



## **Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy**

### **Introduction**

Illogan Parish Council encourages the full use and enjoyment of Open Spaces that it owns or manages for as many people as possible. The Park is available for use for community events with prior booking and approval by the Council.

This policy sets a framework for guidelines and procedures for the management of events. The policy will ensure that proposed events are in line with the aims and objectives of the Council and provide consistent control, management and monitoring of events. The overarching aim of the policy is to ensure that any event held is enjoyable, inclusive and safe for all participants and the local community.

### **How to book Illogan Park for an event**

Complete the attached booking form and return to the Council Office with the appropriate information i.e. copies of insurance documents, licences, health and safety information etc. The Council requests 2 months' notice for the use of Open Spaces for events. If information remains missing or is inadequate within 4 weeks of the event, the application may be declined.

### **Activities that are not permitted**

- Fireworks, firework displays and other pyrotechnics
- Bonfires
- The sale or consumption of alcohol
- Fun Fairs
- Circuses
- Raves
- Political activities
- Religious activities
- Events which include animals, animal circus acts, or where animals are offered for sale
- The release of Chinese lanterns or any similar items

### **Licensing**

Event organisers will be required to obtain all appropriate licences and permissions from the relevant authorities. The event organisers will be responsible for ensuring that their event complies with all licences and legal requirements. This includes notification of the Temporary Event Notices (TEN) and Performing Rights Society (if music is to be played at the event) etc.



## **Insurance**

The event organiser is liable for and should insure the Council against any expense or liability resulting from any claim or other proceedings arising from any injury, loss or damage to any property or to any person. The event organiser will be required to provide evidence to the Council that they have obtained appropriate insurance cover including Public Liability Insurance to minimum value of £5 million.

## **Health and Safety**

Event organisers will be required to provide evidence to the Council that they are complying with all relevant Health and Safety Legislation.

## **Safeguarding Children and Adults**

Event organisers will be required to have appropriate measures in place to safeguard children and adults including a procedure for dealing with lost children and must provide evidence to the Council.

## **Fees**

A non-refundable deposit will be required to secure bookings. A refundable damage deposit will also be required.

The Council reserves the right to charge fees for events held. Fees will usually be waived for charity event and events held by not-for-profit organisations.

## **Lanterns and Balloons**

The Council will not allow the release of lanterns or balloons from any land that it owns or manages.

## **Terms and Conditions**

Illogan Parish Council will consider applications for the use of Open Spaces on a first come first served basis and on their individual merit.

The decision of the Council is final.

Events intended to be held must not be advertised until confirmation of the booking has been received from Illogan Parish Council.

The event organiser is responsible for the collection and disposal of any litter arising from the event. The Open Space must be left in a clean condition as judged by the Council. Any clean-up costs incurred by the Council will be deducted from the deposit.

Any additional costs incurred by the event organiser in particular repairing damage will be met by a deduction from the deposit.



Any additional costs incurred by the Council for repairs to damage etc will be met by deduction from the deposit or if necessary, the event organiser will be invoiced by the Council.

The applicant will be charged extra for any event specifically requiring the presence of Council staff. On occasion the Council may require its own staff to be on site during the event, the cost of which will be met by the event organiser.

No fittings, street furniture or plantings will be removed or otherwise altered to accommodate the event without prior authorisation from the Council.

Any equipment and supplies used for reinstatement works after the event must be approved in advance by the Council.

The Council takes no responsibility for the loss or damage to any item brought into an event on the site. All items brought in must be removed immediately following the event.

Any organisation failing to comply with the above will be charged for the removal of such items; and not be permitted to hire the Open Space for a period of up to three years. The event organiser will be held financially responsible for any damage to the event site.

Event organisers may receive, at the discretion of the Council, a maximum of two free days to both erect and dismantle the structures necessary to carry out the event. Any event requiring more than two days for the erection and dismantling of the necessary equipment will be charged the full daily rate for the additional time required. The Open Space and all equipment must be left in a safe condition; all equipment is left in the Open Space at the event organiser's risk, Illogan Parish Council accepts no responsibility for equipment left in the Open Space before, after or during an event.

