



Introduction

Voluntary and community events are an important aspect of everyday life that help encourage people to play a more active part in society. They may celebrate a particular occasion, raise funds for a good cause or simply bring people in a community closer together.

Organising a successful event is really all about good planning and taking sensible precautions where necessary. If you are considering organising an event please remember to start planning at an early stage, a minimum of three months is the norm for even a small event. You will need to consult with others on your plans and you will need a budget to cover your costs. Each event is different and will require different levels of management, services and provisions, however, there are elements that are common to all events.

The prime responsibility for safety at any event rests with the event organiser. However, the Parish Council as owner and controller of the land has a common law duty of care to all lawful visitors and is particularly concerned with:

- Public safety & Protection of children from harm
- Prevention of public nuisance
- Prevention of crime and disorder

Against this background the Parish Council sets out to enable event organisers to plan and run successful events with a minimum of red tape and at the same time protect the Parish Council who are custodian of the interests of the parishioners as a whole.

Each event is different and will require different levels of management, services and provisions, however, there are elements that are common to all users and events.

Set out on the following pages are the rules relevant to all users and event organisers.



**Rules regarding the Use of Sites Owned by Boddington Parish Council
(applicable to all users)**

1. Sites are available to be enjoyed by members of the public, Boddington Parish Council (BPC) reserves the right to exclude any person temporarily or permanently if they contravene these rules.
2. If your intended activity has any of the following attributes it is classified as an Event requiring approval from BPC:
 - a. It is open to the public.
 - b. It is promoted via publicity or social media.
 - c. It involves the exchange of money eg participation/entry fees and/or selling products, or voluntary collections.
 - d. If equipment is brought in to enable the activity to occur. This includes everything from small generators to stages and public address systems (including megaphones).
 - e. If entertainers are hired in eg clowns, Father Christmas etc.
 - f. The playing of live music.
 - g. The playing of recorded music through an amplified sound system of greater than 4 watts output power.
 - h. The sale or supply of alcohol or food.
 - i. Anything that requires a Temporary Event Notice from the District Council¹
3. Site(s) may only be used for Event purposes if prior approval is given by BPC.
4. Car parking must be in the designated car parks or within safe areas and pose no hazard to the general public using highways and pathways. Car parking on the site itself requires prior approval by BPC and may be arranged in exceptional circumstances.
5. Consideration and respect must be given to other visitors using the site.
6. No disruptive noise between 10pm and 8am unless prior approval has been given by BPC.
7. Glass bottles and drinking vessels are prohibited unless prior approval has been given by BPC and conditions are complied with.
8. All fires, barbecues, chimineas, fireworks and other sources of ignited flame are prohibited unless prior approval by BPC has been given and conditions are complied with.
9. Dogs under control are allowed on the Jubilee Field but not on the Charles Cowper Field. All dog mess must be cleared and put in the appropriate bins or in the householders own black bin. No more than 4 dogs to be walked by 1 person.

¹ See <https://www.southnorthants.gov.uk/info/4/business/239/event-management-and-safety-advisory-groups>

10. Individuals of the appropriate age are welcome to use play equipment on the Charles Cowper Field but at their own risk.
11. Tree climbing is prohibited and no damage must be done to any trees, plants, hedges or any vegetation.
12. Inflatables of all kinds are prohibited unless prior approval by BPC has been given and conditions are complied with.
13. Games may be played on the field but if exclusive use of an area is required then prior approval from BPC is required.²
14. Camping and overnight parking is prohibited unless prior approval has been given by BPC.
15. All litter/rubbish must be removed and disposed of appropriately.
16. All gates and sites are to be left as found.
17. All requests for approval should be made in good time to the Clerk to BPC³. The clerk will provide a booking form and terms and conditions of use. Additional conditions may be imposed once your application has been considered. The Clerk is the only person empowered to communicate approval.
18. Use of unmanned aircraft including drones and rockets of all descriptions is prohibited unless prior approval by BPC has been given and conditions are complied with.
19. A donation for the use of the site(s) is appreciated.

Signature of Chairman :



Date :

5/9/2018

² Exclusive use of the Jubilee Field cannot be given as it is designated as public open space.

³ The Parish Council only meets once a month and it make take at least 2 meetings before approval is given on larger and special Events. You are encouraged to make application at the earliest opportunity even if your plans are only embryonic.