

Appendix V1a – Coopers Field, Bute Park-CF10 3DX

Site-specific info

Coopers Field is a green field event site set within Bute Park a 146 acre historic park and nationally-significant arboretum located in the heart of the city-centre.

Investment made through the Heritage Lottery Funded “Bute Park Restoration Project” has upgraded the site’s infrastructure to better meet the demands of the annual event programme.

However this investment was conditional on strict event management plans being in place to protect it.

Therefore use is generally restricted to April - September, and 6 week rest periods are blocked out of the availability calendar after major infrastructure events to allow sufficient rest and recovery of the ground.



Event Use	E.g. Large Pop Concerts, Large charity walks / runs, RHS Flower show, Armed Forces Day, Sparks in the Park
Event Area	26,000 sqm (Dimensions: approx. 300 m x 80 m)
Premises licence	Yes, up to 19,999 people
Capacity	15,000 to 19,999, depending on nature of event

On-site power supply	No – site power decommissioned in 2017	Vehicle access	Via Bute Park Access Bridge (see Appendix V1b)
On-site water Supply	Yes (see site plan for locations)	Sewerage	Yes (septic tank, see site plan for location)
Phone/ISDN lines	Yes, if activated	Toilets	No

*Subject to fair use policy, see below for details

Nearest Pedestrian Access:

The closest park entrances to this site are:

- Fisher’s Bridge (from the Royal Welsh College of Music and Drama, east)
- Castle North Gate (from North Rd/civic centre, south east)
- West Gate (from Castle Street, south)
- Millennium Bridge (from Sophia Gardens, west)

Bute Park Closing Times :

See [Appendix V1e](#) Bute Park Closing Times

Vehicle/Load Restrictions:

- Vehicle access into the site is via the vehicle bridge off North Rd, located opposite Corbett Rd. The vehicle bridge has a weight limit of 40 tonnes.
- The vehicle bridge narrows to a single lane as it crosses the Dock Feeder Canal so traffic entering and exiting must be carefully managed, making use of passing bays along the main event service road to the south.
- The vehicle bridge has an automatic bollard in operation to prevent unauthorised entry of vehicles in to Bute Park. You may therefore need to request loan of a set of 'swipe cards' so you can manage traffic in relation to your event. This request can be included on your application form. Please see [Appendix V1c](#) for guidance on safe use of the bollard control system.
- Stewards/ banksmen will be essential to safely manage your traffic. These should be in radio contact with each other and following strict procedures to protect the fabric of the park and other park users.
- There are two hammerhead grasscrete turning points on Coopers Field - one at the northern end and one at the southern end as well as two grasscrete laybys opposite them. These provide 'hard standings' on which event vehicles can be turned and unloaded. Operations should be planned and coordinated to ensure that event traffic manoeuvres are limited to these areas. Failure to do this may unnecessarily damage the grass and leave you liable for reinstatement costs.
- Protective aluminium or plastic trackway must be used for access onto the grass for vehicles with a payload exceeding five tonnes.
- Ground protection (track mats, pedestrian barriers or iron bars/hazard tape) should be deployed in vulnerable areas to prevent damage caused by event vehicles over running the paths. See site plan for guidance. A limited stock is available for hire, please see [Appendix V1f](#) for further details.
- Bute Park holds a stock of 'event mode' signage to help manage event traffic when volumes are significant. See [Appendix V1g](#) for further details.
- There are certain 'no go' areas adjacent to the event site and these must be physically protected from potential damage from your event, see site plan for guidance [champion tree, tree canopies generally, Blackfriars etc.]
- Also see:
 - [Appendix C1 – Code of conduct for drivers in Cardiff parks](#)
 - [Appendix C2 – Code of conduct for event traffic marshals](#)
 - [Appendix C3 – Care of trees in Cardiff parks](#)
 - [Appendix C4 – Care of ground in Cardiff parks](#)

Nearest Event Organiser and Visitor Parking:

- Bute Park operates a strict “essential operational vehicles only” policy. Once vehicles have served their purpose they are to be removed from site or parked only in designated areas.
- Non-essential operational vehicles are not permitted to enter the park at any time. Parking for the convenience of your staff may not be viewed as an essential operational requirement and there is no generally no parking permitted on site – we are a park not a car park!
- A limited number of event staff parking spaces are available for use off-site (charges negotiable) immediately south of the vehicle access bridge – see [Appendix V1d](#) for details.
- A key is required to gain access to this space and a banksman / steward must be used to ensure its safe use as vehicles must cross a public cycleway to access it. Please discuss with your Site Supervisor or the Event Manager.
- Exhibitor and further staff parking should be directed to adjacent Pay and Display car parks at Sophia Gardens (west of Bute Park) or along North Road (east of Bute Park). Alternatively, you can request use of the Sophia Gardens event area for temporary car parking for an additional hire charge. Please contact the Event Manager to discuss.

