

APPENDIX A2b

2. Procedures

2.1) Our Priorities and Criteria for agreement to an event

Priorities This Public Outdoor Events Policy outlines Bristol City Council's commitment to enabling outdoor events that contribute to the Corporate Plan through the following priorities:

Culture	Celebrating diversity, creating a strong sense of community, supporting young people and fostering a culture of innovation and imagination.
Economy	Maximising the opportunity for increased spending to boost the local economy.
Environment	Ensuring the protection of the physical environment and legally protected species of habitats.
Legislation	Maximising safety for those working and attending the event.
People	Ensuring that events are accessible to all communities and individuals, promote health and well-being, whilst minimising disruption to residents and businesses.
Place	Increasing the use of public spaces, the reputation and positive image of Bristol.

Criteria In addition to the event meeting our priorities, the following criteria will be used to determine whether approval will be given to a specific event. These criteria should be read alongside the application process to ensure compliance with this Policy and the requirements for holding an event in Bristol.

Culture	Must demonstrate a positive cultural impact An event must be able to clearly demonstrate its artistic and cultural quality, a commitment to equality and creation of opportunities for local participation, improving community cohesion, improving the city's reputation and cultural offer.
Economy	Ensure financial resilience and economic wellbeing The organiser must be able to demonstrate they have the financial means to pay for all costs associated with the event itself, any repair caused to Bristol City Council assets and/or infrastructure directly caused by the event. The event should also support the economic wellbeing of local people.
Environment	Minimise environmental impact Provide evidence of what steps will be taken to reduce the environmental impact of your event including waste management, the impact on transport infrastructure to support the event. e.g. parking, increased use of public transport, road closures etc. Measures must also be taken to minimise the impact on the physical environment and legally protected species and habitats.
Legislation	Ensure compliance with the law The organiser must be to demonstrate their capacity to effectively plan, manage and control the event within the constraints of relevant legislation and Bristol City Council policies.
People	Demonstrating impact on people and promoting good relations Demonstrate that they will take adequate and reasonable steps to reduce the effect of the event on regular users of public spaces, stakeholders and local residents and businesses. All event organisers must take adequate steps to safeguard public health and ensure events and activities promote good relations and are open and welcoming to people from all communities and groups.
Place	Compliance with conditions specific to the event location An event must meet any conditions related to a specific locations such as size of

location, numbers attending or numbers estimated to attend. The ability to demonstrate a positive impact of the event on local communities and organisations and ensure considered pre-event consultation takes place.

2.2) Event Classifications

When event applications are made to Bristol City Council for an outdoor event, the event will be classified using one or more of the event types. The classification will be decided using officer discretion and may affect any of the following:

- the type of application required
- whether an application is accepted or not
- the level of application and hire fees charged
- the length of time needed for an application to be considered
- the nature and duration of consultation to be undertaken

The size classification for an event will be based around the expected 'audience capacity'. This is the maximum number of people expected to be at the event at any one time (including event staff and guests). For clarity the audience capacity, requirements and deadlines for submitting an application (via eventapp) are outlined in the table. Late applications will not be accepted.

Size	Audience capacity	Requirements	Minimum deadline for submitting initial application
Small events (a)	Up to 999	Without a road closure and/or a premises licence.	3 months before the event.
Small events (b)	Up to 999	An event likely to require a Road Closure Order and/or premises license.	6 months before the event.
Medium events	between 1,000 – 4,999 attendees	An event likely to require a Road Closure Order and/or premises license.	6 months before the event.
Large Events	between 5,000 - 20,000	An event that requires a Premises Licence/or Road Closure Order on major roads.	8 months before the event.
Major Events	over 20,000	An event likely to require Premises license/ and/or Road Closure Order on major roads.	12 months before the event.

Community events are defined as any event, festival or street event* organised by charities, not-for-profit, community or voluntary groups that directly benefit the residents and stakeholders of Bristol and does not provide significant advertising or other commercial benefit to a profit-making business or organisations.

*Please refer the www.bristol.gov.uk/guide-to-closing-a-road-for-a-street-party-or-event for the definition of a street event.

Commercial events constitute any activity that does not fall in the above classification. As a guideline, the following are general examples of commercial events:

- Experiential sporting events that are not local club run but require advance tickets.
- Ticketed Festivals, music concerts and Touring Theatre / cabaret.
- Corporate events or Product launches.
- Private lets e.g. a wedding reception/private party.
- Funfairs and circuses (wild or exotic animals will not be permitted).
- National Charity/fundraising events.

