

## Community events held on HBC land

Information required by HBC:

- What is the nature of the event :- as much detail as possible about the activities e.g. catering, music, structures (such as marquees), collection of money for charity, raffles. Tombola, sale of alcohol, entertainment
- Where:- where the event is to be held, including the address. Will this require any road closures. Confirm that the location the organiser wishes to use is owned by HBC and if so that it is free to use. If this is a park or open space Operational services would confirm availability.
- When:- What is the date for the proposed event. Use the HBC events diary page check no other events have been booked. Consider other events happening in the borough that the proposed event would clash with.
- Times:- including set up and take down time.

Advice given on:

- Insurance – the organisers need to have at least 5 millions pounds public liability insurance. Each attraction and or stall should also hold public liability insurance.
  - Risk assessment – There is no set formula for a risk assessment – however a blank template is available.
  - First Aid – the size of the event will determine how many first aiders are required.
  - Event information point – this should always be manned by a member of the organising committee. Lost Child Point should also be at this point manned ONLY by a person who has a Disclosure and Barring Check
  - Temporary Events Notice (TEN) – music and entertainment. If the event has amplified music for an audience of 499 as a main attraction this will require a TEN. If the music NOT amplified and played to a crowd of 200 or less then a TEN is not required. If alcohol is to be sold at the event then is TEN is required. Environmental Health Licensing team deal with TEN applications. Applications can be found on HBC website <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/havant/apply-1>
  - Catering at the event – if outside caterers are being invited to an event their details (company name contact details, provision being sold) should be passed to the [EHCommercialsharedmailbox@havant.gov.uk](mailto:EHCommercialsharedmailbox@havant.gov.uk) This information is requested within the event application form.
  - Event Application form – this form MUST be completed by the event organiser and returned to the council at least 5 weeks before the event. Once checked by an officer this needs to be sent to Jackie Rogers administrator for the Safety Advisory Group for circulation to the group.
- Thronging Orders – these are used to close a road for a short period of time, for instance for a procession or street party. Application needs to be made to the legal team April Shilstone who will circulate to the traffic team, Police, and

ward councillors. Road closure signs will be required and the organiser has to advertise the closure in the road for a period of time before the event.