right to not permit the running of an event on Council property.

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## COUNCIL EVENTS PROFORMA

 <p>Comhairle Ceantair <b>Lár Uladh</b> <b>Mid Ulster</b> District Council</p>	<p><b>Mid Ulster District Council</b> <b>Event Proforma</b> <b>(For Booking Events on Council Property)</b></p>	<p>Ref No. _____</p> <p>Date Received. _____</p>
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### 1. Event Details

<b>Name of Event:</b>			<b>Name of Organisation</b>	
<b>Date of Event</b>		<b>Times of Event</b>	<b>Name of Event Organiser</b>	
		<b>Start</b>	<b>Finish</b>	<b>Address of Event Organiser</b>
				<b>E Mail</b>
				<b>Tel. Number</b>
<b>Event Location:</b>			<b>Expected numbers attending</b>	
<b>Brief Description</b> e.g. Fireworks, Race				

### 2. Event Activities: Please tick the appropriate boxes to show the activities and facilities you intend to utilize or permit at the event.

Alcohol		Fireworks/Pyrotechnics		Music (Bands)	
Animals		Food Stalls		Overhead/Trailing Leads	
Barbecue		Inflatables		P.A. System	
Bonfire		Lost Children Point		Portable Generator	
Carnival/procession		Live Entertainment		Portable Staging	
Crowd Barriers		Marquees		Portable Toilets	
Fairground equipment		Market Traders Stalls		Stewarding/Security	
Other (Describe)					

### 3. Special requirements: Equipment & services – eg mobile stage, PA sound equipment, tables and chairs, display boards, gazebos, additional toilets, etc.

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**4. Third Parties involved:** Animal shows, etc.

**Insurance**

Mid Ulster District Council, require event organisers to indemnify the Council from any loss, damage or claim arising as a result of any negligence on behalf of the event organiser or any third party associated with the event; through the provision of appropriate insurance cover.

**Declaration**

I, as event organiser, undertake to provide the Council with all the necessary indemnity documentation (i.e. organisation/third party public liability insurance) in relation to this event. I am aware that the failure to provide the requisite documentation within two weeks of the event may result in refusal for use of Council facility.

Signed \_\_\_\_\_

(Event Organiser)

**Children & Adult Safeguarding**

**Clubs, Associations and/or adults** making a booking, where those attending are under the age of 16 or considered to be vulnerable adults, **must** provide us with a copy of their Safeguarding and/or Child Protection Policy. Where no such Policy exists you **must** request and adhere to MUDC'S policy.

**Child Protection Policy (Yes/No)**

**Please complete form as appropriate and return to:**

Email: [parks@midulstercouncil.org](mailto:parks@midulstercouncil.org)

**FOR OFFICIAL USE ONLY:**

<b>Insurance Policies rec'd</b>	<b>Yes</b>		<b>No</b>		<b>Approved</b>	<b>Yes</b>		<b>No</b>		<b>Date</b>	
<b>Print Name</b>					<b>Signature</b>						

Agreed Cost	Payment Received				Date Payment made	To be Invoiced				
£	Cash		Cheque		On Line		Yes		No	
<b>Copy form sent to Events team</b>	Yes		No		Date Sent					