| <b>Review Date</b> | <b>Reviewed By</b>          | <b>Amendments</b>  | <b>Minute Number</b> |
|--------------------|-----------------------------|--|----------------------|
| 17.09.24           | Governance Review Committee | None   | GR24/09/23.2         |
| 10.09.25           | Governance Review Committee | Page 1 – Activities that are not permitted – add a bullet point to read 'the release of Chinese lanterns or any similar items' | GR25/09/21.2         |
|                    |                             |  |                      |
|                    |                             |  |                      |
|                    |                             |  |                      |
|                    |                             |  |                      |



## Application Form for the Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy

| Contact Details  |  |
|--|--|
| <b>Event name:</b>   |  |
| <b>Organisation name (if appropriate):</b>                     |  |
| <b>Name of event organiser:</b>                                |  |
| <b>Address for correspondence:</b>                             |  |
| <b>Contact number(s) prior to the event:</b>                   |  |
| <b>Contact number(s) during event (if different to above):</b> |  |
| <b>Email address:</b>  |  |

| Event Details  |               |                |
|--|---------------|----------------|
| <b>Date of the event:</b>  | <b>Start:</b> | <b>Finish:</b> |
| <b>Times of the event:</b>   | <b>Start:</b> | <b>Finish:</b> |
| <b>Please provide details of any additional access to the site for the setting up and taking down of your event.</b>   |               |                |
| <b>Please fully describe the event. Please include what the event is about, what will happen, who can take part, whether there will be any charges to people taking part in the event, what will happen to any money raised at the event etc. (please continue on a separate sheet if necessary)</b> |               |                |
| <b>How many people do you expect at the</b>  |               |                |



|               |  |
|---------------|--|
| <b>event?</b> |  |
|---------------|--|

| <b>Checklist – have you attached:</b>                                      |        |
|--|--------|
| Proof of appropriate insurance   | Yes/No |
| Health and safety information i.e. risk assessments                        | Yes/No |
| Payment of deposit (please make cheques payable to Illogan Parish Council) | Yes/No |

| <b>Declaration:</b>   |
|---|
| <p>I hereby apply to hold an event in Illogan Park as detailed above.</p> <ul style="list-style-type: none"> <li>• I understand, as the event organiser, that I am the person responsible for the event. Therefore I will ensure that appropriate risk assessments will be conducted to identify necessary measures that need to be in place to prevent or reduce the risk of something occurring during the event.</li> <li>• I confirm that I will ensure in any case that there is appropriate planning and sufficient insurance including Public Liability Insurance in place which must be for a minimum cover of £5,000,000.</li> <li>• I understand that in the event that litter/rubbish remains in the area as a result of the event that there will be a charge imposed on the event organiser should the Council have to remove it.</li> <li>• I understand that Illogan Parish Council takes no responsibility for the loss or damage to any item brought into an event on the site.</li> <li>• I understand, as the organiser that I am responsible for ensuring that the clauses of the Use of the Park Policy are adhered to.</li> <li>• I understand, as the event organiser, that I will be invoiced for any additional costs incurred by the Council for repairs to any damage etc caused by the event if the deposit does not cover the full cost of the repair.</li> <li>• I have received, read and understood the Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Event Policy.</li> </ul> <p>Having read the declaration please sign and date below:</p> |

|                    |                   |              |
|--------------------|-------------------|--------------|
| <b>Print Name:</b> | <b>Signature:</b> | <b>Date:</b> |
|                    |                   |              |

**Thank you for your application.**

Please ensure that you advise the Council if you make **any alterations or additions** to your event once you have submitted your Application Form.

**Where to send completed forms:**

Please return your completed Application Form along with supporting documents as identified above to: [enquiries@illoganparishcouncil.gov.uk](mailto:enquiries@illoganparishcouncil.gov.uk) If you are unable to send by email, please post to Illogan Parish Council, Unit 2, Wheal Agar, Tolvaddon Energy Park, Tolvaddon, Camborne, Cornwall, TR14 0HX or contact us on 01209 711433.

Clerk: Mrs Sarah Rimell  
Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG  
Telephone: 01209 711433  
Email: [enquiries@illoganparishcouncil.gov.uk](mailto:enquiries@illoganparishcouncil.gov.uk)



**What happens next?**

Once received the application form and other information included will be processed and considered by the Council. Council officers will liaise directly with the event organisers regarding any permissions, queries or additional requirements. The Council will send written confirmation of the acceptance or refusal of the booking at its earliest convenience.

**Data Protection:**

The information in this form will be used solely for notifying Council services and agencies of your event and will remain secure. Information will not be shared with any other organisation that is not involved in the event notification process.