

## Public Outdoor Events Policy

April 2017 – Published by the Culture Team, Bristol City Council

[bristol.gov.uk](http://bristol.gov.uk)

### Introduction

This is an updated edition of Bristol City Council's Public Outdoor Events Policy, approved in 2007 and updated in 2013. Each policy is written following stakeholder consultation to outline Bristol City Council's procedures and guidance to third parties applying for and delivering safe events in Bristol.

Events hosted and funded by Bristol City Council follow the values in the Corporate Strategy 2017-22, which describe the approach we will take in order to achieve our vision. In all the work that we do, our values we will endeavor to be: Bold, Caring, Enabling, Gracious, and Trustworthy.

Bristol is a diverse city with a population of over 435,000 people and with 91 languages spoken. It is the largest city in the South West of England with a vibrant cultural scene and rich heritage, with iconic heritage assets and many other cultural attractions based in and around Bristol. Bristol's cultural identity has contributed to polls, which claim Bristol as "best place to live in the UK".

Bristol is now recognised internationally as a Festival City and the Arts and Events team process hundreds of events each year. Outdoor events are a vital element of Bristol's identity as a city, showcasing talent, artistic excellence and celebrating cultural heritage and diversity. Outdoor events make a bold contribution to the wider agenda of community cohesion, and well-being.

However events have to be managed effectively, to create safe events that care for the environments they are staged in and follow procedures to comply with regulations and legislation. To enable Event Organisers to work with us we have produced a number of reference documents and invite organisers to follow the site permissions procedures.

There is a gracious balance to be struck between holding a diverse programme of events, allowing a variety of groups from both community and commercial sectors to hold activities, and the preservation of the city parks and open spaces for regular users. This policy aims to encourage event organisers to build trust with the stakeholders; to consider the local environment, residents and communities, whilst providing a safe and enjoyable event.

In addition to this Outdoor Events Policy the following policies underpin Bristol City Council's strategy on events in the city, which can all be found on [www.bristol.gov.uk](http://www.bristol.gov.uk):

**Corporate Strategy 2017-2022** – sets out the key challenges faced and vision for Bristol.

**Parks and Green Space Strategy 2009-2029** - ensuring that people have access to parks and green spaces of different types. Includes a set of standards for quality, distance and quantity.

**Destination Parks and City Centre Spaces Policy** - enhance destination parks and city centre spaces fitting Bristol's status as a major city with international and national profile, maintaining them to the highest standard.

**Equalities Act 2010** - The Equality Act purpose is to eliminate unlawful discrimination, harassment or victimisation, and any other unlawful conduct in the Equality Act 2010, advance equality of opportunity, Foster Good Relations, Tackle Prejudice, and promote understanding.

**Environmental Policy** – continuing the legacy of Green Capital to improve the environmental performance of Bristol

[www.bristol.gov.uk/outdoor-event-site-permissions](http://www.bristol.gov.uk/outdoor-event-site-permissions)

## Overview

The Public Outdoor Events Policy and procedures will form part of a binding contract for event organisers wishing to use Bristol City Council's parks and open spaces as a location. It is the guiding principle for all outdoor events held in Bristol on Bristol City Council land but may be supplemented by other policies and documents that are specific to sites and venues that may need additional practical considerations or subject to Byelaws or are sensitive in other ways.

The Public Outdoor Events Policy and Procedures provides:

1. Outdoor Event Policy
2. Procedures
  - 2.1 Priorities and criteria – for outdoor events held on Bristol City Council land
  - 2.2 Event Classification – type of events
  - 2.3 Fees and charges – a breakdown of costings the event organiser will incur
  - 2.4 Event Booking Process - Provide a framework for the application process
  - 2.5 Supporting information – Processes by which Event Organisers must work within

## 1) Outdoor Event Policy (OEP)

**All events that take place on Bristol City Council land are subject to the following:**

- OEP 1: Where events are hosted and/or funded by Bristol City Council, it is our policy that they will follow the values in Bristol City Council's Corporate Strategy, (2017-22).
- OEP2: All event organisers must receive prior permission from Bristol City Council before their event can take place, and will be bound by all specified conditions, including those within the Site Permission site hire agreement.
- OEP3: Events taking place on council owned or managed land without the necessary prior permission and approvals in place will be considered as trespass and enforcement action (including prosecution) will be considered.
- OEP4: With the exception of events defined as 'regulated entertainment' (and which are therefore subject to formal consideration by the Statutory Licensing Committee) it is the policy of the council to refuse permission to stage events on land it owns or manages that include any organisation or promotion of: gambling; pornographic or lewd behaviour; violence; any illegal activity; any form of entertainment involving live animals; any form of activity enforcing negative stereotypes, discrimination, harassment, victimisation of the protected characteristics groups contained within the Equality Act 2010.
- OEP5: Provisional bookings will not be accepted unless accompanied by a completed application form, essential supporting documentation, confirmation of date and site, and agreement to pay the application fee. Late applications will not be accepted.
- OEP 6: Applications to hold an event will not be considered unless the event booking process has been followed.
- OEP 7: Bristol City Council will assess the merits of each application individually, and our decision is final.
- OEP 8: It is the Event Organisers responsibility to ensure that all legislation (including health and safety legislation) is adhered to at all levels of event management, from the senior event team or organiser through to event staff, volunteers, contractors and sub-contractors.
- OEP 9: Event Organisers are responsible for ensuring that the relevant licences are acquired in an appropriate and timely manner.
- OEP 10: The applicant must consult with relevant internal and external partners.
- OEP 11: Event Organisers must take adequate steps to comply with Public Health standards and guidance.

- OEP 12: Event Organisers must make every effort to minimise the impact of their event on the environment and comply with Environmental standards and guidance.
- OEP 13: All Event Organisers are required to pay agreed fees and charges prior to the event or access to the site will not be granted.
- OEP 14: All events must adhere to the cancellation procedure.
- OEP 15: Bristol City Council will charge the Event Organiser whenever the council is required to provide additional staffing support to meet the Event Organisers requirements, equipment or other resources to the event and for additional set up, event or clean up break down days.
- OEP16: It is the responsibility of the Event Organiser to resolve any complaints that are received that directly relate to their event and to inform Bristol City Council of the nature and number of complaints received.
- OEP 17: Event Organisers are required to provide a child protection statement and ensure appropriate procedures are in place.
- OEP 18: Event Organisers must comply with the terms, conditions and requirements imposed by:  
All UK Legislation  
Site Permissions site hire agreement  
Premises Licence conditions
- OEP 19: Event Organisers must pay due regard to the guidance, standards and principles contained in the most recent version of the following documents:  
Independent Street Art Network (ISAN) Access Guide  
The Event Safety Guide: A guide to health, safety and welfare at music and similar events - HSG195  
HSG65 Managing for Health & Safety  
Bristol City Council Public Health standards and guidance  
Bristol City Council Corporate Strategy  
Bristol City Council Parks and Green Space Strategy  
Destination Parks and City Centre Spaces Policy  
Bristol City Council Equalities Policy  
Bristol City Council Environmental Policy  
Bristol's Biodiversity Action Plan
- OEP 20: All events which are deemed to be medium or large scale or which involve significant road closures and/or premises license(s) and/or high environmental impact are required to present detailed event management plans to Bristol's Safety Advisory Group for Events (SAGE).