Other types of events may occur which do not fit with these classifications. Where such activity is www.bristol.gov.uk/outdoor-event-site-permissions

planned this outdoor events policy may be used as a guideline and a collaborative approach will be taken between the departments of the council to determine the specific process to be followed.

Events and other activities that **do not** go through the application process outlined in this policy include:

Type of event / activity on Bristol City Council Land	Which department in Bristol City Council to contact
Traditional and Enhanced street parties	Highways Network management www.bristol.gov.uk/guide-to-closing-a-road-for-a-street-party-or-event
Marketing and promotional activities for profit making organisations	Site Permissions www.bristol.gov.uk/licences-permits/get-permission-to-hold-an-event-on-council-land
Outdoor markets If you have more than 5 stalls your activity is classified as a market	Harbourside Estates and Markets www.bristol.gov.uk/markets-in-bristol
Street trading Less than 5 stalls is considered street trading/mobile trading	Licensing www.bristol.gov.uk/streettrading
Sports activities e.g. football, rugby, cricket and pitch bookings, park runs, Personal training and fitness sessions	Parks www.bristol.gov.uk/museums-parks-sports-culture/events-and-activities-in-parks
Marches, processions and protests	Refer to the Outdoor Events Toolkit

2.3) Fees and Charges

Application fee Provisional bookings will only be accepted on submission of a completed application form, essential supporting documentation, confirmation of date and site, and agreement to pay the application fee.

Site permission hire fee There is generally a fee for events; the fees are reviewed annually and published every April. The schedule of fees provides the hire cost to use a BCC open space. The fee is worked out relevant to the size of the event as per the categories listed in 'event classification'. The fees listed are based on a one-day event. Any additional set up, event or clean up break down days will be charged at a percentage of the basic fee, as per the current scale of charges.

Any discount to the hire fee, other than the automatic 50% for community events, will not be confirmed until a detailed application has been submitted and assessed.

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Bonds and additional charges A refundable site bond may be taken in advance of the event primarily to cover the costs of any reinstatement works to the site, which will be agreed in consultation with the site manager.

Event Organisers will be issued with a site bond invoice 7 days in advance of the hire period start date. If any site costs are incurred after the event.

Where the event is very large, or operations are likely to create ground compaction or have a significant environmental impact, a contribution will be requested towards any additional maintenance costs incurred. In these instances a bond may be raised as an unpaid invoice prior to the event build phase.

In the instance that no cost or damage are caused a credit note will be raised for the full amount. For events where the environmental impact has been considered in advance by the Event Organisers & actions taken to reduce the environmental impact, bonds will be reduced.

Additional charges may be levied in addition to any bond for power and water, staffing, additional space for car parking or ground protection and other site infrastructure as required by the Event Organiser to protect the site.

If clear evidence is provided to Bristol City Council that site agreement and / or premises licence conditions have not been adhered to then Bristol City Council reserves the right to withhold all or part of the bond as a penalty fee.

Other fees An event may incur other fees payable to other Bristol City Council departments including applications for licenses and road closures, relevant departments will apply and issue these fees which must be met by the Event Organiser.

Costs to the council Bristol City Council staff will monitor events in situ, to ensure compliance with this policy and the site hire agreement. Charges may be applied for this service and will be discussed and agreed on a case by case basis. Where the council is required to provide additional staffing support to meet the organisers requirements, equipment or other resources to the event, the costs for such resources will be charged to the Event Organiser.

Where possible these costs will be agreed before the event, but when an unforeseen situation arises which requires immediate action by council staff this action may be taken without negotiation.

Payment While Bristol City Council is keen to support all events in the city which comply with this policy, organisers are expected to effectively manage budgets and business planning to ensure that fees are paid promptly. Failure to pay the site hire costs will result in legal action being taken and / or the event being refused to return in subsequent years.

Application An application fee will be payable once the application is submitted.

Site permission hire fee A provisional charge sheet (quotation) is issued upon review of event application for site use. An invoice is issued 8 weeks prior to the hire period start date. Any advance quotations provided are subject to change. Full payment of the Site Fee will be required within 30 days of the issue date of the invoice.

