

APPLICATION FOR THE HIRE OF DISS PARK		APPLICATION No.: (Office Use Only)
Name of Organisation/Individual:		
Address & Invoice Address if different:		
Postcode:		
Telephone Number:	Email Address:	
Date(s) of Hiring:		
(Please include any days for set up, close-down, etc.)		
Hours of Hire (include preparation & clearing up time)		
From:	am/pm To:	am/pm
Type of Event: (e.g. concert, play, church service, etc.)		
PPL / PRS – will you be playing recorded or live music? If so, a levy may be charged.		Yes / No

Facilities Required	✓	For Office Use
Toilet facilities (state times)		
Electricity		

Applications will only be accepted when accompanied with the following:	Enclosed (please tick/circle)
1. A copy of your current Third-Party Public Liability Insurance Certificate providing named cover for your organisation/charity - which should provide a minimum cover of £2,000,000	Yes/No
2. A completed Risk Assessment form	Yes/No
3. Is an appointment needed to sign the Licence Agreement with the Town Clerk	Yes/No
4. Payment of the appropriate fees	Yes/No

I/We hereby apply to have an Event at Diss Park in accordance with the Council's current scale of charges and subject to the Diss Park / Pavilion Regulations. I/We agree to remove all rubbish collected throughout the event, including any full rubbish sacks, from the park and dispose of it responsibly. I/We understand that a minimum additional charge of £50 will be payable if extra cleaning by Town Council staff is required.

Signed: _____

Date: _____

For office use only:			
Public liability received		Licence Agreement Signed	N/A
Risk assessment received		OPB @ Kiosk Contacted	N/A
Letters to Parkside Court Residents sent		Police/Councillors informed	

REGULATIONS & GUIDELINES

DISS PARK

Bookings

1. An event can take up to three months to process depending on the complexity of the event. The earlier that you can provide us with your event request and details the quicker it can be processed. If the event is taken through the process and then cancelled a minimum application fee of £100 will be payable to cover administration time and costs.
2. A statement of intent should be submitted containing preliminary information about your event with a plan of how you propose to utilise the space.
3. An initial review of your proposal will be undertaken by Council officers based on the availability of the proposed dates for the park and the feasibility and suitability of the event.
4. If the date is suitable and there are no conflicting events, then the officers will respond with an email to gather further information.
5. You will need to then provide a plan of the setup for the site and agree locations with our Buildings & Facilities Manager.
6. Exact details of the entertainment intended and a running schedule for the event.
7. All users are totally responsible for their own insurance cover; evidence of Public Liability Insurance to a minimum of £2,000,000 must be provided.
8. You will need to provide a provision for inclement weather.
9. There are public toilets at the park, but further provision would need to be considered for your event.
10. Consideration would need to be given to First Aid Provision/Lost Children/Fire and Police for your event.
11. A comprehensive risk assessment would be required for your event. A template is attached for guidance only.
12. Diss Town Council holds a premises licence for live music and or the sale of alcohol and the licensing agreement will need to be signed by a member of your group who will be in charge on the day, with the Town Clerk.
13. We have a tenant in the Kiosk in the Park, and you must liaise directly with them to avoid any conflicting sales.
14. We may need to ask for a contribution towards PRS/PPL charges that we would incur.
15. All food stalls require a completed application form/risk assessment/valid public liability insurance certificate (2m)/food hygiene & gas certificates where relevant.
16. South Norfolk Safety Advisory Group (SAG) will require all events on the park which are expected to be attended by over 500 people to have completed and submitted to them at least 3 months in advance a completed Event Notification Form, this form will need to be sent to sag@southnorfolkandbroadland.gov.uk.

Set Up & Close Down

17. It is the responsibility of the organisers of the car boot sale to provide vehicular access to the park via a ramp from the park Road car park into the park.
18. Vehicular access needs to be clearly defined and marked out by traffic cones and visible to people attending the event. Two ramps are available for use by organisers and an access key to the park toilet cupboard where the ramps are stored must be collected on the Friday before the Event from the Town Council Offices.
19. Only cars belonging to event are permitted on the park during set up, these vehicles will then be required to be moved off the Park.
20. Ramps and cones must be returned to the park toilet cupboard at the end of the event. The Park toilet cupboard key must be returned to the council on the Monday morning following the car boot. If the ramps and keys are not returned there will be a charge for these items.
21. All car boot sale must be finished by 13.00 hours and vehicles must not depart before 11.30am. The organiser and marshals are required to remain on site until the last vehicles have departed.
22. Toilet facilities will be available from 07.00 until 18.30 hours.

Health & Safety

23. There are significant health & safety risks posed to event organisers, event staff and the general public whilst setting up and dismantling their stalls. These risks should be highlighted in your risk assessment form.
24. The Council shall not be liable for damage to any property or for any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the event.
25. Parking marshals must be provided to direct vehicles to where they should be parked and to be responsible for vehicular movements at the beginning and end of the event. A minimum of three marshals should be allocated to the car park and to direct traffic to their pitch.
26. Any vehicle movement during the event should be supervised by a Parking Marshal who will escort them from the park. It is the responsibility of the organisers to advise all those attending the event of this.

All Organisers are required to:

- a) Ensure all marshals are wearing Hi-Viz jackets.
- b) Ensure all marshals are adequately informed, instructed, supervised, and trained in health and safety matters.
- c) Take reasonable care of their personal health, safety, and welfare and that of others who may be affected by their acts or omissions.
- d) Assist the Council by reporting any accident or incident that has or may cause injury to a person or damage to property.

