



Cardiff Council Event Guidance Manual for Bute Park and Sophia Gardens

Author: Julia Sas (March 2014 - updated Oct 2017)

The aim of this manual is to provide Events Organisers with all the information required for staging an event in a Cardiff park or open space.

Please read all sections relevant to your venue and event requirements. Please note, following the guidance and terms and conditions stated within this manual will be a condition of your contract.

Index		
		Page
1.0	Introduction	5
1.0.1	How we can help	5
1.0.2	Top Tips	5
1.1	Responsibilities of the Event Organiser	5
1.2	Step by step guide to putting your event on in Cardiff	6
1.3	What type of event are you planning?	8
1.3.1	Community Events	8
1.3.2	Commercial Events	8
1.3.3	Small Events	8
1.3.4	Large Events	8
1.3.5	Major Events	8
1.4	Conflicts with other city events	9
1.4.1	Contact details for Millennium Stadium	9
1.4.2	Contact details for SWALEC Stadium	9
1.4.3	Contact details for Cardiff City FC	9
1.4.4	Visit Cardiff details	9
1.4.5	National Express at Sophia Gardens	9
1.4.6	Cardiff Castle	9
1.4.7	Royal Welsh of College of Music and Drama	9
1.4.8	Jolyons Hotel at Number 10 Cathedral Rd	9
1.5	The Events Liaison Panel and the Events Team	10
1.5.1	Who are the Events Team?	10
1.5.2	Who are the Events Liaison Panel?	10
1.5.3	What events would be referred?	10
1.5.4	Advance submission of documentation	10
1.5.5	How does ELP work?	11
1.6	Timescales for planning an event	12
1.7	Key people and their responsibilities	12
1.8	Venues for hire and indicative prices	13
1.8.1	What does my fee include and pay for?	13
1.8.2	What does my bond pay for?	13
1.8.3	Other fees and charges:	
	Firework Displays	13
	Filming	14
	Wedding photography	14
	PR and commercial activity	15
1.8.4 (Fig 1)	CARDIFF PARKS & OPEN SPACE FOR HIRE	

<u>Index</u>		
		Page
2.0	General guidance and terms & conditions applicable to all park venues	17
2.1	Prohibited events	17
2.2	Licensable activity	17
2.2.1	Sale or supply of alcohol	17
2.2.2	Regulated entertainment	17
2.2.3	Late night refreshment	17
2.2.4	Charitable collections	17
2.3	Obtaining your licence	18
2.4	Types of licence	19
2.4.1	Temporary event notices (TENS)	19
2.4.2	Late TENS	19
2.4.3	Premises licence	19
2.4.4	Performing Rights Society / Phonographic Performance Ltd Licenses	20
2.5	Trading standards	20
2.6	Insurance requirements	21
2.6.1	Public Liability	21
2.6.2	Employer's Liability	21
2.7	Cardiff Council limitation of liability & indemnity	21
2.8	Event planning considerations	21
2.8.1	Children	21
2.8.2	Provision for the disabled	22
2.8.3	Drinking water	22
2.8.4	First aid provision	23
2.8.5	Funfair Rides and Amusements	23
2.8.6	Operational Management & Contractors	24
2.8.7	Stewarding and Marshalling	24
2.8.8	Security and SIA staff	25
2.8.9	Toilets	25
2.8.10	Traffic management	26
2.8.11	Weather	26
2.8.12	Animals	27
2.9	Environmental considerations	27
2.9.1	Care of Trees in Cardiff Parks	27
2.9.2	Care of Ground in Cardiff Parks	27
2.9.3	Noise	27
2.9.4	Litter	28
2.9.5	Waste Management & Collection	28
2.9.6	Archaeology	29

Index		
		Page
2.10	Health & safety considerations	29
2.10.1	General	29
2.10.2	Risk Assessments	29
2.10.3	Public Address	29
2.10.4	Temporary structures & building control	29
2.10.5	Construction Phase Plan	
2.10.6	Electricity	30
2.10.7	Fire safety	32
2.10.8	Use of LPG gas or flammable substances	32
2.10.9	Food Hygiene	32
2.10.10	Water and mains drainage	33
2.10.11	Use of special effects	33
2.11	Marketing and promotion of your event	34
3.0	Useful contact details	35
4.0	Additional useful information and guidance	36

APPENDICES

Venue Site Information

Appendix V1a	Coopers Field, Bute Park Site Information and Indicative Prices
Appendix V1b	Access to Bute Park and Vehicle Route to Coopers Field
Appendix V1c	Bute Park Access Bridge - Bollard Control Guidance for Event Traffic
Appendix V1d	Bute Park Temporary Event Parking
Appendix V1e	Bute Park Closing Times <i>(also relevant to Appendix V3, V4 and V5)</i>
Appendix V1f	Hire of Bute Park Track Mats <i>(also relevant to all other listed venues)</i>
Appendix V1g	Bute Park 'Event Mode' Signage
Appendix V1h	Bute Park Premises Licence Conditions <i>(also relevant for V3, V4 and V5)</i>
Appendix V1i	Coopers Field Electrical Test Certificate – NA – Decommissioned Summer 2017
Appendix V1j	Hire of Bute Park Heras Banners
Appendix V1k	Coopers Field Construction Phase Plan Template
Appendix V1l	Site Induction Slides

Appendix V2a	Sophia Gardens Event Area Site Information and Indicative Prices
Appendix V2b	Sophia Gardens Premises Licence Conditions
Appendix V2c	Sophia Gardens Electrical Test Certificate Sophia Gardens Electrical Test Certificate (Expires June 2022)
Appendix V2d	Sophia Gardens Construction Phase Plan Template
Appendix V2e	Sophia Gardens Site Induction Slides

Appendix V3a	Orchard lawn, Bute Park Site Information and Indicative Prices
Appendix V3b	Access to Bute Park and Vehicle Route to Orchard Lawn/ Education Centre
Appendix V3c	Hire of the Bute Park Education Centre

Appendix V4a	Blackweir Construction Phase Plan Template
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General Event Planning Documents

Appendix A1	Event Organiser's Checklist (ELP requirement)
Appendix A2	Risk Assessment Template
Appendix A3	Risk Assessment Guidance Notes

General Parks Event Codes of Conduct

Appendix C1	Code of Conduct for Drivers in Cardiff Parks
Appendix C2	Code of Conduct for Event Traffic Control Marshalls
Appendix C3	Care of Trees in Cardiff Parks
Appendix C4	Care of Ground in Cardiff Parks

General Event Management Documents

Appendix D1	Site Handover/Hand back Form
Appendix D2	Power and Water Readings Record Form
Appendix E1	Bute Park Temporary Event Banner Locations & Guidelines
Appendix E2	Public Notice for Event Template

1.0 INTRODUCTION

1.0.1 How we can help you with your event

- We will check venue availability and diarise your event to avoid you losing your preferred dates.
- We can put you in touch with the Events Liaison Panel (ELP) who can support you in running your event safely.
- If your event is not deemed to require full attendance at the Events Liaison Panel, we can put you in touch with individual specialists who can advise you on matters of public safety.
- We can put you in touch with members of the Council's Events Team who can provide experience, knowledge and practical advice.
- We will be upfront about site hire fees and associated costs to let you assess the feasibility of your event and allow you to plan your budget.

1.0.2 Top tips

- Start your planning early! We take bookings for our parks venues sometimes more than 12 months in advance, so it is advisable to get your application in as early as possible to give you the greatest chance of securing your preferred dates.
- Visit the site - it can really help you plan ahead and identify potential issues.
- Don't take on all the organising - share out responsibility.
- Remember to include: a risk assessment, site map, production schedule, steward details, first-aid provision.
- Think about how much time you will need to be in the park, pre-event for set up and deliveries and post event for clear up and collections (which may not happen at weekends), not just your event time.
- Establish effective communication channels so everyone is aware of site rules, constraints and quality expectations right through your team and supply/subcontractor chain.