Cancellation Event Organisers who have submitted an application are entitled to cancel their event. They will need to notify the site permissions team in writing at the earliest opportunity. Late notification of the cancellation of an event is liable to the following charges:

6 weeks before event 25% charge
5 weeks before event 50% charge
Less than 5 weeks before event 75% charge
Less than 2 weeks before event full charge

2.4) Event Booking Process

Before an event can take place, Event Organisers need to liaise with the Site Permissions Team, part of Bristol City Council's Arts and Events Team to:

- 2.4.1 Request a site** - Dates and popular sites should be requested a year in advance. Confirmation on approval of provisional dates (**See section 2.2 for timescales**).
- 2.4.2 Site Permission Application and Event management plans** - Submit a full application with essential supporting documentation including event plan.
- 2.4.3 Consultation** – Undertake appropriate stakeholder consultation.
- 2.4.4 Licensing** – Apply for and secure relevant licenses and comply with regulations.
- 2.4.5 Granting permissions** – site hire agreement issue, and payment of fees.
- 2.4.6 Monitoring and evaluation** – to ensure health and safety legislation and special conditions within the hire agreement are adhered to at events.

2.4.1 Request a site

All requests sites and dates are reviewed and mapped against the Bristol City Council's event calendar. The vast majority of events take place between April and September creating a seasonal spike in the number of applications to consider and process.

Bristol is a popular city for Festivals and Events and there is a limited availability on some sites, therefore it is always advisable to contact the team as far in advance as possible to ensure the site you are interested in booking is available.

Bristol City Council has reviewed the available sites in Bristol to widen the scope of sites across the city. To assist events organisers we strongly recommend organisers;

- Refer to Bristol City Council Parks online system, pin point, to find an appropriate site for your event, which will provide information about the site capacity, facilities and suitable event sites. This will also outline activities that are not permitted on specific sites in line with byelaws for parks and open spaces and Event Policy.
- Request the date for an event, Event Organisers should notify the Site Permissions Team of preferred dates for the desired event site in September for the following year. The Site Permissions Team will only reserve the date for the following year once dates have been consulted upon and agreed.

Conflict of Users

All events will be considered on their individual merits, however, where there is a conflict of users for an event site or date; the following guidelines will be given consideration:

- Conflict with applications from established annual events.
- Conflict with applications from Bristol-based organisations.
- Diversity of the annual events programme.
- Value of income from Site Fees.
- Submission date of application.

Where there is a conflict of users, Bristol City Council have the authority to assess the merits of each application individually, and their decision is final.

2.4.2 Site Permission Application and event management plans

This Site Permission Application serves two main functions – it provides a process of applying for landlord's permission from Bristol City Council to use a site on a particular date / time, and supplies all the information needed for Bristol City Council officers and stakeholders who consider health and safety at the event, noise, traffic management, public health, welfare, environmental impact and other relevant matters.

All Event Organisers must receive prior permission from Bristol City Council before their event can take place, and are bound by the conditions stated within the Site Permission hire agreement. It's expected that a feasibility meeting with stakeholders of the site and consultation will be carried out prior to formal plans being submitted. Please respect the mandatory documents required when submitting an application as the team will have to decline incomplete applications.

The application process follows the online form, EventApp, for applying to use public land for events to share information with all concerned parties as efficiently as possible. To trial making an application, visit www.eventapp.org/demo and use user@eventapp.org as the log in and 'password' as the password. There are also a number of supporting documents to assist the event organiser in their event application.

The site permission process is the way Bristol City Council manage the information event organisers have written about how their event will be managed safely. Even if an organiser is not applying to use council managed land, it is best practice to ensure all of the documentation is completed as it means the organiser has written information and documented plans in place on how they will run their event.

Before Bristol City Council issue a site hire agreement stakeholders will feed in to your event plans. All Event Organisers are advised to study this Policy and Bristol City Council's Events Guidance document carefully and follow the recommendations contained within it to ensure the place they are creating for the public to attend is safe. The guidance provided is to support event organisers in producing an event management plan, which must be provided to, and will be subject to scrutiny by, Bristol City Council's representatives, and members of the SAGE. The level and extent of the information needed may vary depending on the size of your event.

