

DOWNS COMMITTEE

10 SEPTEMBER 2012

**Bristol City Council (BCC) Events Team attendance at Major Downs
Events**

Proposal

The committee are requested to explore the options available to support the permission process for events.

Introduction

At the Down Committee meeting held on the 2nd July the Committee raised concerns that event officers were not always present to witness incidents and report on activity taking place. The issue was raised in relation to the illegal parking noted to have taken place at the recent Race for Life event. The Committee requested that options for staff to attend events in the future be explored. It was also noted that improvements needed to be made in how event organisers are briefed about the Downs.

Current Permission Process

Expressions for the use of the Downs are made via the Event Site Licensing team. Initial conversations with organiser's events discuss the site, availability and the permission process.

At present all expressions of interest to use The Downs for event activity is requested to submit either an Event Site Licence application or in the case of very small community events a Park Permit Application (which includes Public Liability Insurance.

Larger events or those events that require road closures are submitted to the Committee for approval.

Once an application has been approved The Organisers receive feedback either by email or face to face from the Safety Advisory Group. The Bristol Safety Advisory Group for Events (SAGE) has been set up to provide advice on event safety matters, in order to ensure that public safety is maintained at temporary and outdoor events held in Bristol - however large or small. The group is made up of representatives from Bristol City Council, The Great Western Ambulance Service, Avon Fire Rescue Service, Avon & Somerset Police and the Bristol Traffic Management Group as well as other key council representatives when required.

During this consultation period key stakeholders have the opportunity to express concerns or provide advice to ensure that the event runs safely with minimal impact to the existing ecology and to local residents. Included in this consultation are the Downs Management Team (Rob Westlake).

The role of the Event Site Licensing Officer is to ensure that organisers are aware of their responsibilities to safety as outlined in 'The Event Safety Guide' HSG195. The officers remit does not include assisting with the creation of event management plans and Risk Assessments. To do so has the added risk that in the event of an issue on site Bristol City Council could be held liable.

Once satisfied that the organiser is aware of safety considerations and has fully engaged with the licensing process an Event Site Licence is issued which outlines the conditions for site usage as well as agreed fees and bonds.

With the larger new events the licensing officer endeavours to conduct a short site visit at some point during the events duration, usually during the initial build phase or while the event is running. The visit is dependant upon the licensing officers capacity during the week and availability during the weekend.

Team Structure (see Appendix A)

The Arts and Culture team has one full time officer (Peter Watts) who oversees the licensing of as many as 450 events across the city. This full time licensing officer is supported by part time support who has the main role of ensuring frontline enquires via Email and telephone are responded to promptly and professionally.

Site attendance

The event season traditional runs from April to end September with the Event Site Licensing Officer needing to attend as many as 25 major events in any one season.

During the busier months (May, June, July and September) it is not uncommon for there to be as many as four major events taking place at various sites across the city. As an example, the weekend of 'Race for Life' also saw the city host 'Big Green Week' in the city centre and Park Street, as well as the annual 'BikeFest' at Ashton Court Estate.

Due to limited capacity the Event Site Licensing Officer will prioritise site visits to new events.

It should be noted that unlike other Council teams the Event Site Licensing Officer does not have enforcement powers. In the event of a noise complaint or hygiene issue the specialist teams in the respective fields will respond.

Legal Concerns with Officer attendance

The Event Site Licence issued outlines the conditions of contract for site usage. Third Party events are issued with this licence once the SAGE and key stakeholders are satisfied that the event can be safely managed without Blue Light intervention or Bristol City Council support.

The risk assessments for third party events exclude any mention of BCC officers and Blue Light agencies to avoid the respective agencies becoming mitigated in any liability claims.

Event Champions

As a response to the reduced team structure within Arts and Culture, the Event Site Licensing officer has established a team of 'Event Champions'. These Champions are a small team of trained volunteers who have expressed a desire to gain experience within Events. They are encouraged to attend events and complete feedback forms (see Appendix B) which help inform licensing for the following year.