1.1 Responsibility of the Event Organiser

If you are the organiser of an event to which the public are invited, you have a duty of care in civil law and a health and safety responsibility in statute law to ensure no one is injured or suffers ill health. To meet your responsibilities you must be able to demonstrate that you have taken all reasonable measures to protect the public from risks to their health and safety. The Event Organiser's responsibilities include:

- **Leadership** - Assume the lead role in planning, organising, staging, post event breakdown and re-instatement of site to its original condition.
- **Permission for land use** - That permission to use the site has been sought and agreed with the landowners well in advance of the event.
- **Emergency Services** - Consult with emergency services (fire, police and ambulance) and depending on scale of event, either seek advice or their involvement in the event.
- **Licences** - Obtain the required licences for the activities planned for the event (see section 2.3).
- **Insurance** – ensure Public Liability insurance cover to minimum level of £5m is in place.
- **Evacuation Plan** – draft an emergency action plan outlining full evacuation of the site in the event of an emergency situation. Included in this plan should be details on who will make decisions on the safety matters.

- **Health & Safety** – ensure all measures are put in place to comply with current health and safety legislation with regards to electricity, temporary structures, fire safety, food hygiene, noise pollution, etc.
- **Welfare** – ensure adequate facilities are arranged for staff and guest toilets, disabled facilities and drinking water.
- **Site Care** – ensure you have adequate controls and measures in place to minimise impact on the site where you are holding your event e.g. ground protection, traffic management and waste management.

1.2 Step by Step guide to putting on your event in Cardiff Parks

STEP 1 – Read and Plan

Read the relevant sections of this guidance manual which relate to your event, along with the Standard Terms of Hire for Cardiff Council.

Check the proposed dates for your event do not conflict with other major events in the city which may have an impact on your event. Refer to section 1.4 for advice on where to source this information.

STEP 2 – Complete & Submit Application Form

Complete the event application form for use of park and public open spaces. Submit the application form within the time scales outlined in section 1.6 of this manual.

Note, Cardiff Council offer two routes for Event Organisers depending on how firm their plans are and how far in advance the proposed event is. You must decide which is appropriate for you.

Route 1:

Preliminary event application is made (sections 1 – 4 incl. of application form completed only) but the event is sufficiently far in the future that full details are not required/ available yet.

An ‘in principle’ agreement to the event is given and the dates are held.

Detailed information and supporting documentation required are submitted later in accordance with the timescales in section 1.6, the detailed terms of hire are agreed and the contract is entered into.

Route 2:

Full event application is made (sections 1 – 6 incl.) as the event is sufficiently close that full details are required in order to fully process the application, agree detailed terms of hire and enter into contract.

For events in **Bute Park or Sophia Gardens**, please submit by email to: butepark@cardiff.gov.uk

- Once we have received your application form you will be sent an acknowledgement e-mail to let you know we have commenced processing it.
- Your application will then be circulated to other Council departments who may request further information from you. This initial process should take no longer than 4 weeks.

- After this consultation process we will then notify you of the decision on your event and what hire fee/bond you will be charged and what our payment terms are. Depending on if you have used Route 1 or Route 2 our response will be 'in principle' (route 1) or firm (route 2).
- Note that if you have answered 'yes' to any of the questions contained in the event application form section 4, and your event has an audience of greater than 500 you are likely to be required to present your event plans at the Council's Event Liaison Panel (see section 1.5 for further information).

STEP 3 – Consultation and Detailed Planning Stage

Once received, your application may be sent to other Council Departments who may request further information from you.

You may want or require a site meeting to discuss details and logistics.

Further supporting documentation may be requested from relevant parties as listed in the timescales for planning your event, see table in section 1.6.

Based on the information submitted you will receive a **Conditions Letter Part 1**. This letter will confirm the hire fee; confirm the bond; outline conditions of hire and detail any information that is still outstanding.

STEP 4 – Sign Contract and Make Payment

Your contract will be issued stating any specific clauses required over and above the standard terms of hire operated by Cardiff Council. Please fully read your contract and return the declaration page signed on behalf of your organisation.

The Park Events Manager will issue an invoice for the hire fee. Payment must be made in accordance with the timescales stated in your contract and on the invoice; otherwise your event may be cancelled.

The Park Events Manager will also request your bond. Bonds payable more than 2 weeks in advance of the event may be banked into a 'holding code' with CCC (for audit reasons). These can be paid by credit/debit card or by cheque.

Bonds that are payable less than 2 weeks prior to the event (or when otherwise agreed) may be paid as a cheque and will be held in a safe. See section 1.8.2 for what happens to your bond post-event.

STEP 5 – Submission of final information/ supporting documentation

Depending how much time there is between your return of contract and the event, you may still have final information and supporting documentation to submit in order to allow your event to take place.

This is the information required in section 5 and 6 of the application form and the documentation stated in the Event Organiser's Checklist. The latter will be sent to you if you are required to attend an Events Liaison Panel meeting or you require an ELP desktop assessment.

1.3 What Type of Event are you planning?

1.3.1 Community / Charity Events

A community / charity event is an event organised by a charity, not-for-profit organisation, community or voluntary group that directly benefits local residents and stakeholders. The event does not make profit. However, if your event makes a 'surplus' and this is ring-fenced to be invested in the following year's event this will not normally be classed as a commercial event.

1.3.2 Commercial Events

A commercial event is one that is organised around an identifiable commercial business or group of businesses who will benefit from the event. It shall not be sufficient to claim an event organised around one business or a group of businesses is in some way of wider community benefit. Any event which makes a profit for an individual or a business is classified as a commercial event.

1.3.3 Small Events

A small event is one where the total number of attendees (including both participants and spectators) does not exceed 499 people.

1.3.4 Large Events

A large event is one where the total number of attendees (including both participants and spectators) is 500 or more, but which does not fall within the category of a "major event".

1.3.5 Major Events

A major event is an organised public activity that is held outdoors, on public or privately owned land, which operates on a regular or one off basis, lasting more than 3 hours over one or more days, for 500 or more people (including both participants and spectators); or if the risk/ nature of the activity warrants additional assistance and intervention above what is normally expected to ensure a safe and successful event. A major event will involve significant infrastructure and will require substantial forward planning and consultation with the Councils Events Liaison Panel (ELP).

1.4 Conflicts with other city centre events / venues

Before completing your event application, it is your responsibility as Event Organiser to research key events in the city which may have an impact on your event. Large city events could affect access to your venue, and events in the Millennium Stadium or SWALEC Stadium will particularly affect access to Sophia Gardens event area and use of the Sophia Gardens car park/ Spine Rd. Any event organiser interested in using Sophia Gardens is advised to check event programmes for the Millennium and SWALEC Stadia first.

If your event is likely to generate significant crowds, noise or disruption it would also be courteous for you to notify adjacent venues. For example, Coopers Field events should consider notifying

Cardiff Castle who may be hosting weddings or other events and/or the Royal Welsh College of Music and Drama, who may be holding exams. Sophia Gardens-based events should consider notifying adjoining businesses and local residents e.g. Jolyons Hotel, at Number 10 Cathedral Rd and newly developed offices and residences on Cathedral Rd.