Information within the event management plan **could include** but is not limited to the following examples:

- Access provision
- Child and vulnerable adult protection statement
- Crowd management plan
- Emergency control plan
- Environmental impact assessment
- Equality Act 2010 statement
- Event communication plan
- Fire procedures
- Medical plan / first aid provision
- Food safety plan
- Ground protection plan
- Lost child procedure
- Marketing plan
- Proof of valid and current public liability insurance (minimum cover £5million)
- Risk assessments
- Sanitary plan
- Security and stewarding provision
- Site plans
- Production and event timetable
- Transport infrastructure plan
- Waste management plan

Further advice and guidance is provided in the outdoor event the [Outdoor Events Toolkit](#)

2.4.3 Consultation

It is essential that consultation is carried out within Bristol City Council and with external Bristol City Council's partners. There may be requirements for Event Organisers to liaise with local residents and involve stakeholders to ensure your event runs smoothly, to give an opportunity to work collaboratively, and to express and resolve concerns to inform the event planning stage. The level of consultation is dependent on the location of the event and the impact on its surroundings. The consultation process may include the following;

- Initial information and supporting documents is submitted with the site permission application from the organiser, by the minimum timescale, to ensure it fits within the outdoor events policy.
- Comments will be sought from relevant Bristol City Council departments.
- Opinion will be sought from the Avon and Somerset Police, fire and ambulance services to ensure the event does not pose operational problems, either at the scene or in the surrounding areas.
- In case of continued dispute the Cabinet member for culture, leisure, sport and volunteering will make a final decision.

The relevant level of external consultation will occur, as set out in the application process and, where relevant, in the specific conditions for the event location. This will include Friends groups, residents and other stakeholders for the site in question. In addition when planning for an event the impact on immediate residents is an important consideration.

Stakeholders and Resident Notification involves a short letter delivered to immediate residents, and those impacted by the event, describing the event and its timings. The letter should be issued as soon as final plans are agreed and should clearly outline contact information. Notification should take place if your event has any of the following:

- Entertainment, PA's or generators likely to be audible to the occupiers of any residential or office premises.
- High numbers of attendees (over 2,000).
- Overnight equipment or a prolonged build break lasting several days.
- Full use of a park – such as fencing and / or ticketing the site.
- The need for a traffic management plan / coning order.
- A licensed bar(s) operating past 22:00.

Safety Advisory Group for Events (SAGE)

Bristol City Council fully supports well managed events taking place throughout the city and recognises the benefits of festivals and events in making Bristol a vibrant place. In order to promote good planning, high levels of safety and welfare, and to ensure that events cause minimal adverse impact to our communities, the council in partnership with a number of other authorities form a SAGE.

The SAGE group is made up of representatives from:

- Bristol City Council (Arts & Events, Licensing, Pollution Control, Environmental Health, Food Hygiene, Parks, Harbourside and Estates, Highways, waste and nature conservation, Health and Safety, emergency planning, Public Health)
- South Western Ambulance Service NHS Foundation Trust (SWAST)
- Avon Fire and Rescue Service (AFRS)
- Avon & Somerset Police (Police)
- Bristol Traffic Management Group (BTMG)

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 shared with members of the Bristol SAGE. Event organisers will be required to attend SAGE meetings to discuss event management plans

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prior to the event and also if required after the event. Safety concerns and advice given by SAGE to event organisers will be documented.

Whilst individual representatives of organisations forming the SAGE may have powers to require event organisers to comply with their legal obligations, the SAGE does not have legal powers or responsibilities and is not empowered to approve or prohibit an event from taking place.

Its role is to provide independent advice to event organisers, who retain legal responsibility for ensuring an event is safe.

The Site Permissions team will confirm whether you are required to attend a SAGE meeting on receipt of receiving a full application on Event App. For further information on Bristol City Council's SAGE please refer to the terms of reference of the SAGE.

Please note event organisers applying to hold an event at Ashton Court Estate may be required to attend North Somerset Council SAGE meetings as the estate is owned and managed by Bristol city council but the estate lies mainly in North Somerset.

2.4.4 Licensing

Event organisers are responsible for ensuring that the relevant licences are acquired in an appropriate and timely manner. This will include, but is not limited to a Premises license or a Temporary events notice (TEN) or time-limited premises licence. The issue of a TEN or time limited premises license does not itself constitute permission to use the land. Should there be any serious breaches of premises licence conditions the Council may take any further formal action it considers necessary including prosecution.

Licensing Act 2003 states that the Licensable Activities are:

- The Sale of Alcohol or the Provision of Late Night Refreshment Meaning hot food or drink to the public between 11pm and 5am.
- The Provision of Regulated Entertainment, which includes:
- Performance of a play, performance or dance
- Live Music or recorded Music (and similar)
- Exhibition of a film
- Boxing or Wrestling

Other legislation and permissions that Event Organisers should comply with are outlined in section 5.