Organisers are required to pay particular attention to the hazards of:

- a) Vehicle movements – Reversing, towing stalls and trailers.
 - b) Stall erection – Handling of components and stability of partly-constructed frames.
 - c) Trip hazards - Stall components and stock that create a trip hazard.
27. In the event of heavy rainfall or adverse weather that results in the park being too wet or dangerous for the event to continue, the Town Council reserves the right to cancel the event at short notice. All monies that have been paid to the Council will be refunded in full.
 28. Inspections may be conducted by Town Council staff during the event to ensure these regulations are being adhered to.

Approved by the Facilities Committee 31st May 2023

TEMPLATE RISK ASSESSMENT FORM – DISS PARK EVENTS 2024/25

Organisation:		Contact Person:	ROBERT LUDKIN 07436 798234
Site:		Date and Time:	

Hazard	Who might be harmed and how?	How to control risk	What further controls/actions are required?	Current Risk Factor High/ Medium / Low	Timescales for further actions to be completed (within ...)	Responsible person's job title
Slipping on grass. Falls and sprains	Hirer and attendees for the event,	Wear sensible shoes and clothing for the event.	Make sure weather conditions are fit for the activity being performed.	1 x 1 = 1 Minimal Risk	Immediately on the day of the event	Hirer of event
Setting up and dismantling stalls	Public, Hirer/ Stall Holder	All stallholders are responsible for the safety of the public when setting up and dismantling their stalls.	Stallholders must ensure all poles, stall sections, tables, crates and/or gazebos are placed in a tidy manner to avoid trip hazards.	2 x 2 = 4 Low Risk	Immediately on day	Hirer / Stall Holders
			All gazebos or tents must be weighted down at each corner to avoid any accidents due to adverse weather.			Hirer / Stall Holder

Stall Tables	Public, Hirer/ Stall Holder	All tables must be in a good condition and constructed of suitable materials.	Ensure tables are not overloaded with display items to avoid collapsing. All tables must be placed on a level surface.	2 x 2 = 4 Low Risk	Immediately on the day	Hirer / Stallholder Hirer / Stallholder
Slips/falls/trip hazards	Public, Hirer / Stall Holders	Regularly ensure floor area and walkways are clear of debris and cables. Make sure the ground for the event meets all requirements of the hire.	Ensure any trip hazards that cannot be removed are clearly marked with hazard tape. Cables that are over walkways must have rubber matting to ensure no trip hazards. All boxes or goods are to be stacked and stored in a safe manner. Make sure weather conditions meet the event.	2 x 2 = 4 Low Risk	Immediately and during the event.	Hirer / Stallholder Hirer / Stallholder Hirer / Stallholder
First Aid	Public, Stall Holders	Report any emergencies immediately if can't be treated on site. Inform Council of any incidents.	A mobile phone must be carried to call emergency services if needed and to contact Council Staff.	1 x 4 = 4 Low Risk	Immediately and during the event.	Hirer / Stallholder
Banners	Public, Hirer /Stall Holders	Ensure all Banners are placed so as not to cause a trip hazard.	To be weighted down when necessary to avoid falling over and hitting someone.	1 x 1 = 1 Low Risk	Immediately and during the hire of the event.	Hirer / Stallholder
Removal of Rubbish	Public, Hirer / Stall Holder	All hirers must provide their own litter bins and take rubbish away post event.		1 x 1 = 1 Low Risk	Immediately and during the event.	Hirer / Stallholder
Fire Safety	Public, Hirer / Stall Holders	Stalls posing a fire risk must have their own appropriate control measures.	Each stall posing a risk to fire will provide a fire extinguisher/blanket.	2 x 4 = 8 Medium risk	Immediately and during the event.	Hirer / Stallholders

Food Safety and Hygiene	Public, Hirer / Stall Holders	<p>All stallholders handling food must have an up-to-date food hygiene certificate.</p> <p>Ensure any equipment is situated on a solid foundation with caution signs nearby.</p> <p>Traders should ensure that generators are suitable for use in close proximity to others if needed.</p>	<p>Caution signs to be sited so as not to be a trip hazard to the public.</p> <p>All hygiene certificates will be checked before setting up commences.</p> <p>All generators should be properly maintained and have no noxious fumes emitting into the atmosphere.</p> <p>Fuel should be stored in an approved container away from the stall.</p>	1 x 4 = 4 Low Risk	Immediately and during the event.	Hirer/Stallholders
Hot Food/Beverage Making equipment	Public, Hirer / Stall Holders	Make sure these are situated as safely away from the public on a solid foundation with caution signs nearby		2 x 2 = 4 Low Risk	Immediately and during the event	Hirer / Stallholders

Risk Rating		Action Bands	
Likelihood	Severity of Injury	Rating Bands	Actions
1 = Most Unlikely	1 = Trivial Injury	1-2 = Minimal Risks	Maintain Control Measures
2 = Unlikely	2 = Slight Injury	3-4 = Low Risk	Review Control Measures
3 = Likely	3 = Serious Injury	6-8 = Medium Risk	Improve Control Measures
4 = Most Likely	4 = Major Injury or Death	9-12-16 = High Risk	Consider not running the event

Signature:		Print Name:		Date:	
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Risk assessments undertaken by Buildings & Facilities Manager and authorised by the Town Council