1.4.1 Contact details for *Millennium Stadium*

The Millennium Stadium has a list of their upcoming events/matches on their website:

<http://www.millenniumstadium.com/events>

1.4.2 Contact details for *SWALEC Stadium*

To check whether there are any large cricket matches such as The Ashes series scheduled at the SWALEC Stadium in Sophia Gardens, best to phone them as there are no calendar details on their website www.glamorgancricket.com Tel: 02920 41 9315

1.4.3 Contact details for *Cardiff City FC*

Cardiff City FC, particularly if playing Premiership football, will generate significant volumes of visitors to Cardiff on home games. Cardiff City FC has a list of all their fixtures on their website:

<http://www.cardiffcityfc.co.uk/fixtures-results/fixtures-list/>

1.4.4 Visit *Cardiff* website

The Visit Cardiff website has a search facility which you can find out all indoor and outdoor events which are scheduled on a specific date.

Please use the following link to find this: <http://www.visitcardiff.com/events>

1.4.5 National Express at Sophia Gardens

Please contact the coach drivers facility on 02920 229540

1.4.6 Cardiff Castle

Please contact the Commercial Manager on 02920 878100.

1.4.7 Royal Welsh of College of Music and Drama

Please contact the main switchboard on 02920 342 854.

1.4.8 Jolyons Hotel at Number 10 Cathedral Rd

Please contact and ask to speak to the owner on 02920 091900.

This list is not exhaustive and you are responsible for considering and contacting relevant neighbours to notify them of your event.

1.5 The Events Liaison Panel and the Council's Events Team

1.5.1 Who are the Events Team?

The Events Team are a specific department within the Culture, Tourism and Events service area of Cardiff Council. The team consists of event development, logistics, production and marketing staff who design and plan council-run events, from booking performers or exhibitors, to booking the tents, power, fencing, toilets and staff to ensure that the event is not only enjoyable, but also safe. Events organised by the Council's Events Team are typically presented to the Events Liaison Panel as they are generally events which involve over 500 participants. The Events Team can be a valuable source of advice for independent event organisers wishing to organise large events in Cardiff, because of their experience and local knowledge.

1.5.2 Who are the Events Liaison Panel (ELP)?

The Events Liaison Panel (ELP) is an advisory panel made up from representatives from the emergency services and senior officers within the Council's regulatory services who are specialists in their field. The panel meet once a month to assess the Health & Safety implications of events planned in the city and support event organisers in ensuring the safety of all attendees. The panel do not make decisions on behalf of the local authority as they are an advisory service only. A typical panel may include representatives from:

- Fire Service
- Trading Standards
- Police Force
- Noise Pollution
- Ambulance Service
- Environmental Health (Food Hygiene)
- Licensing
- Emergency Planning
- Electrical Engineer
- Cleansing
- Pollution Control
- Structural Engineer (for advice on temporary structures)

A representative from the Parks Department and/or Event Team may also attend and advise on site-specific issues at your chosen venue.

Event Organisers will be required to comply with the requirements of ELP representatives and this will be referenced in your contract.

1.5.3 What events would be referred to the ELP?

The need for an event to be scrutinised at ELP will be based on the risk it presents to public health and safety. This decision is based on the following criteria:

- The size of the event
- The activities involved in the event

- The target audience
- The location and timing of the event
- The event promoter (new promoters or promoters with a history of poor compliance are likely to be required to attend ELP)

The final decision for an event to attend ELP will be made by the Chair of ELP

If you answer 'yes' to any of the event activities questions in section 4 and 5 of the Event Application form then your event may be referred to the ELP for a meeting or further information may be requested to allow a 'desk-top' assessment to be made.

1.5.4 Advance submission of documentation – Event Organiser's Checklist

A minimum of two weeks prior to making your presentation to ELP, you should submit the following documentation:

- A completed Event Organiser's Checklist (see [Appendix A1](#)) – this will be sent out after your application form has been reviewed.
- A detailed site plan of the area where the event is to take place-this should be at least approximately to scale.
- An outline description of the event with anticipated numbers expected to attend and indicative demographic information about your audience.
- Mobile telephone contact details for the day of the event for the Event Organiser and other key personnel (Traffic manager, responsible person Electrics, responsible person Structures etc).
- An event risk assessment identifying all potential hazards and what steps you will take to reduce the risks. An example template of an event risk assessment is provided in [Appendix A2](#) and some guidance is provided in [Appendix A3](#)

1.5.5 How does ELP work?

The Event Organiser will be invited to present their proposals for the event to the panel. This will be a verbal presentation and may be accompanied by documentation and/or slides. The role of the ELP is to consider the implications for public safety for any event brought before them and then provide feedback observations and advice on their specific area of expertise.

Event Organisers should not assume that in presenting their event to the Events Liaison Panel, they are automatically presenting to the Events Team as they are two separate bodies. It may be advisable for Event Organisers to contact the Events Team prior to their ELP presentation to draw upon the extensive knowledge and experience of the team and ensure that your event plans are sufficiently detailed.

Event Organisers may independently decide to contact ELP to discuss the need to present:

As a result of ELP Event Organisers may have a number of actions to follow up and they will be required to provide evidence that these have been completed.

There may also be a requirement for a site visit by certain ELP representatives before the event opens so they can ensure that the reality on the ground, matches the plans put forward to the Council, and risks are being adequately managed on site.

Please note that risk management remains at all times the responsibility of the Event Organiser, Cardiff Council may provide advice and support but accept no responsibility or liability for risks and outcomes as a result of your event.

1.6 Timescales for planning an event

All timescales are for guidance only and represent the latest date that tasks should be completed. It is strongly recommended that event organisers begin their preparations as early as possible in order to minimise the risk of last minute complications.

EVENT TYPE	Small	Medium	Large	Major
Event Size	0-99	100-499	500- 4,999	5,000 +
Licence	Temporary Event Notice (TEN)	Temporary Event Notice (TEN)	Premises/ Event Licence	Premises/ Event Licence
Notice Required to arrange licence	Min. 10 working days	Min. 10 working days	Min. 2 months	Min. 2 months
Refer to The Event Safety Guide on Health & Safety (Purple Guide)	As Required	Yes	Yes	Yes
Refer to ELP?	No	No	Maybe / Yes	Maybe / Yes
Event Documentation to ELP	No	No	6 weeks prior to event date (i.e. 2 weeks before ELP presentation)	6 weeks prior to event date (i.e. 2 weeks before ELP presentation)
Make presentation to ELP	No	No	1 month prior to event date	1 month prior to event date

1.7 Key People – their roles and responsibilities

1.7.1 Event Organiser

Event Organiser (the ‘Hirer’) – is the person named on the application form for the hire of a Cardiff park or open space. They must have delegated responsibility from the organisation that is putting on the event and act as the Council’s point of contact for all matters related to the event. They are accountable for the event on behalf of the organisation making the booking. This person may work for the organisation or be a representative of a production company employed by the organisation to take responsibility and stage the event on their behalf.

Event Agents (of the organiser/hirer) – are any sub-contractor or supplier employed by the Event Organiser. The agents should be competent and possess the necessary certificates, insurances and risk assessments for carrying out the tasks required of them. It is the responsibility of the Event Organiser for ensuring and collating evidence that this is the case.

1.7.2 Cardiff Council

Parks Event Manager (Cardiff Council - Parks) – is the person appointed by Cardiff Council to act as ‘landlord’s representative’ for the venue being hired. They will determine the final costs and contract terms for the booking and have a responsibility to protect the interests of the venue for the Council.

Events Team (Cardiff Council – Events Team) – representatives from this team can provide practical advice on staging an event in Cardiff. They have considerable experience from supporting or hosting previous events and therefore have excellent ‘local knowledge’.

Site Supervisor (Cardiff Council – Events) – is the person that may be temporarily appointed by the Parks Event Manager to supervise your event activity on site and to protect the interests of the Parks Department and the Council. The requirement of a Council-employed Site Supervisor will be determined by the Parks Event Manager when assessing your application, but all events with any significant infrastructure, activities or vehicle movements will typically require one.

