

Events On Public Open Spaces Application Form

The Council has a duty to ensure that anyone using its land for an event does so in a competent and safe manner. Please complete the information requested below which will be used to assess your application.

1. Ensure you have read our **policy on the use of council owned public open spaces** which includes our scale of charges. Visit - <https://www.tmbc.gov.uk/downloads/file/1863/tmbc-policy-on-the-use-of-council-owned-public-open-spaces>
2. Please submit this application form a **Minimum of two months** prior to your event, to events@tmbc.gov.uk with all supporting documentation.
3. You will need to provide **risk assessments** for all your activities.
4. You will need to provide a copy of your **public liability insurance** with a minimum cover of £5 million (large and high-risk events may require a higher indemnity).
5. For all events over £2,500.00 in value a copy of the business plan for the event must be supplied. Lawn hire fees and non-refundable admin fees must be paid in full prior to the start of the event.

Event details

1. **Event location/s** (Please specify exact location/area and provide a site map)
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If considering use of the inside space at Tonbridge Castle please email: tonbridge.castle@tmbc.gov.uk where your booking will be dealt with and charged independently to your event application.

2. **Event name**.....
 - a) **Activities during the event**.....
 - b) **This will be a private / public event** (please delete as appropriate).
3. **Name of organiser running event**

Contact name of event organiser

Address.....

.....

Daytime telephone number.....

Telephone number during event (mobile number)

Email address

Company Registration Number (if applicable)

Charity Number (if applicable)

VAT Number (if applicable)

Directors / Principle Officers.....

4. Date(s) of event.....

5. Times of event

Arrive on site..... Vacate the site

Event start time..... Event finish time.....

6. Number of event staff.....

7. Maximum Capacity per event day.....

Parking & Vehicle management

8. Number of vehicles expected

1-100 101 – 200 201 – 300 Other

An event Parking Plan must be submitted to indicate where all vehicles, including those of staff / volunteers, support vehicles such as catering units, ambulances and mobile toilets and spectators / participants, are expected to park.

If your potential event proposes to use **any** part of a public car park, including parking associated to Tonbridge Castle, you will need to specifically highlight this on

a separate plan highlighting any use of a public car park and this will need to specifically show the following:

1. The full area proposed to be used shown on a map.
2. The intended use of this space.
3. The total number of parking bays required.
4. The days and times required for use (to include set up and take down)

Please be advised that it is Council's Policy to recover lost income from event organisers, associated with their exclusive use of public car parks and, therefore, a **fee will be sought** relative to the proposed use and based on the information provided above.

Details of the Councils Car Parks are available on its web site www.tmbc.gov.uk/carparks.

The Council needs to ensure that regular users of its car parks have access to suitable parking and it may therefore be necessary to influence any parking plans.

Please advise the Parking Manager of any planned advice to participants or spectators.

Please note that it is the responsibility of the Event Organisers to manage parking and in particular any pre-agreed dedicated or specific areas. The Council is unable to provide any staff to assist in car park management. Please also note that any departure from the confirmed arrangements or, parking regulations will result in normal enforcement taking place.

Parking Plan (Please detail below or attached a separate sheet as necessary)-

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9. Traffic Control

A large event may require the control of traffic on roads approaching the event or in the parking areas themselves. You will need to contact the Local Highway Authority directly regarding an event that requires road closure, or the Police for advice on managing or controlling traffic on street. Please be advised that the Council is unable to assist in parking management for events.

[Apply to close a road - Kent County Council](#)

Event provisions

10. Will catering / refreshments be provided? **Yes No**

If yes, will these be sold to members of the public? **Yes No**

Please provide details of your catering arrangements including where they are registered

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11. Will additional toilets be provided? **Yes No**

If yes, please state what additional toilet facilities you will be providing and where you intend to place these.

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Male – One WC for 50 – 100 people, Two WCs for 101–500 people, Three WCs for 501-1000 people, plus 1 additional WC for each additional 500 people. 4 ½ metres of urinals is required for every 1,000 people.

Female – One WC is required for every 100 people.

Wash/hand basins - One for every sanitary fitting with hot and cold water.

Consent must be given by the Council for the location of any additional toilet facilities.