Events officers that conduct site visits do so to observe and reinforce the conditions of licence. They cannot inform decision-making or safety planning.

Organisers charging for Event Officer attendance

It has been suggested that as part of the licensing fee organisers cover the costs for the Event Site Licensing Officer to attend events.

This proposal presents concerns that event organisers will be led to believe BCC Officers have a role to play in the delivery of their event. Officers attending would have to go as observers only to avoid assuming responsibility for event decision-making and any resulting legal implications.

To ensure that site fees are charged equally, the additional fee would need to be rolled out across all Bristol city sites. If the fee applied only to the Downs we risk reducing the appeal of the site to new event organisers.

This would have implications for the capacity of the Events Licensing Officer, who as mentioned in the 'site attendance' section, is unable to attend all events due to the number taking place each season. Therefore, providing this support for all sites would not be viable.

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Proposed Solution

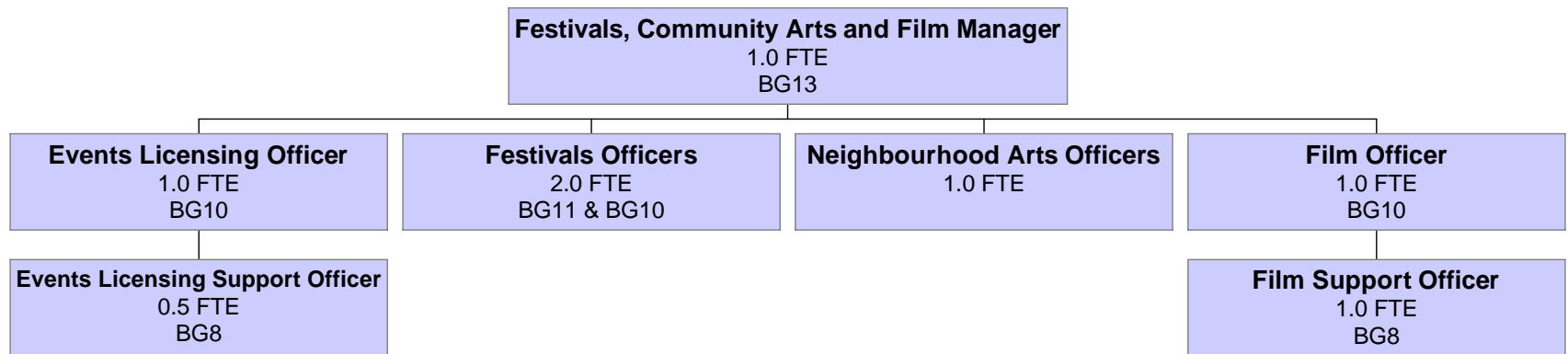
With the volume of event applications processed during the spring and summer months as well as the lack of enforcement powers available to the Events officer it is not possible to provide officer assistance on site for all new

events at the Downs. It is possible to strengthen the current licensing process prior to an organiser attending on site.