The Site Supervisor will also provide you with on-the-ground logistical support e.g. unlocking access to the venue, providing access to power, water, signage, track mats etc. They will provide an on-site link to the Parks Event Manager to resolve issues. They will also be responsible for doing the pre- and post-event site inspection and provide evidence to the Parks Event Manager so they can assess if there are any deductions from your bond required.

Note that services are chargeable:

Day	6am – 8pm	£14.49
Evening	8pm – 6am	£18.80
Weekend	Midnight Friday - Midnight Sunday	£20.96
Bank Holiday	Midnight Sunday – Midnight Monday	£27.42

ELP Representatives (Cardiff Council/other statutory agencies) – Representatives from the ELP will provide specialist advice to Event Organisers and the Parks Event Manager during the detailed planning stage. They are concerned with ensuring the event will take place safely and all statutory duties will be discharged.

ELP representatives may also attend a site meeting before the start of your event to ensure that Event Organisers have indeed fulfilled all their obligations, and therefore the event will take place safely and all statutory duties have been discharged.

Note that services are chargeable.

1.8 Venues for hire and indicative prices

There are a number of parks and outdoor event spaces in Cardiff. The main city-centre park event spaces are shown in Fig 1 below.

You will find site-specific information on each of these main venues in [Appendices V1 – V5](#). These include the indicative costs of hire for the venue.

1.8.1 What does my hire fee include and pay for?

- Your requested exclusive or non-exclusive use of the park or area of public open space for your event including the set up and breakdown days required.
- Council officer time in administrating your event application form, from enquiry to final contract and post-event conclusion stage, including attendance at meetings as required.
- A contribution towards the overheads of managing and maintaining the site e.g. proactive grounds maintenance, the cost of the premises licence, if one exists, and the maintenance and servicing of the site's infrastructure – event water and power supplies etc.
- Fair use of on-site water and power supplies – see your venue site information for details.
- Attendance of a Site Supervisor to support you while you are on site (if deemed required) and to ensure the Terms & Conditions of hire are upheld. The applicable hourly rates are given in the venue site guidance documents and are broken down separately for you from the 'ground rent'.

1.8.2 What does my bond pay for?

- *Reactive* maintenance to the event site required as a consequence of your event, and the procurements/administration of this work. Please note it may not be possible to carry out this work immediately after your event due to ground/weather conditions or staff workload. If this is the case, an assessment of the requirements will be made and money deducted for spend by the Council on this activity at a later date. Alternatively a Council-approved sub-contractor may be employed to carry out the work.
- Fines for breaches of contract.
- Repairs to infrastructure required as a consequence of your event e.g. damaged bins, signs, locks, gates or hard surfaces.

1.8.3 Other fees and charges:

Please note all prices are indicative and final fees will be negotiated on a case-by-case basis with the Parks Event Manager. Costs of a Site Supervisor, if required, will be on top of the costs outlined below.

Firework Displays

Firework Displays		
EVENT SIZE AND TYPE	Fireworks less than 10 min	Fireworks greater than 10 min
Community / Not For Profit (No Entrance Fee)	Negotiable with Parks Events Manager	Negotiable with Parks Events Manager
Not For Profit with Entrance Fee/ doing charity Fundraising	Negotiable with Parks Events Manager	Negotiable with Parks Events Manager
Commercial	£1,250	£1,750
Hospitality / private parties	£1,250	£1,750
<i>Bond – always charged unless very low risk</i>	£500	£500

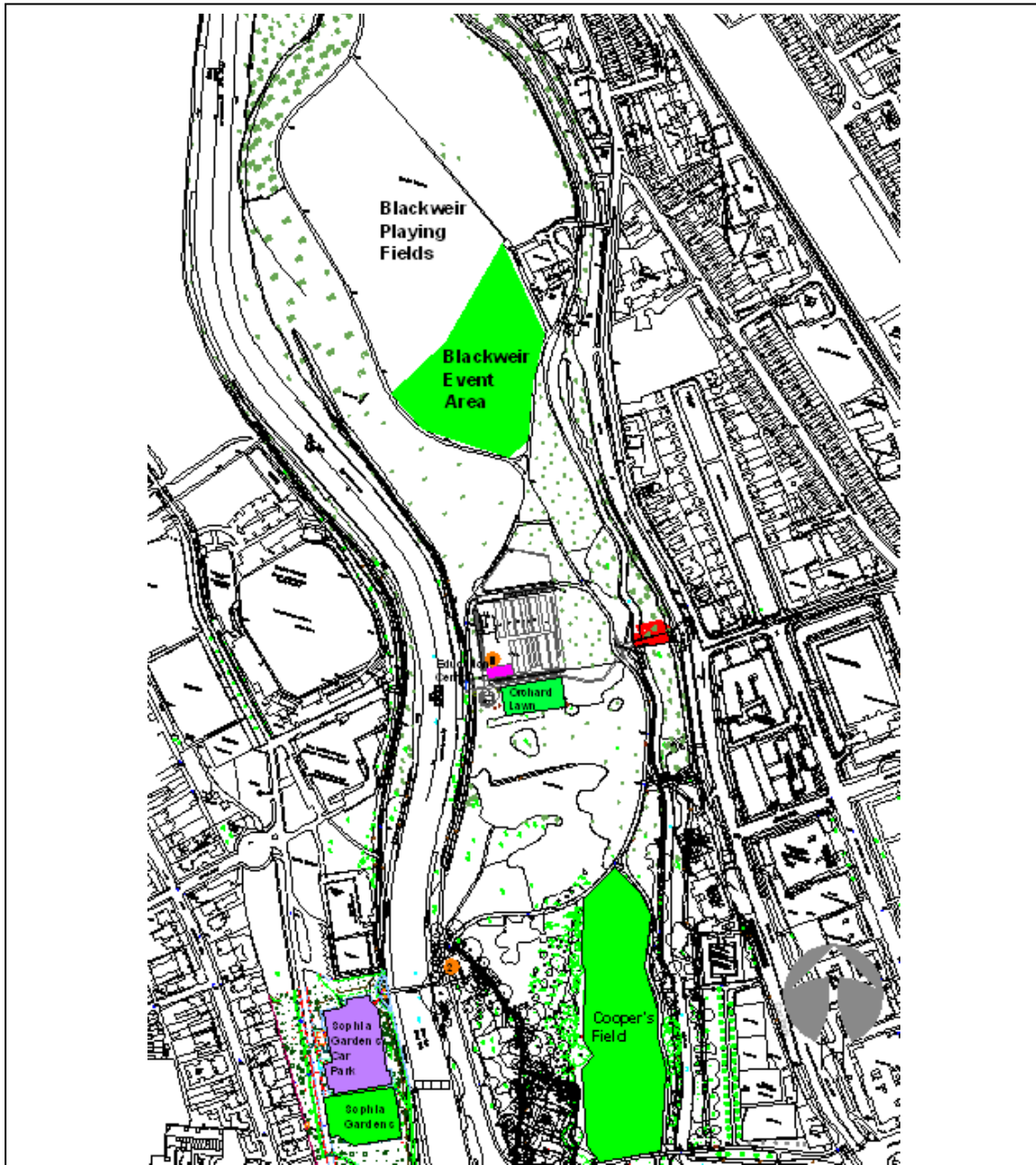
Filming & Photography

Filming					
Duration and level of infrastructure	Students/ Non-Commercial/ News/ Weather item	Bute Park features as location - direct benefit to site in terms of publicity	Independent Production	TV Drama	Feature Film
< 2 hrs	Free	Free	£75	£100	Min half day
Half day (up to 4 hrs)	Free	Free	£125.00	£285.00	£500.00
Full day (4 – 12 hrs)	£50	Negotiable	£250.00	£570.00	£1,000.00
Full week (7 days)	£250	Negotiable	£1,750.00	£3,990.00	£7,000.00

