

Appendix V2a -Sophia Gardens Event Area -CF11 9SW (then turn right at roundabout by Mochyn Du pub)

Site-specific info

Sophia Gardens is a grade II listed parkland on Cadw's register of historic parks and gardens. It is positioned to the south of the Sophia Gardens pay and display car park with vehicle access via Sophia Close, off Cathedral Rd.

A 4-6 week rest period will be blocked out of the availability calendar after events with significant infrastructure/ impact to allow the ground to recover.

The event space is next to residential and business premises, including a hotel, so applications for events will be assessed with potential disruption to these in mind.



Event Use	Charity walks / runs / bike rides Private or corporate parties Community events with limited / moderate infrastructure Open air theatre events Overflow car parking related to events in Bute Park or Cardiff Castle NB: the car park, coach park and access road are used for parking on major match days at Millennium Stadium, causing significant disruption to access to this site.
Event Area	5,000 sqm (Dimensions approx.: 79m x 52m)
Premises licence	Yes, up to 4,999 people (see Appendix V2b – Sophia Gardens Licence conditions)
Capacity	1,500 depending on nature of event

On-site power supply	Yes* (see site plan for info and location)	Vehicle access	Via Sophia Close, off Cathedral Rd, follow signs for SWALEC stadium and then turn right at mini roundabout next to the Mochyn Ddu pub
On-site water Supply	Yes*	Sewerage	No
Phone/ISDN lines	No	Toilets	Yes (see below)

*Subject to fair use policy, see details below

Nearest Pedestrian Access

The nearest pedestrian access to the site is from:

- Castle Street (to the south)
- Bute Park via Millennium Bridge over the River Taff (to the east)
- Sophia Close and 'spine road' (to the north and west)

Vehicle/Load Restrictions

- A row of removable lockable bollards are located along the front (west) boundary to prevent unauthorised vehicle use of the event area and to allow entry/exit points to be switched to ease damage to grass. There are 4 empty 'docking stations' at the south end to receive the removed bollards for safe-keeping. Keys to remove the bollards are available from the Site Supervisor.
- Please note, there is no access in or out by vehicles onto Castle Street / Cowbridge Road East through the bollards and gates to the south. This is for emergency use only.
- NB. Events taking place in Millennium or SWALCE Stadium would have an impact on the Sophia Gardens car park, so any event looking to book this space would need to check event diaries for these stadia first.
- Also see **Appendix C1 – Driver Conduct in Cardiff Parks**
- Also see **Appendix C2 – Code of Conduct for Event Traffic Control Marshals**

Nearest Event Organiser and Visitor Parking

- The Sophia Gardens event area itself can accommodate up to 100 spaces. These are booked via the normal event application methods.
- The Sophia Gardens car park has 320 Pay & Display spaces in the main car park and along the Sophia Gardens 'spine road', which runs along the front (west) of the event area. Booking of these spaces is via Parking Services within Cardiff Council's Traffic & Transportation Depart, please call 02920 873131 to discuss.
- There are 9 coach spaces adjacent to the main car park. These are available for general use via the P&D ticket machines.
- You must discuss and organise use of P&D spaces direct with the Parking Services team but please keep your contact within the Parks / Event Department informed of decisions, for their information.
- Unless you are explicitly told otherwise, event organisers should assume sole responsibility for communicating with the Parking Services team on all matters affecting P&D parking spaces. The Event Manager and Site Supervisor assume no responsibility for communication or negotiation between the parties. This is done in order to keep roles and responsibilities and appropriate channels of communication clear.

Toilets

- There is a public toilet block within the Sophia Gardens car park. This has 3 female, 3 male and 1 Disabled baby change. Check further details with the Parks Event Manager and note the public opening hours are limited.

- However, if use by your event goers is likely to disrupt and exceed normal levels of public use, then additional toilets must be provided. Please consult the Event Manager for guidance.