12. What first aid provision will be provided?

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13. Will you have any temporary structures / enclosures? **Yes No**

If yes, will flooring be laid? **Yes No**

Please provide a fire risk assessment / action plan for the precautions to be taken in case of a fire.

The location of temporary structures, including marquees, tiered seating and stages, must be agreed in advance. It is your responsibility to liaise with the Fire Authority. For more information and advice on fire risk assessments visit www.communities.gov.uk/fire/firesafety/firesafetylaw

14. What arrangements will be made for the removal of refuse?

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Waste collection

When hosting an event on Council-owned land it is essential that you make appropriate arrangements for waste collection and disposal throughout the duration of your event.

Please contact [waste services](#) to discuss how we can support your event.

[* Please note TMBC has released revised guidelines for waste management in line with its policy of environmental responsibility, these can be found by clicking this link, for more information please contact the Events Team.](#)

All event refuse must be cleared and removed from site. No event refuse can be placed in or next to the public litter bins.

The release of Sky Lanterns and Balloons is prohibited from Council owned land.

Any litter/refuse not removed, will be removed by the Council, with the costs and administration charge passed onto the event organiser.

Collections and charges

15. Will a collection be taken? Yes No

If yes, please give name of charity.....

A collection is any collection of money or articles in lieu of money.

To apply for a permit for a collection, please visit [TMBC - Permission for a charity collection](#). We advise allowing ample time for your request to be processed in advance of you event date.

16. Will there be an admission charge? Yes No

If yes, please state the charge.....

Under Section 53 of the Public Health Act 1961, parks and pleasure grounds must remain open to the public on Sundays and Bank Holidays. Members of the public must not be prevented from enjoying free access. An admission charge will not normally be permitted on any day of the week.

17. Will there be items on sale? Yes No

If yes, please provide a description of all items on sale including details on stands / stall holders.....

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NOTE: The use of animals as prizes is prohibited on Council owned land at any time.

Health & safety and insurance

18. Please enclose a copy of your risk assessment(s) for *all* your activities including any tents/gazebos and catering you intend providing. If your risk assessment refers to other documentation, please ensure you supply this with the application. A risk assessment template and guidance notes are available on request.

Large events and those which attract significant crowds will require an Event Management Plan in addition to individual risk assessments.

19. Public liability insurance must be provided with an indemnity limit of no less than £5 million. Please provide a copy of your public liability insurance certificate with this application. Please note that if you have arranged for other organisations to contribute to your event, they must also provide a copy of their public liability insurance certificate with an indemnity limit of no less than £5 million. Larger events or those with a higher level of risk may require a higher indemnity limit.

For more information, please email insurance@tmbc.gov.uk

Other event information

20. Will an electricity supply be required? Yes No

You will be required to provide your own generator(s) which must comply with the safety requirements of the Electricity at Work Regulations 1989. Any portable electrical equipment used must be suitable for the purpose and have been subject to a recent PAT test. Please contact a qualified electrician, if required.

**An electricity supply can be made available at Tonbridge Castle if required.
Meter readings will be taken and all electricity re-charged.**

If yes, please advise on equipment and power requested?

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21. Will you be using a public address system? Yes No

If yes, what will the public address system be for?

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22. Will the event include music, singing and/or dancing? Yes No

If yes, please provide details

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If yes, your event may require a [Temporary Event Notice \(TENS\) licence](#) by law. You may also require a [PRS music licence](#), please ensure that you provide a copy of the licence as this will be the responsibility of the event organiser.

23. Does your event include a parade? Yes No

If yes, is it on the public open space or a street parade?

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What is the proposed route of the parade?

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24. Will banners / other advertising be displayed? Yes No

If yes, please provide details

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Banners or notices must not be attached to Tonbridge Castle.

25. Will alcohol be consumed as part of the event? Yes No

If yes, please give details.....

The consumption or sale of alcohol will only be permitted if felt appropriate for the event and only at Tonbridge Racecourse Sports Ground and Tonbridge Castle. A Temporary Event Notice (TEN) maybe required, please contact the Council's Licensing Team on licensing@tmbc.gov.uk

26. Will there be any inflatable items at the event? Yes No

If yes, please give details and PIPA registration number.....