<u>Wedding photography*</u>		
Up to 2hrs with wedding car	£75	PLUS Hourly rate for Site Supervisor/ Park Ranger costs for access
Up to 2hrs without wedding car	£50	PLUS Hourly rate for Site Supervisor/ Park Ranger costs for access, if required
> 2hrs with wedding car	Pro rata	PLUS Hourly rate for Site Supervisor/ Park Ranger costs for access
> 2hrs without wedding car	Pro rata	PLUS Hourly rate for Site Supervisor/ Park Ranger costs for access, if required

*This is subject to availability of park staff to provide access

1.8.4 CARDIFF PARKS & OPEN SPACE FOR HIRE (Fig 1)



Areas shaded in **green** are the primary event spaces
Area shaded in **pink** is Bute Park Education Centre
Area shaded in **red** is the vehicle access bridge to Bute Park
Area shaded in **purple** is Sophia Gardens car park and not booked via Parks Dept
Café locations marked in **orange** (1 & 2)

2.0 General Guidance and Terms & Conditions Applicable to all Park Venues

2.1 Prohibited Events

Adult entertainment - striptease, lap dancing or any similar type of entertainment is strictly prohibited.

2.2 Licensable activity

The following activities will require a licence.

2.2.1 Sale or supply of alcohol

Provision of alcohol in exchange for money, either served from a bar or purchased from an exhibitor in off sales containers such as bottles etc. This includes events where tickets sold include provision of alcohol.

2.2.2 Regulated entertainment

Entertainment provided for public with a view to making profit e.g. music, film, dance, plays, indoor sport.

2.2.3 Late night refreshment

Late Night refreshment (11.00pm – 5.00am)

Hot food or drink served between hours of (11.00pm – 5.00am)

2.2.4 Charitable collections

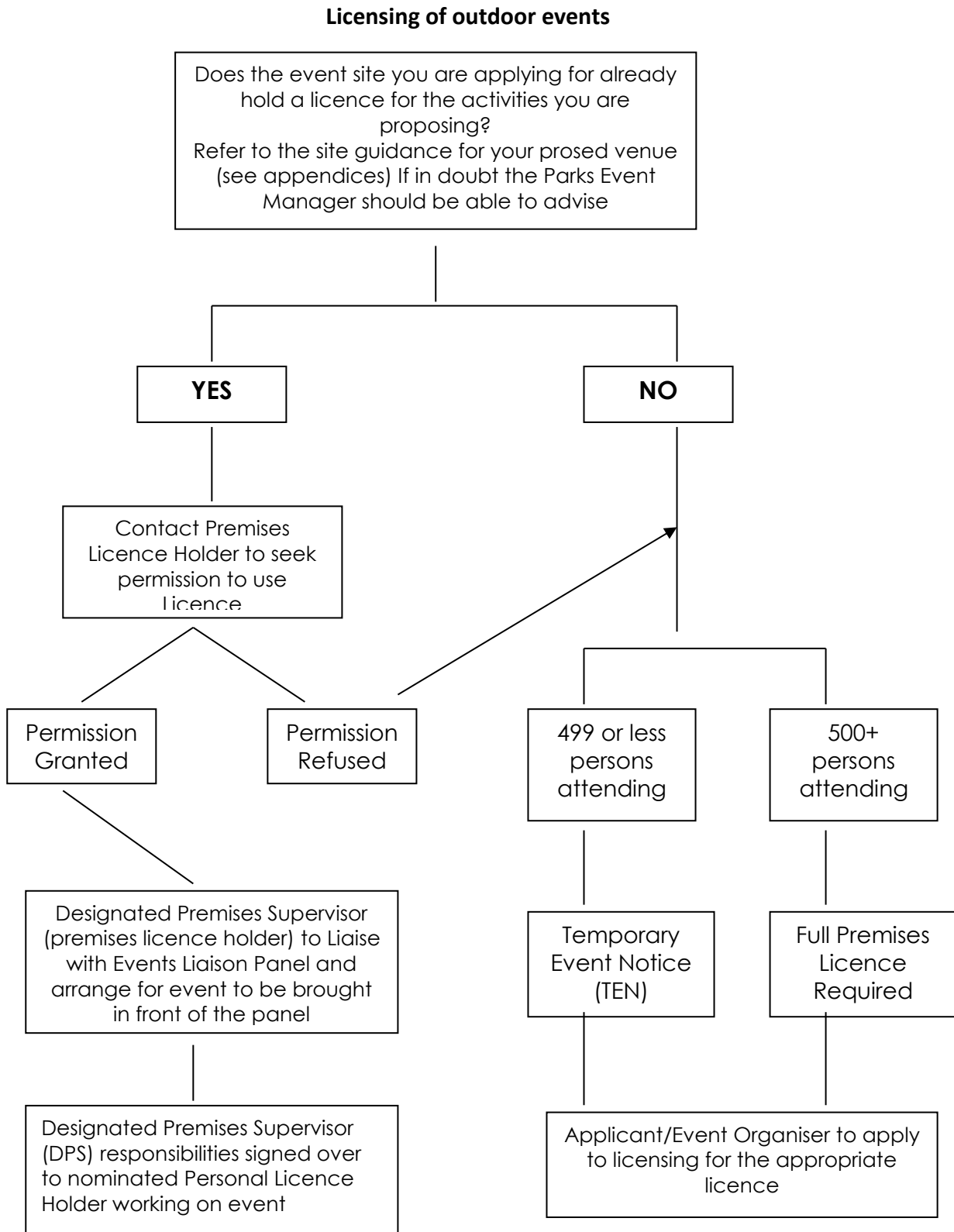
Any event wishing to make charity bucket collections on the street and not within the confines of a park or open space will need to get licence for this from Cardiff Council Licensing Dept. (Tel: 029 2087 1651 e-mail: Licensing@cardiff.gov.uk)

Any event wishing to make a charity bucket collection within the confines of a park or open space should inform the Parks Event Manager to ensure there is no conflict of interest with the Lord Mayors nominated charity.

Further information and application forms for licences can be found on the following website: www.cardiff.gov.uk/Licensing

2.3 Obtaining your licence

Please follow the flowchart below



2.4 Types of Licence

2.4.1 Temporary Event Notice (TEN)

This is an “occasional” licence which can be used for events that last no longer than 168 hours and involve no more than 499 people.

A TEN must be submitted at least ten clear working days before the day of the event, not counting the day it is received and the day of the event itself. TENS submitted after this deadline cannot be accepted. A TEN application MUST be submitted to the Council’s Licensing Authority and not the Parks Event Manager.

2.4.2 Late TEN’s

There is now a provision for a ‘late TENS’, this is given not before nine and not later than five working days before an event. Late TENS are intended to assist premises users who are required for reasons outside their control, to for example, change the venue at short notice. It is worth noting that if, following objections, a late TEN is refused by the Licensing Sub-Committee, licensable activities at the event cannot go ahead as there is no time for an appeal to the Magistrates Court.

2.4.3 Premises Licence

A Premises Licence is necessary for any event for which a TEN is unsuitable and can be permanent or time limited. Some of Cardiff Council park spaces are already covered by a Premises Licence- please refer to Appendices containing the site information for your proposed venue to see if the event site you wish to hire is already covered.