On-site Power and Water

- There is an event power and water cabinet located about half way down the event area adjacent to the hedge on the northern boundary. A picture of the connections is provided below.
- Please refer to the site plan for location.
- Any event organiser wishing to utilise the power supplies needs to ensure the correct weather proof rated power cables with Commando form (also known as c-form connectors) are used to run power from the cabinet to the item needing power. If domestic square 3-pin plugs are the only possible termination point to power equipment, then weather protection must be provided over every junction and outlet.



Sophia Gardens Cabinet

1 x 63A 3 phase supply – can only use this supply if using a qualified electrician to do the Installation

1 x 63A 1 phase supply - can only use this supply if using a qualified electrician to do the Installation

2 x 32A 1 phase supply

2x 16A 1 phase supplies

1 x water supply

See also **Appendix V2c – Sophia Gardens Electrical Test Certificate**

Fair use policy for electricity use

- The first 500 kWh of electricity use is inclusive in your hire fee, usage above this will be charged at 10p per kWh plus a standard £25 admin fee.
- 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.

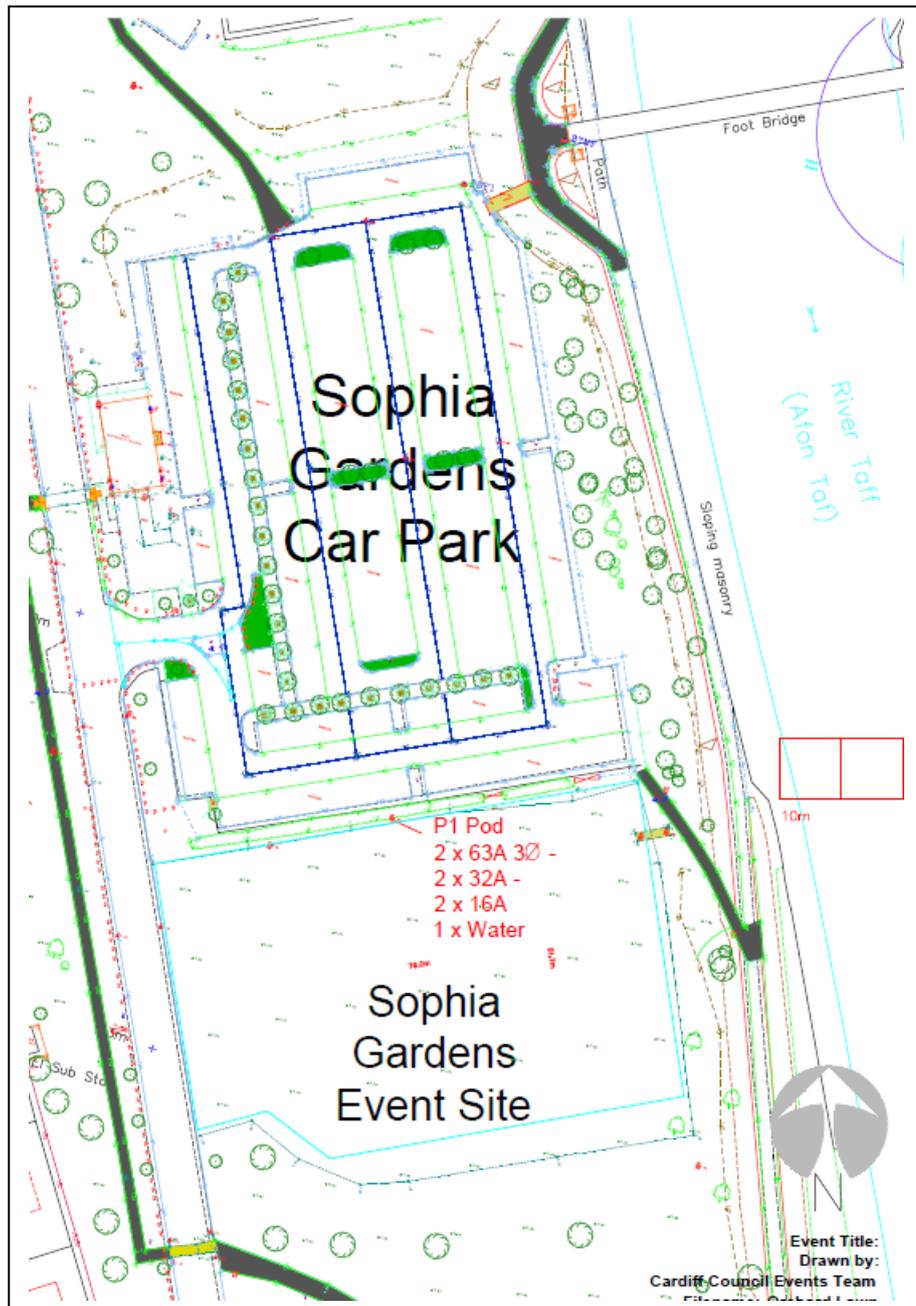
Fair use policy for water use

- The first 30 cubic meters (30,000 litres) of water 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.

Other site considerations

- *Ground make up* - The ground is made up of a fibre-reinforced turf that has been designed to withstand rutting by vehicle tyres. The construction is quite shallow with hardcore below, so stakes cannot be driven in more than 0.5m, therefore water ballast anchorage may be necessary to support your structures.
- *Noise* - The Sophia Gardens event area is adjacent to a hotel and residential accommodation. Therefore you must consider the noise nuisance that may be caused by your event, including during build and breakdown. Out of courtesy, we would strongly advise you consult and communicate your plans in advance with adjacent properties. Your event may be subject to conditions prescribed by the Pollution Control team. These will be based on national guidance and legislation and you can contact the Council's Noise and Air team on 02920 871650 for further advice.