On-site Power:

- There are 6 event power and water ‘pop-ups’ located in Coopers Field. **However the power supply to Coopers Field was decommissioned in 2017.**

Onsite Water:

- There are 6 event water ‘pop-ups’ located in Coopers Field. A picture of the connections available are provided below.
- Please refer to site plan (below) for locations.
- The ‘pop-ups’ are lifted by turning a ‘winding arm’. You will need to get the ‘winding arm’ from the Site Supervisor.

Fair use policy for water use:

- The first 30 cubic meters (30,000 litres) of water (across all pop-ups) is inclusive within the site hire fee. Water use above that volume will be chargeable at £1.54 per cubic meter (m³) plus a standard admin charge of £25.
- Meter readings will be taken before and after the event by the Site Supervisor. You may countersign the readings, if you wish, to ensure they are accurate.
- Any additional payments will be deducted from your bond or invoiced separately post-event.



Waste tanks:

- There are 2 x 3500 Gallon septic waste tanks located in Coopers Field-one on the feeder canal side of service road to the north side of the site near pop ups 2 & 3. There is another same size tank located to the south on the feeder canal side of the service road-please refer to site plan at the end of this section for exact locations.

Phone & ISDN Lines:

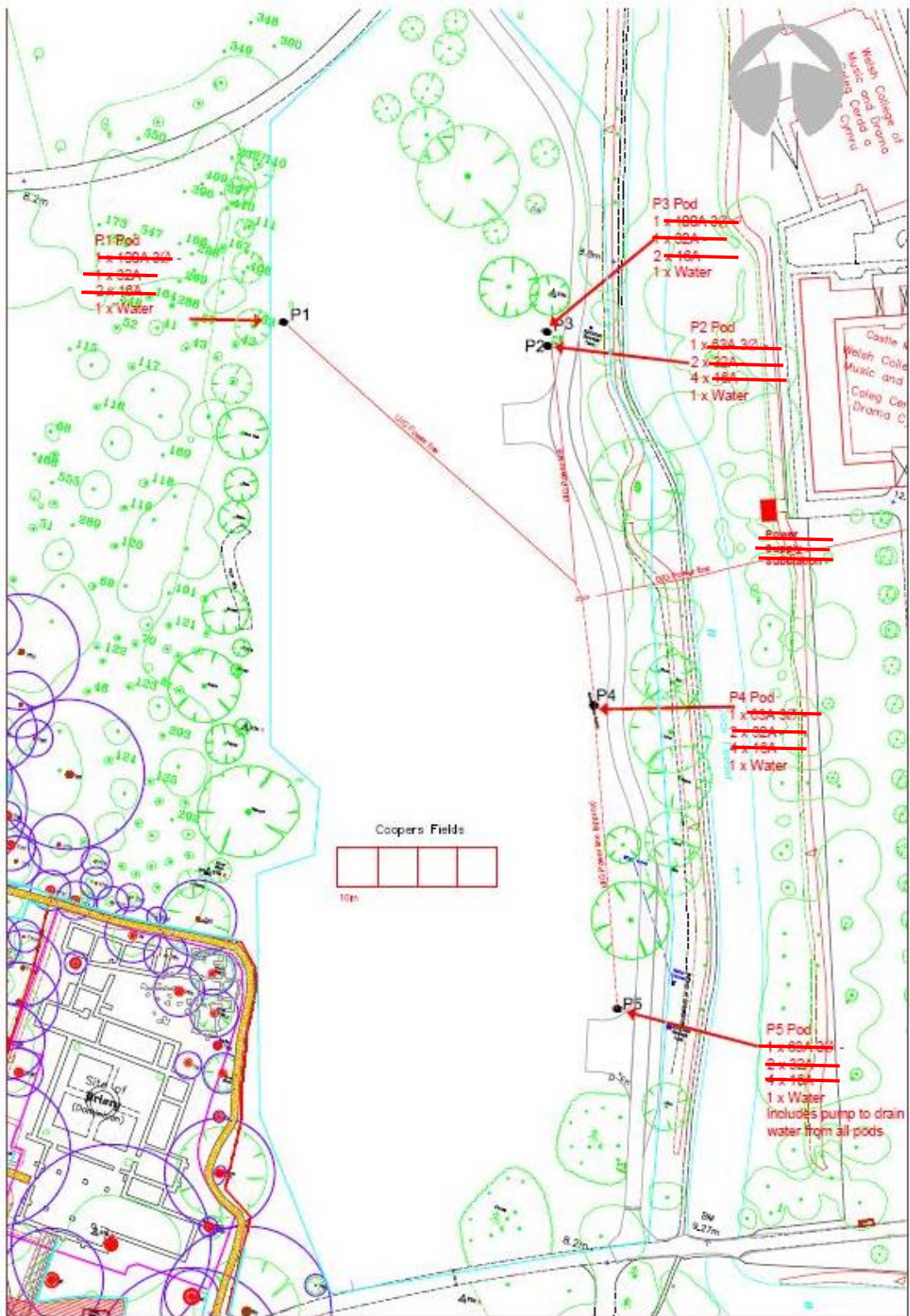
- There are two BT junction cabinets located in Cooper's Field. One to the north of the service road and one to the south-these are shown on the site plan below. It will be the responsibility of the Event organiser to liaise with BT to connect lines required.