Premises Licence applications must be advertised and time is allowed for local residents and responsible authorities (e.g. the Police, Fire Brigade and Trading Standards) to make representations. If representations are made, the Licensing Sub-Committee will determine the application. The application process is substantially more complex than that of a TEN and **takes a minimum of two months.**

Any premises where alcohol is supplied under a premises license must have a Designated Premises Supervisor (DPS) named on the License. They will be named in the **operating schedule** for any premises with a premises license.

The DPS will not necessarily be the premises license holder, although this may sometimes be the case. It is expected that they will be the point of contact for the premises at all times for licensing authorities, or the police or fire services if problems occur at the premises.

In addition to the DPS Personal licenses are needed to supervise the sale of alcohol in premises including pubs, off-licenses, restaurants, hotels and supermarkets.

An applicant can apply for a personal license for the area in which they live. If the applicant moves area the license is "portable" which means the personal license will 'travel' with the applicant.

The personal license holder is obliged to notify the issuing authority of any changes in their circumstances. It is an offence not to do so.

There will be various duties on holders of personal licenses and a court can seek forfeiture of a license if the licensee is convicted of various relevant offences listed in the Licensing Act 2003.

To apply for a license you must:

- be over 18 years of age
- possess an approved licensing qualification
- pay the required fee

2.4.4 Performing Rights Society / Phonographic Performance Ltd Licenses

PPL (Phonographic Performance Ltd) and PRS (Performing Rights Society) for music are two separate independent companies and in most instances a license is required from both organisations for you to legally play recorded and live music in public.

While both organizations' license the use of music and collect royalties for the music industry, each represents different rights holders and have separate licenses, terms and conditions. It is the Event Organiser's responsibility to obtain these licenses.

For further information and to download an application form visit:

www.prs.co.uk/musiclicence

www.ppluk.com

Event Organiser is responsible for obtaining their own PRS (Performance Rights Society) for music licence and providing evidence to the Local Authority before the event takes place.

Please contact 0800 068 4828 or music.licence@prsformusic.com to obtain your licence directly, if applicable.

2.5 Trading Standards

If the proposed event involves shops or stalls trading in food, drink or goods, then it may be referred to Trading Standards. Environmental Health will also want further information. Trading Standards officers may attend the event to carry out inspections to ensure fair trading in accordance with the following legislation:

- a) Weights and Measures Act 1985, which makes it a criminal offence to give short weights or measures to customers
- b) Sale of Goods Act 1979 and Supply of Goods and Services Act 1982, which require that goods correspond with any description given, are of satisfactory quality and are fit for purpose
- c) Copyright, Design and Patents Act 1988 and Trade Marks Act 1974m which impose severe penalties for those convicted of selling counterfeit goods
- d) Licensing Act 2003, which prohibits the sale of alcohol to persons under the age of 18
- e) Food Safety Act 1990 which requires food to comply with labelling and compositional regulations, and prohibits the presence of any foreign bodies.
- f) General Product Safety Regulations 2005, which require all consumer goods to be safe for consumer use when sold.

- g) Animal Health Act 1981 and Animal Welfare Act 2006, which require agricultural animals to be free from disease and have their movements controlled, and the welfare of all animals to be observed, with particular attention to the provision of food and water, adequate space, and shelter.

Although individual traders will be subject to enforcement action if they operate illegally, the Event Organiser has overall responsibility for ensuring that all activities taking place at the event are run in compliance with the law.

For further information and advice, contact the Council's Trading Standards Dept:
Cardiff City Hall, Cathays Park, Cardiff, CF10 3ND Tel: 02920 872059

2.6 Insurance Requirements

2.6.1 Public Liability

Public liability insurance cover is a critical pre-requisite for ALL events. Your event will not be permitted to take place unless documentary evidence of this has been provided and confirmed by Cardiff Council. The minimum cover required by Cardiff Council is £5,000,000.

Cardiff Council will reserve the right to cancel an event, not matter how far along the booking process is, if sufficient public liability insurance cover is not provided.

Separate public liability insurance cover should also be held by any performer contracted by the Event Organiser as part of their event.

2.6.2 Employer's Liability

If you are employing anyone in relation to your event you must hold Employer's Liability insurance. The minimum cover required by Cardiff Council is £5,000,000.

2.7 Cardiff Council Limitation of Liability/Indemnity

Cardiff Council accepts no responsibility or liability for the loss, damage or theft of any equipment or other affects associated with your event.

Cardiff Council accepts no responsibility or liability whatsoever for the cancellation, delay, closure or loss of earnings of the event, or any other attributable losses or damages brought about by circumstances outside of the Council's control. Cardiff Council accepts no liability for the cancellation of an event due to extreme weather conditions or any *Force Majeure*.

The Event Organiser on applying for an event and entering into contract agrees to indemnify the Council and its officials, employees, tenants, invitees, licensees and visitors from and against all personal injury (whether or not fatal) other than injury resulting from any negligent act of the Council or its servants or agents and all loss or damage to property whatsoever arising directly or indirectly from the exercise of the rights referred to in the said Schedule or any of them and against all liability in respect thereof and against all claims, demands, proceedings, costs, damages and expenses in respect thereof and which would not have arisen if the permission to enter or use the said property or facilities had not been granted AND THE Event Organiser declares that the Event Organiser will be responsible for obtaining such additional consents as may be required

from the Council's tenants or Licensees in respect of Council property or facilities to which this indemnity relates

2.8 Event Planning Considerations

2.8.1 Children

Where numbers warrant it, the Event Organiser should also make provision for a 'Lost Children Point' on the event site.

Any event employees, contractors or volunteers who will be in direct contact with children or vulnerable adults should be Criminal Records Bureau (CRB) checked prior to the event for their suitability. There are two levels of CRB check currently available: standard disclosures and enhanced disclosures. The aim of these checks is to reduce the risk of abuse. It is the responsibility of the event organiser to ensure these checks are completed.

The Event Organiser must ensure that any event involving children, fully considers the welfare of those children taking part and that he/she complies with the provisions of the Children's Act 1989. It may be useful to indicate in any publicity material whether or not an event is suitable for children, if they are required to be accompanied by an adult, or if children under a certain age are not permitted entry.

2.8.2 Disabled Provision

Event organisers should make adequate provision for disabled visitors to their event:

- Parking – ensure sufficient disabled parking spaces are provided within an acceptable distance from the event site
- Toilets – although there are no hard and fast guidelines on provision, event organisers should assess the demographic target audience for the event and plan sanitary facilities accordingly
- Pathways – event organisers should consider wheelchair users when planning their event

2.8.3 Drinking Water

The provision of drinking water is important at all events. Generally all water should be provided from a mains supply, but if this is not possible then bowsers are acceptable provided they are suitable for the purpose. Alternatively bottled drinking water is acceptable. It is good practice to make alternative/contingency plans in the event of a loss of the water supply, which could involve bowsers or bottled water. Failure to provide a safe source of drinking water in the appropriate volumes for an event can have significant consequences. Guidance for event organisers for the safe management and provision of temporary water can be found using BS 8551:2011 Provision and management of temporary water supplies and distribution networks (not including provisions for statutory emergencies) Code of Practice.

All water dispensing equipment should be clean, well maintained and suitable. Where a connection to mains water is to be undertaken, this connection, the pipes and water fittings must comply with the Water Supply (Water Fittings) Regulations 1999 and the Water Supply (Water Quality) Regulations 2010. These Regulations are enforced by Dwr Cymru Welsh Water and will require an inspection by a DCWW Inspector before the event commences.

It is good practice to disinfect and flush all pipe work and water fittings prior to sampling and testing temporary the water supply for bacteriological safety, especially those provided for outdoor events.