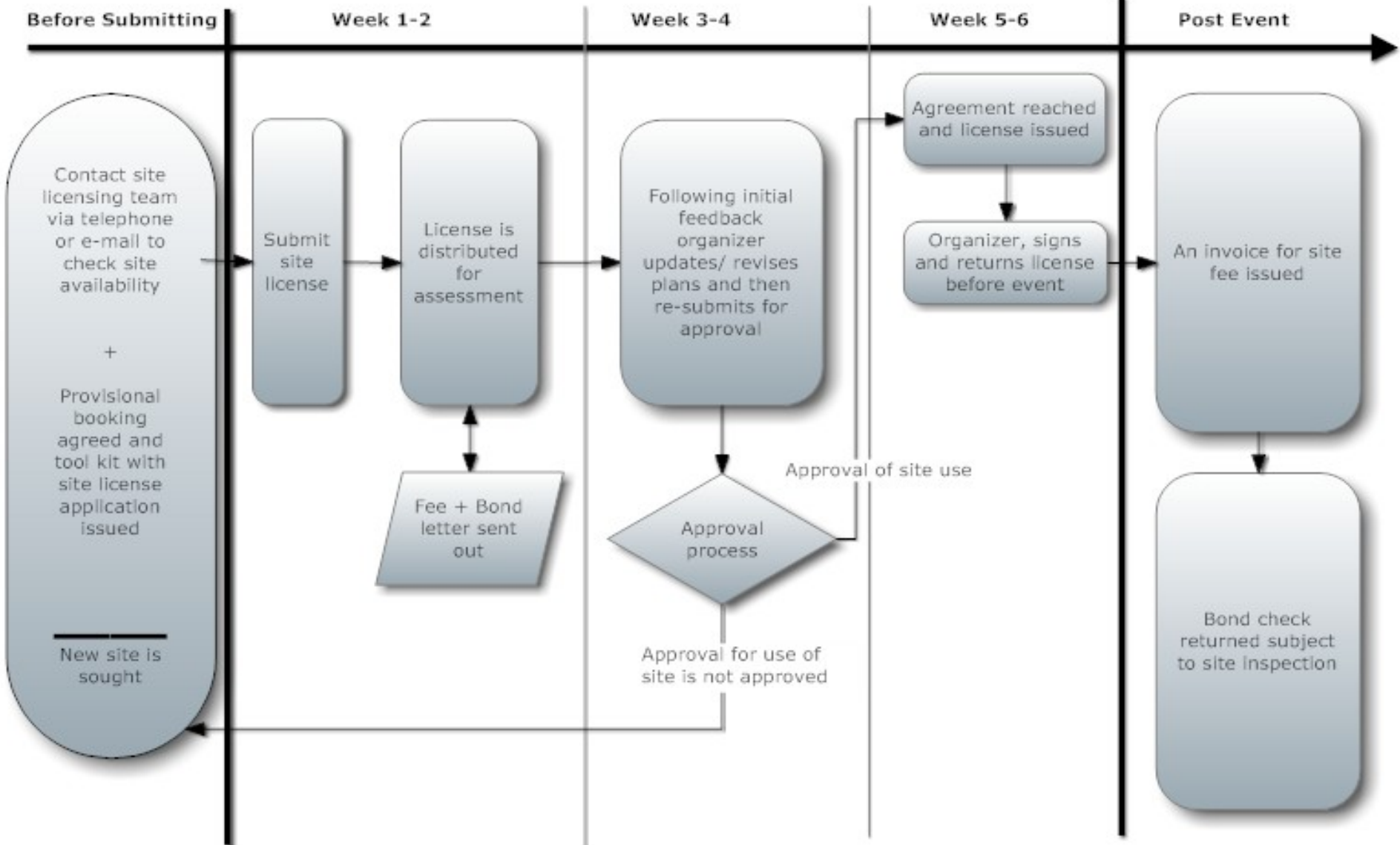
To bolster the existing Licensing process it is proposed that all major events and new events requiring a report to Committee are requested to attend a separate multi agency meeting lead by events and parks to discuss in more detail the specifics of the site. This in some instances would lead to a site visit to outline Parking concerns, sites of Special Scientific Interest.

These meeting would be held in addition to the SAGE meetings and provide an extra layer of consideration for organisers. Members of the Committee can be invited to meet the organisers and share knowledge of the site.

Bristol City Council Arts and Culture Team – 2012/13



Time scales to gain a site licence for a small to medium event.



Event Champions – Post Event feedback Form

Thank you for taking the time to attend and assess one of the many events taking place in Bristol. This form is designed to capture some of your feedback on the event and provide valuable information for the event organisers when planning future events.

The form is split into 4 sections which each focus on a different aspect of Event Planning. Please try and answer each question as fully as possible. If you are unable to comment on a section please state 'Not Applicable or Cannot Comment' so that each section is completed.

NAME OF EVENT CHAMPION:

EVENT ATTENDED:

DATE OF EVENT:

TIME ARRIVED:

TIME OFF SITE:

SECTION 1 – Arriving at the Event

1, How did you arrive? Car, Bike, Walk, Bus, Other (please outline)

2, if you arrived by Car how easy did you find it to park? Where did you park your car? If you arrived by Bike where did you leave your bike?