Other site considerations:

- *Excavations* - Some areas of Coopers Field are archaeologically sensitive and contain tree roots so no excavations are permitted. Any excavations must be with the express permission of the Event Manager and may require an archaeological watching brief under conditions set by Cadw.
- *Flooding* – Coopers Field is a flood plain and while the river Taff is well protected by the 1980s flood defence scheme, The Dock Feeder Canal is at a higher level than Coopers Field and in extreme weather may flood on to Coopers Field. This is much more likely in winter months, which is another reason why events are typically restricted to April – September. This could be difficult to foresee or prevent and may result in significant “Force Majeure” losses to Event Organisers.
- *Branded heras banners* – There are 40 Bute Park branded heras fence banners that can be cabled tied to your heras fence to help dress and promote the site. Please discuss their use with your Event Manager/ Site Supervisor.

Coopers Field Event Area Site Plan:

— = boundary of event site **do not exceed**



COOPER'S FIELD CHARGES (all prices are per event day unless otherwise stated):					
EVENT SIZE AND TYPE	SMALL	MEDIUM	LARGE	MAJOR	Set up / dismount days
	Up to 499	500 – 999	1,000 – 7,999	8,000 – 20,000	
Community / Not For Profit / Charity with no significant fund raising and no entrance Fee	£50 - £250	£50 - £300	Min £300 for a quarter Coopers Field booking Min £500 for a half Coopers Field booking	Min £2k for a full Coopers Field booking.	Cost of site agent attendance (based on actual per hr rate)
Community / Not For Profit / Charity with entrance fee and/or doing charity fundraising with significant target	Min £200	Min £500	Min £500 for a quarter Coopers Field booking Min £1k for a half Coopers Field booking or 20p per head capacity, whichever is the greater	Min £2k for a full Coopers Field booking or 20p per head capacity, whichever is the greater	Cost of site agent attendance (based on actual per hr rate)
Commercial	Min £200 or £2 per head capacity, whichever is the greater	Min £1,000 for a quarter Coopers Field booking or £2 per head capacity, whichever is the greater	Min £2,000 for a half Coopers Field booking or £2 per head capacity, whichever is the greater	Min £15,000 for a full Coopers Field booking Or £2 per head over 10,000 capacity, whichever is the greater	Cost of site agent attendance (based on actual per hr rate) + £100 per day <i>negotiable</i>
Hospitality / private parties	Min £500 or £5 per head capacity, whichever is the greatest	Min £2,000 for a quarter Coopers Field booking Or £5 per head over 750 capacity, whichever is the greater	Min £4,000 for a half Coopers Field booking Or £5 per head over 1,500 capacity, whichever is the greater	Min £30,000 for a full Coopers Field booking Or £2 per head over 10,000 capacity, whichever is the greater	Cost of site agent attendance (based on actual per hr rate) + £300 per day <i>negotiable</i>
<i>Bond – always charged unless very low risk</i>	£1,000	£1,500	£3,000	£4,000 - £15,000	

The indicative hourly rates for a Site Supervisor are:

Day	6am - 8pm	14.49
Evening	8pm - 6am	18.8
Weekend	Midnight Fri - Midnight Sun	20.96
Bank Holiday	Midnight Sun - Midnight Mon	27.42

The Site Supervisor will need to be present from start to finish of your build and dismount, and/or whenever there are on-site activities that warrant it. This will be determined by the Event Manager as part of the booking process but you should budget accordingly.

This short slide show will give you an overview of their role and our expectations:

[Appendix V11 – Bute Park Site Induction Slides – for web](#)

[Appendix V11 – Sophia Gardens Site Induction Slides – for web](#)