27. Will there be Fireworks at the event? Yes No

If fireworks are being used as part of the event please ensure you have written to all local residents to advise them of the timings and highlighted this through social media channels.

Terms and conditions

Additional charges

The charge applied to your event will be based on information supplied on your EOS application form and supplementary documentation. Should the event exceed the maximum capacities stated additional charges will be levied.

The Admin fee must be paid in full on submission of the application form, this is non-refundable. Your event documentation will not be processed without full payment.

The Hire fee is payable in full 4 weeks prior to the event. Should this not be paid the Council reserves the right to cancel the event and prevent access.

Should the event be cancelled less than 14 days prior to the event date the full Land Hire will be applied by the Council, this includes any cancellations such as adverse weather. Any events cancelled before 14 days will be charged 25% of the Land Hire Fee.

Once you have occupied the site, should you the hirer cancel the event for any reason, such as adverse weather conditions the Land Hire fee will not be refunded. The Council would suggest cancellation insurance is in place at a cost to yourselves, this is not the council's responsibility.

A deposit for repair / reinstatement costs will be charged on anticipated costs, this must be paid in full prior to the start of the event.

The site will be assessed before the event and again at the end of the event and a quotation provided for any works that are to be undertaken.

Should the event be within one of our car parks, parking charges will apply and these must be paid in full prior to the start of the event. This will be confirmed in writing at the time of booking.

Should the Council's power supply be used meter readings will be taken on the first day of build and again on the site hand back. These will be photographed and shared with all parties. The costs of electricity will be invoiced following the event.

Permission is required before any banners, posters or other advertising material is erected or affixed on park fencing, gates, notice boards etc. The Council does not condone fly-posting, and any advertising material that has been affixed or erected without permission will be removed and disposed of.

Should the Council have to provide, staffing, equipment, undertake works or provide other resources to the event, then the cost of such will be recharged to yourselves. This will be agreed in writing with you at the time.

Failure to make payment for any of the costs associated with hosting a park or open space event may result in future event applications being rejected and possible legal action to recover the outstanding balance.

Conditions for acceptance of the hire

A proposed event is not approved until it has been subject to the relevant consultation (where necessary) and all relevant paperwork has been submitted to the Events Team. A confirmation email will be sent to you once your event has been approved. The Council reserves the right to cease any event that has not been formally approved.

You are reminded of your legal duty to ensure the safety of members of the public attending the event. A full Event Safety Management Plan will be expected for all events.

You are not to use local authority publicly-owned venues or resources to espouse violent and/or non-violent extremist views. The council will complete due diligence checks as stated within our Policy on the use of council owned public open spaces.

Public Liability Insurance cover must be provided with an indemnity limit of not less than £5 million. Use of the facilities is permitted entirely at the organiser's own risk, and Tonbridge & Malling Borough Council will not be liable for any injury, damage or loss of property.

Vehicles may not be driven on any grassed areas unless otherwise stated. If any parts of the grounds are left in a damaged condition, these will be repaired by the Council and as the Organiser you will be held liable for payment.

Tonbridge & Malling Borough Council reserves the right to cancel and/or relocate any planned events with immediate effect. It reserves the right to close or prohibit the use of the facilities at its discretion.

Tonbridge & Malling Borough Council will not be liable for any loss or expenditure incurred by or on behalf of the organiser arising from the exercise of this discretion. Discretion will be used with regard to ground conditions on the day.

An on-site meeting may be arranged to confirm any details in this application (for example position of marquee), before approving your application. If a 'licence to occupy' agreement is required for your event, you will be contacted by the Council's Property Services.

Ad hoc inspections will take place during the event.

The site must be left in a clean and tidy condition and all event refuse must be removed from site prior to vacating.

Applicants are advised that the local Inspector of Police and local Fire Officer may be notified of all forthcoming events.

Signed _____

Name _____

Please sign and return your completed Events Form, together with supporting paperwork to:

events@tmbc.gov.uk

Tonbridge & Malling Borough Council will not be held liable for any cost incurred by the organisers prior to formal approval of the application by the Council. You will be notified of approval by receipt of a confirmation email.

We collect and store your data in accordance with the General Data Protection regulations 2018. To see what we store and how we use and share your information visit www.tmbc.gov.uk/leisure