

PARK SQUARE AND PARK CRESCENT

EVENT INFORMATION 2022



CROWN ESTATE PAVING COMMISSION

INFORMATION – EVENT SEASON 1 MAY – 30 SEPTEMBER

All CEPC rates/subscription must be paid up to date. If not, these will need to be paid before we consider an event. There is a maximum of **50 people per event** for the 2022 season.

- Timing of event must align with the access of your garden subscription (off-peak/standard).
- We will select the location of any prospective event and there is no guarantee that we will be able to accommodate the preferred location of any event as we need to manage the garden use.
- We are unable to guarantee any event will be able to take place due to events beyond our control such as weather, changes to government regulations or sudden staff shortages.
- A minimum of 3 weeks notice (measured from the time of receipt of the admin fee) is required for an event to proceed. Note all final sums due must be received 5 working days before the date of the event.

REGULATIONS

- No BBQs
- No generators unless permitted (must be battery of green diesel only)
- No balloons unless permitted
- No climbing structures
- No inflatables
- No loud, intrusive or offensive items
- No motorised/racing/electric vehicles
- No drones or RC aircraft
- No large/corporate tents/gazebos unless permitted
- All guests to stay in the event area provided
- Any amplified music to be agreed with CEPC
- Any catering to be agreed with CEPC
- Live music to be agreed with CEPC
- No items attached to trees
- No landscape items to be tampered with/broken
- Any professional photography to be agreed with CEPC
- No live entertainment such as performers or petting zoos unless permitted
- No confetti – unless biodegradable and agreed by CEPC
- All infrastructure must be collected at the end of each day. Nothing to be left overnight unless permitted
- Not to let the event interfere with any other users or obstruct other users
- Not to hand out literature for any corporate events
- Not to have bucket collections or similar, i.e. solicit donations from other users
- No balloon releases
- No pyrotechnics
- Not to disturb any wildlife
- Not to light fires
- No Alcohol unless agreed with CEPC
- All children must be supervised by adults at all times
- All litter to be taken away and the site left as it was found
- For larger events toilets and security will need to be arranged with CEPC
- Any furniture such as chairs and tables to be agreed with CEPC

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TIMELINE OF EVENT PROCESS

Please note that the host of any event will need to respond promptly when asked to provide:

- Details of the event;
- Information relating to the event such as Risk Assessments & Method Statements (RAMS) including when additional/revised information is requested following an initial review;
- Payment of the non-refundable deposit and event fee.

Day minus 3	Request made by event (phone or email) Name and address of host, date of event, number of attendees, details of any items to be bought in to the garden Event request form sent out by CEPC along with event regulations/guidance sheet
Day minus 2	Event request form returned to CEPC
Day minus 1	Event request added to spreadsheet and events diary Non-refundable admin fee deposit of £75 + VAT = £90 payable for consideration of event (receipt issued upon payment confirmation by CEPC)
Day 0	Payment of non-refundable admin fee received and receipted by CEPC Request reviewed by CEPC team
Days 3 – 5	CEPC to go back with any queries/costs of event Once costs and info agreed – CEPC to request documentation/RAMS
Days 6 – 9	Any documentation/RAMS to be sent to CEPC
Days 10 – 13	RAMS/documentation reviewed by CEPC and any queries resolved Once agreed – event to be arranged and updated on spreadsheet CEPC to create a licence – update spreadsheet
Day 14	Invoice for event fees including deposit generated and requested
Days 15 – 16	Payment of event fee invoice received by CEPC Licence (including RAMS, site plan etc) signed by event host
Days 17 – 20	Licence (including RAMS, site plan etc) signed by CEPC Initial inspection of event site (photos etc)
Event Day 21	CEPC Traffic & Security Controllers to have a full hard copy of licence Area to be reserved with signage Event takes place – CEPC to monitor
Day 22	Post event checks including review of compliance with licence terms from monitoring of event
Day 23 +	Return deposit/recover costs (note this can take 5 working days to be signed off and then 5 working days to make payment)