Any event organiser wishing to utilise the existing water supplies in either Cooper's Field or Sophia Gardens will be responsible for arranging testing of these supplies. Testing must be carried out a minimum of 2 working days before the event to allow for the return of test results and corrective actions, if necessary.

Event organisers are encouraged to contact Pollution Control and DCWW for advice with a temporary water supply as soon as possible in the planning of an event. Contact Pollution Control, Regulatory & Supporting Services, Cardiff County Council on 029 20 871676.

2.8.4 First Aid Provision

The Event Organiser shall ensure that he/she provides sufficient first aid cover for the number of people attending the event. The Health & Safety Executive's Event Safety Guide – HSG195 (Purple Guide) should be consulted for guidance as to the level of cover required. The recommended minimum number of first aiders at small events where there are no special risks considered likely is 2:1000 for the first 3,000 attending.

No event should have less than 2 first aiders.

2.8.5 Funfair Rides and Amusements

The Event Organiser must obtain permission from the Park Event Manager as part of the booking process to use funfair rides or amusements in any park or open space.

Any funfair ride must carry a current valid ADIPS (Amusement Device Inspection Procedures Scheme) certificate (or HSE approved equivalent) which is in date at the time of the event along with adequate Public Liability Insurance.

Guidance on the layout and inspection of funfair rides

LAYOUT

- Entrances and exits to rides shall be kept clear at all times.
- There shall be a minimum of 6 metres between any moving part of a ride and any moving part of an adjacent ride.
- There shall be a minimum of 3 metres between any unprotected moving part of a ride and any static part of an adjacent ride.
- Rides with moving parts shall be securely fenced so that no part of the ride can be touched from outside when the ride is moving.
- The boundaries of rides where passenger carrying units move in an eccentric path shall be securely fenced beyond the extreme points made by the path.

- Rides shall be sited so that there is no dangerous uplift caused by wind forces or the rides themselves.

INSPECTION

The inspection certificate for all funfair rides shall confirm that the following points have been included in the inspection:

- Visual checks for obvious areas of structural weakness.
- Check correctness of assembly, chocking, packing, barriers, guides, walkways, restraining devices, locking devices and pins.
- Check of safety devices, emergency stops, safety trips etc.
- Check passenger restraints for wear, adjustment and operation.
- Check for defects likely to cause cuts and or torn clothing.
- Inspection of electrical systems to determine earth points, provision of RCD's etc.
- Operation of each ride through one cycle.

Bouncy Castles should carry an ADIPS or PIPA certificate.

Unless the Event Organiser is employing a competent electrician, (NICEIC registered or ECA member), then the power supply to funfair rides should remain the responsibility of the funfair operator. Power should not be taken from a funfair ride to supply other stands/stalls/stages etc. on site. Any plan to use mains power from the park to supply a funfair ride, requires advance approval by the Parks Event Manager.

2.8.6 Operational Management & Contractors

The event should be allocated a suitably experienced event manager/producer. This may be the Event Organiser or may be someone employed by the Event Organiser to do this job for them.

Successful events will have a team of people working together to a common plan with clear roles and responsibilities. There will be one person who has the overarching responsibility for the event who is able to coordinate and provide clear decisions and communications to others. Make sure you and your team knows who this is.

It is essential that the Event Organiser communicates all relevant information to allow their event team (staff, volunteers and sub-contractors) to put on the event in accordance with the terms set out in this manual (and therefore your contract). Please share the key information contained within the manual and extract relevant sections to print out and give to people on the ground.

A sufficiently detailed application form and its accompanying documents will set out the plans in place for your event and satisfy Cardiff Council that the event can be done competently and safely.

References may be required to demonstrate prior experience and competence if you are an unknown Event Organiser to the Council.

Cardiff Council may provide you with a consultant event manager from with the Council's Event Team to assist or lead in event pre-event planning and management.

The Council may also employ a Site Supervisor to support you on site and this will be charged at the agreed hourly rates (refer to venue site information for rates).

2.8.7 Stewarding/marshalling

All Event Organisers are expected to have comprehensive plans and sufficient staff in place prior to the event to address the following:

- Emergency procedures and site evacuation plans
- On site security – before, during and after the event
- Provision of stewards (and SIA licensed security, if required)
- Traffic entering the park
- Car parking
- Out of hours access to the park

Stewards and marshals do not require an SIA license as long as their function is merely to check tickets and/or guide public. It would be helpful if you can indicate the steward numbers and locations on your site plan.

If at any time your staff/volunteers are required to control access or undertake bag searches then they will require an SIA licensed badge.

Refer also to the guidance in [Appendix C2 - Code of Conduct for Event Traffic Control Marshalls](#)

2.8.8 Security and SIA staff

Where an event is required to hold and operate a premises licence or temporary event notice under the Licensing Act 2003 (see sections 2.2. and 2.3) and a person's responsibilities include controlling access, evicting people or bag searches, then they will need them to hold a minimum of a front line Door Supervisor badge issued by the Security Industry Authority (SIA).

However, even if an event does not involve any licensable activity, but a person's responsibilities at your event includes checking tickets and guiding public, then security staff are still required to hold an SIA badge, but a security badge (manned guard level) will suffice.

All SIA staff are required to wear their badge at all times.

It is the responsibility of the Event Organiser to ensure SIA badges held by staff are valid and in date.

2.8.9 Toilets

Event Organisers must ensure they provide sufficient toilets for the number of people attending the event, including provision for disabled and baby changing. The Event Safety Guide (Purple Guide) recommendations are:

For Events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
FEMALE	MALE	FEMALE	MALE
1 WC per 100 females	1 WC per 500 males, plus 1 Urinal per 150 males	1 WC per 120 females	1 WC per 600 males, plus 1 urinal per 175 males
DISABLED PROVISION			
Provision should relate to expected numbers of people with special needs attending the event. 1 WC with hand-washing facilities per 75 people with special needs should be provided. Such toilet units should consider access for wheelchair users and supply fixed and stable ramps where appropriate.			
BABY CHANGE FACILITIES			
Where infants are expected at an event, adequate baby changing facilities including receptacles for hygienic disposal of nappies should be provided. Numbers of such units should be adequate to provide for the numbers of infants expected to attend.			

Some sites have public toilets (refer to venue site information appendices) but as public toilets they will not be available exclusively for your event guests and you need to consider if your event will cause reasonable levels of use to be exceeded.

Please note, the toilets may be managed by a near-by private concession holder rather than the Council and the concessions holders may be unhappy if your event causes an unexpected spike in toilet use (and cleaning and consumable costs for them) so do talk to them in advance if this applies to your site.

You should have an understanding of how busy any on-site toilets are at the times and dates you are proposing to hold your event and bring in additional provision if necessary.

It is better to have too many than not enough toilets on site.

Portable Toilets

- You must ensure adequate provision is made for all event staff and overnight security as well as your attendees.
- Toilets must NOT be placed under or near the canopy of trees.
- Toilets must be locked when not in use.
- Toilets must be secured with heras fence if left on site overnight (and not within a secure event compound).
- Toilets must provide public liability insurance, risk assessment etc for supplier.
- Times of drop off and collection must be included in Event Schedule.

2.8.10 Traffic Management

Traffic Management is an important part of any event that brings vehicles into parks and open spaces, which are understood by the public to be pedestrian priority areas. In these areas people may not expect to see vehicles, and may not be on their guard or behave safely around them.