- *Lighting*-the car park is lit, but the event area is not. Additional lighting will be required for your event if it will operate in hours of darkness, or you have staff working on site in the hours of darkness. You can seek further specialist advice via the ELP (see **section 1.5.2** of the manual for more details).
- *Fencing* – Being located with an unlocked park in the city centre, security and/or perimeter fence will be required for the safety of your equipment, guests and staff.
- Also see **Appendix C3 – Care of Trees in Cardiff Parks**
- Also see **Appendix C4 – Care of Ground in Cardiff Parks**

Sophia Gardens Event Area Site Plan



— = boundary of event site

SOPHIA GARDENS HIRE 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 - £150	£50 - £200	Min £300 for a half field booking Min £500 for a full field booking	N/A	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 £300 Min £500 for a half field booking Min £1k for a full field booking Or 20p per head of capacity requested (or per actual attendance if can be proven and CCC wish to share risk), whichever is the greater.	Min £500 per event day Or 20p per head of capacity requested (or per actual attendance if can be proven and CCC wish to share risk), whichever is the greater.	N/A	Cost of site agent attendance (based on actual per hr rate)
Commercial	Min £300 or £2 per head capacity, whichever is the greater	Min £500 for a half field booking, Min £1k for a full field booking or £2 per head capacity, whichever is the greater	Min £500 for a half field booking, Min £1k for a full field booking or £2 per head capacity, whichever is the greater	N/A	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, whichever is the greater	Min £2,500 or £5 per head, whichever is the greater	Min £5,000 or £5 per head, whichever is the greater	N/A	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>	£500	£750 - £4,000 depending on nature of event	£1,000 - £15,000 depending on nature of event	N/A	

Sophia Gardens car park hire is separate to the event area and will need to be booked via Cardiff Council Traffic and Transport dept – e-mail: www.cardiff.gov.uk/parking

The indicative hourly rates for a Site Supervisor are:

Day	6am – 8pm	£13.99
Evening	8pm – 6am	£18.16
Weekend	Midnight Fri to Midnight Sun	£20.24

The Site Supervisor will need to be present from start to finish of your build and dismant, 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.