2.4.5 Granting permissions

All events will be considered on their individual merits and assessed against the policy priorities and criteria. Bristol City Council has the authority to assess the merits of each application individually, and their decision or preference is final.

As landowner, Bristol City Council has the authority to refuse consent at any time should an event not comply with the Bristol City Council Policy, the site hire agreement or if the event is considered unsuitable for any other reason. Event Organisers cannot promote an event prior to receiving written confirmation that the date and site are agreed and on the proviso the event is marketed as still subject to all relevant permissions and licenses being granted.

In order to obtain a Site agreement, Event Organisers must satisfy all the requirements of Bristol City Council and any other relevant authorities including the emergency services. The organiser will not be given permission to hold their event until they have been issued with the terms and conditions of the Site agreement.

2.4.6 Monitoring and Evaluation

Inspections Named Bristol City Council Officers, and duly authorised agents, reserve the right of entry to any part of your event at all times, for inspection or any other purpose. Where the Council determines www.bristol.gov.uk/outdoor-event-site-permissions

that an event organiser has persistently or seriously failed to meet the requirements of the Site Licence, or Premises Licence, or has failed to implement agreed plans, the Council as landowner is entitled to suspend the event for such a period as is considered necessary to ensure that any failures or breaches are rectified.

Debriefs Where appropriate, event debriefs and evaluations will be conducted with Event Organisers to address concerns and improvements for future applications. All events expecting more than 2500 on site at any one time are expected to keep a log of decision-making and incidents and the event organiser must be able to submit this log upon request to any member of SAGE or a Bristol City Council officer during and post event. The log will also inform any subsequent de-briefs that may take place as a result of complaints, concerns or issues.

Event Champions To further develop the events held in the city the Arts and Events team have number of volunteers who act as mystery shoppers offering useful feedback to Bristol City Council, SAGE and to Event Organisers. Whilst they do not attend every event, commercial ticketed events will be expected to provide at least two tickets at the point of licence to ensure the event can be attended where possible.

2.5 Additional information and support

Bristol City Council provides guidance on delivery a quality event that benefits Bristol and information for event organisers to understand their legal duties on health and safety, planning for incidents and emergencies, managing and reviewing an event. When completing a site permission application on event app an event organiser will also be provided a the Bristol Events Toolkit and the-following offers an overview of other supporting information for event organisers.

Culture

'Bristol's Cultural Future(s)' is a plan for the city and of the city which sets out a plan for an inclusive and ambitious city of culture where everyone has a role to play and where no single organisation owns the city's cultural agenda and has been created with people. Bristol City Council's Arts and Events team also provide support and advice on Bristol City Council departments, organisations and groups that may be good partners for projects, programmes and events, including performers, arts activity or creative partnerships.

Environment

Environmental Protection is a key priority for Bristol City Council.

- Every effort should be made to minimise environmental impact and maximise the 'green' production of events through the use of recyclable and/or reusable sustainable products and materials, e.g. Minimising power consumption, bio-diesel generators and recycled cups and plates.
- Trees are a major natural asset to Bristol's parks and open spaces. It is therefore important to ensure that adequate arrangements are in place to prevent damage and potential loss of this asset.
- Biodiversity is very important to Bristol. By giving due prominence to this important part of our environment the aim is to safeguard the ecological future of the wildlife. Event organisers must make every effort to minimise the impact of events on the biodiversity within our parks and open spaces.
- Refer to Bristol's Events Toolkit for further advice and guidance

Legislation

Bristol City Council work in compliance with government law. It is the Event Organisers responsibility to ensure that health and safety legislation is adhered to at all levels of management, from the senior event team or organiser through to event staff, competent contractors and sub-contractors.