3, Did you find it difficult to locate the event?

4, At the gate were you searched? Was your ticket checked? Were you given a wristband or similar to wear while on site?

5, Did you have to queue? If so how was the queue managed and how long did you wait to enter the site?

6, Was the entrance well lit and were staff on hand to answer any questions you may have had?

Section 2 – At the event

Did you find the Lost Childrens area? (only applicable for family events)

Did you locate the first aid site?

Was the event heavily attended? Were you aware of any 'Pinch' points where you felt the crowd density was high? If so where?

What was the crowd demographic like? Did the crowd demographic change at any point during your time on site?

Did the event run to schedule? Was the PA system (if applicable) used?

Was everything for sale clearly priced?

If toilets were present how would you rate the toilets? Did you have to queue? Do you think toilet provision was correct for the numbers attending?

Did you find the sound levels to high at the event you attended? If so where

Were you able to leave the site and return if necessary?

SECTION 3 Sustainability

Transport

Was public or sustainable transport to the event advertised or promoted?

Waste & Recycling

Were recycling bins available? If so, what could you recycle?

Were any leaflets or flyers handed out? If so, were they printed on recycled paper?

Did the event promote online tickets / paperless entry?

Food

Did you purchase any food during your time at the event? If so what did you buy and how would you rate the price and quality of the food on offer?

Were any food outlets offering fresh, organic, local or fairtrade options?

Was the food served in recyclable/ compostable cups, plates or containers?

SECTION 4 Post event Feedback

What was the most successful aspect of the event?

What do you think could be improved if the event returns next year?

Do you feel that the choice of site location was the best available? Why?

Any other comments

Thank you for taking the time to complete this form.

Event support form

The Bristol City Council (BCC) Arts & Culture Team (ACT) are committed to supporting the development of community based festivals and events in Bristol while ensuring a balanced annual programme. To help us achieve this, if you have an idea for an event that you would like to hold in Bristol please complete the below form and you will receive advice from the Arts & Culture Team. This will include recommendations and key points to consider when planning your event.

Please send the completed form to parks.events@bristol.gov.uk, you will receive feedback within **15 working days** of submitting your form.

Please note:

The event support form should not be considered as a request for funding. The only current funding stream for events is the Community Festival Fund, which is open from January 2013 for applications.

This form is also not an application for holding an event – you will need to apply for a Site License for all outdoor events on Bristol City Council managed land: <http://www.bristol.gov.uk/page/event-site-licensing-0>

Contact details	
Name:	
Email:	
Telephone number:	

	Question	Answer	Associated costs	ACT feedback
Who	<p>Do you plan to run the event? If so please give details of events you have run before or whether it will be your first time organising an event.</p> <p>If you are not organising the event, please provide details of who will be and any information regarding events they have organised before.</p>			

When	When is the anticipated date and times of the event?			
Aim	<ol style="list-style-type: none"> 1. What is the purpose of the event? 2. Who is your target audience? 3. How many people do you expect to attend? 4. How do you think the audience will benefit from attending your event? 			
What	<p>Please provide a brief overview of the event. Please consider the following:</p> <ol style="list-style-type: none"> 1. Will you have any structures e.g. stages/marquees? 2. Will you have any music, if so will this be amplified and/or the main focus? 3. Will there be alcohol on sale at the event? 4. Will there be food on sale at the event? 5. Will you have funfair rides at the event? 6. Will it take place on any roads? 7. Will you have a procession/parade? 8. Will there be any celebrities? If so, please give details of who they are. 			

Where	<p>Where are you planning for the event to take place?</p> <p>Why do you wish to hold it at this location?</p> <p>Are you aware of any similar events held recently, and were they in the same location?</p>			
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How	<p>What is the planned budget?</p> <p>How are you planning to fund the event?</p> <p>Have you consulted anyone about this event to date and if so, what were their comments?</p>			
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BCC Arts & Culture Team summary/recommendations				