Event Organisers may require licenses and consent such as:

- Planning permission
- Advertising consent
- Market and street trading consent
- Food Hygiene registration
- Traffic Management Order for road closures
- Premises licenses

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- Nature conservation
- Protected Species licenses

Event organisers must also conform to guidance and legislation, there include:

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Successful Health and Safety Management (HSG 65)
- Regulatory Reform (Fire Safety) Order 2005
- Fire Precautions Act 1971
- RIDDOR 1995
- The Control of Noise at Work Regulations 2005
- Town and Country Planning Act 1947 and 1990
- The Construction (Design and Management) Regulations 201
- Data Protection Act 1994 and 1998
- Equality Act 2010
- The Children's Act 2004
- Wildlife and Countryside Act 1981
- The Conservation of Habitats and Species Regulations 2010
- Environmental Protection act 1990
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Bristol Open Spaces Bylaws

In addition events will be expected to follow all updated versions of the guidance set out in the following documents:

- HG 65 The Principles of Safety Management
- ISAN Access Guide
- The Event Safety Guide: A guide to health, safety and welfare at music and similar events - HSG195

Bristol Festivals Bristol City Council's Arts and Events team offer advice and support to outdoor events organisers to enable them to create and produce safe, healthy and successful events. This will be done digitally via Bristol City Council website, over email, the phone and in person.

In addition Bristol Festivals, an independent charity set up to support the sustainable and strategic development of Festivals and Events in the Bristol area that works with a range of partners to celebrate and strengthen the city's vibrant events culture. Bristol Festivals hosts a bi-monthly forum for event managers and organisers to share information, resources and best practice, provides access to training and mentoring, hosts a centralised listing website and develops cross marketing and data sharing opportunities. Bristol Festivals also manages the Festival Hub that offers flexible offices, desk space and meeting room hire in the city centre, which hosts the monthly Site Permissions advice drop-in. For further information visit www.bristolfestivals.org to become a member contact: members@bristolfestivals.org

People

Complaints All Event Organisers are expected to take full responsibility and accountability in resolving any complaints that are received that directly relate to their event and inform Bristol City Council of the nature and number of complaints received. If complaints relating to events are received at Bristol City Council, officers will notify the event organiser to seek a satisfactory resolution to the matters raised.

Community safety The safety, welfare and security of event visitors, organisers and other members of the public must not be compromised by any event. It is the duty of all event organisers to make such provisions necessary as to ensure this is the case. Key items for consideration are:

- Stewards and security: All events must provide appropriately trained and briefed staff in positions to maintain crowd control and safety, provide public information and to enforce any applied restrictions on entry and behaviour within the space, as well as to implement procedures in an accident or emergency situation. All security must be qualified with the Security Industry Authority (SIA).

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- Child protection should be a fundamental part of the safety management of an event. Organisers are expected to make such efforts as necessary to remove risk of the abuse or mistreatment of children at events and to take appropriate measures if event staff identify situations of abuse or mistreatment whether related to the event or not. Event organisers will be expected to submit a child protection policy statement and lost children procedure as part of their application for the event.
- Medical & first aid provision. Event organisers must carry out a medical risk assessment, considering such things as the activities, the numbers, types and age groups attending, access and egress, the site and structures, and other health, safety and welfare issues. Provision of adequate numbers and types of first aid and medical resources should be based upon published guidance such as HSG195
- Signage within an event site should be clear to read, use commonly understood language and symbols and be positioned such that it can be seen from a reasonable distance by event attendees.
- Large open free events require an alcohol policy to manage antisocial behaviour as well as litter at events to work with stakeholders to improve how alcohol is managed at events.

Equal opportunities Any event which is funded by the council should meet the council's public sector equality duty so it:

- 1) Shouldn't discriminate see the Outdoor Event Toolkit for further guidance.
- 2) Should promote equality of opportunity and should be open and welcoming to people from all communities and groups.
- 3) Should foster good relations between people who share a protected characteristic and those who don't and the event should take positive steps to advertise and promote itself and encourage interactions between disabled people and non disabled people, people from different ethnic and faith backgrounds, people who are LGBT and straight people etc.

Any event which is held on council land but not funded by the council needs to meet the requirements of the Equality Act 2010 - see the [Outdoor Event Toolkit](#) for further guidance.

Place

Making events and festivals accessible

It is important to make sure your event site is accessible through transport links and provisions provided for attendees. The Arts and Events Team at Bristol City Council are working towards the 'Attitude is Everything' Gold standard on their Charter of Best Practice for outdoor events and would invite external organisers to follow best practice models to create festival accessibility plans. See the [Outdoor Event Toolkit](#) for further guidance

Public Outdoor Events Policy and Procedures document

Please contact site.permissions@bristol.gov.uk for a discussion about interpretation or to suggest changes to the policy that may be considered when it is due for a review.

Author	Bristol City Council, Culture Team
Approved By	Bristol City Council Senior Leadership Team and Cabinet
Review Date	November 2017

Document available in other formats:

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