Cardiff Council is proud to offer residents and visitors with these largely vehicle-free recreational spaces, and requires Event Organisers to adhere to strict traffic management principles. These are:

- No vehicles are permitted onto site unless they have a clear operational purpose. We will not, for example, allow your staff to park on site purely for convenience. You will be expected to use adjacent car parks for that and you should make sure your staff understand that requests to park on site will be refused unless a clear operational need can be demonstrated.
- Once a vehicle has fulfilled its operational purpose it should be removed from site until it is needed again.
- Refer also to the contents of [Appendix C1](#) - **Code of Conduct for Drivers in Cardiff Parks**
- Some park venues have specific areas where event vehicles can park, refer to your proposed site guidance for further information.
- A key role of the Site Supervisor is to ensure you comply with these principles.

2.8.11 Weather

Weather is a risk factor relevant for most events operating in parks and opens spaces. It can impact on attendance figures, the stability of your structures (see section 2.10.4), the ground conditions, as well as the health and safety of your staff and guests.

Event Organisers should make it their responsibility to frequently check weather forecasts for the location of their event in the lead up to event day and make the necessary preparations to address both inclement weather and extreme conditions.

We would expect to see weather contingency plans covered in your risk assessment and operational plans.

2.8.12 Animals

If your event is proposed to feature animals you will need to consider specific issues around animal welfare and public health protection. Your event risk assessment should cover these topics.

Further advice can be sought from the Chair of ELP (see section 1.5.2).

The generic e-mail for communicable disease enquiries is communciabledisease@cardiff.gov.uk

2.9 Environmental Considerations

2.9.1 Care of Trees in Cardiff Parks

Refer to [Appendix C3](#) - Care of trees in Cardiff parks

2.9.2 Care of Ground in Cardiff Parks

Refer to [Appendix C4](#) - Care of ground in Cardiff parks

2.9.3 Noise Levels

In the first instance, the Event Organiser shall consult the Parks Event Manager about the siting and direction of all public address, speaker and music sound systems to be used at his event and to ensure that the event remains within acceptable noise levels.

If required, further specialist advice may be sought from the Council's Environmental Services Division, please contact noiseandairpollution@cardiff.gov.uk or 029 20871650.

The Event Organiser will be asked to provide a point of contact on the day of the event with whom any complaints received can be directed to be addressed. If noise levels are exceeded and deemed to be a nuisance, the Event Organiser shall be required to reduce the noise to acceptable levels, paying particular attention to noise nuisance as a direct result of base amplitude. As a general rule, the sound level shall not exceed 65 db(A), at the nearest residential property to the event site.

If levels of noise continue to be a nuisance after the Event Organiser has been warned by the Site Supervisor or received a warning from the Council's Environmental Services Division, then the source of the noise shall be shut down.

In serious cases of noise nuisance, a notice may be served under the Environmental Protection Act 1990 on the Event Organiser. This can lead to a fine of up to £20,000 being levied by a court, following a successful prosecution.

The Council accepts no responsibility or liability for the cancellation or closure of an event due to unacceptable noise nuisance.

Music system or band sound checks shall only take place with the prior permission of the Council and the time of any sound checks shall be agreed in advance.

Neighbouring residents and businesses should be considered and consulted when scheduling sound checks i.e. exams may be taking place in the RWCMD next to Coopers Field in Bute Park or a wedding in Cardiff Castle (see section 1.4).

2.9.4 Litter

The Event Organiser must ensure that the site is left clear of all litter and refuse on completion of the event and shall be responsible for the collection of any litter from both the venue and adjacent land, which is directly attributable to the event, e.g. flyers, plastic bottles, firework casings etc.

Certain litter causes operational problems for the Parks Service for example plastic bottle tops that can be trodden into the ground or metal work left over after a bonfire that can damage blades on lawn mowers.

To prevent such damage any drinks sold in plastic bottles should be given out without their lids on.

Glass bottles and glasses are not permitted because of the dangerous litter they can create.

You may consider recruiting volunteers or approaching local organisations to help you with your litter collection. In the past local scout groups and the charity Keep Wales Tidy have assisted Event

Organisers with litter collection. If you would like to consider this for your event please contact the organisations directly. Note a suitable and sufficient risk assessment should be prepared for this activity and appropriate Personal Protective Equipment (PPE) provided.

Alternatively, you can arrange for the Council's Event Team or Waste Management Cleansing Team to provide litter collectors for you. There will be a charge but the Council have a pool of staff experienced in this task and the standards required. Contact 02920 717501 for a quote or email c.services@cardiff.gov.uk.

You will need to evidence a robust plan for litter collection as part of your detailed application form. If the Council incurs any costs collecting litter generated by your event these costs will be deducted from your bond.

2.9.5 Waste Management and Collection

The Event Organiser must ensure that there are sufficient bins and skips available for the event. You may not be able to rely on existing litter bin provision on site alone.

All waste receptacles, including any skips, must be **covered** if left unattended to prevent attack by wildlife such as birds and squirrels.

Rubbish bags should not be left out in a park for collection the next day as they will be torn open by wildlife overnight and the contents scattered. The Event Organiser would be charged for any re-cleansing necessary in such a situation.

The Event Organiser should ensure that the maximum amount of waste material is recycled. Bins or skips can be hired from the Council's Commercial Waste Department for general waste, recycling and food waste

You can discuss the delivery and collection of extra bins or skips with the Council's Commercial Waste Department. Please telephone 02920 717501 or email us at c.services@cardiff.gov.uk

You can discuss on-the-day bag collection and litter clearance with Sam Thomas, 02920 87 2661 or samantha.thomas@cardiff.gov.uk

2.9.6 Archaeology

Some parks venues, e.g. within the southern part of Bute Park, are in archaeologically sensitive areas. Please consult the Park Event Manager if you are proposing any excavations in relation to your event. Permission for excavations must be given in *advance* by the Park Event Manager (it will not be appropriate to ask the Site Supervisor this) and may require an archaeological watching brief. This can be arranged for you with no problem as long as sufficient notice is given.

2.10 Health & Safety Considerations

2.10.1 General

The Event Organiser's Checklist will guide you through the health & safety planning for your event. Please see [Appendix A1 - Event Organiser Checklist 2017](#) and Section 4.0 for further information.

2.10.2 Risk Assessments

Event Organisers must produce and provide *suitable and sufficient* risk assessments for all activities where risks are identified. This should include set up and dismantling as well as those activities on the event day itself.

- Refer to [Appendix A2 - Event Risk Assessment Template](#)
- Refer to [Appendix A3 - Guidance Notes for Risk Assessments](#)

2.10.3 Public Address

In case of an emergency, appropriate means of alerting and addressing the public attending an event should be in place. Any emergency Public Address System needs to have a battery powered auxiliary system in case of power failure.

2.10.4 Temporary Structures

Events often involve the erection of temporary structures and these carry a risk and need to be managed by the Event Organiser appropriately.

All temporary structures must be properly designed, manufactured, erected and dismantled by competent and adequately resourced contractors/designers in accordance with the principles set out in the guidance document "Temporary Demountable Structures" 3rd Edition published by the Institution of Structural Engineers.

A signed safety (sign off) certificate must be provided for each temporary structure by the competent person responsible for the erection, stating that the structure/s have been built in accordance with the design and are safe and fit for purpose prior to the event.

All events should have a wind management plan listing the maximum wind speed for each structure and the action to be taken at 60% and 80% of the maximum wind load capacity. The plan must be monitored by a competent person against the operating limits of each of the temporary structures. Effective action must be taken before any operating limits are exceeded.

Small structures

Smaller structures including gazebos, covered stalls, umbrellas, signs etc. must be adequately secured or ballasted. The risk posed by these small structures should not be underestimated as they can be significantly affected by the wind (check forecasted average wind speeds *and* forecast gust speeds for the event day).

Marquees

For large tents and marquees, it is recommended that the contractor is a member of MUTA or equivalent (For further information see the "Best Practice Guide for the Safe Use and Operation of Marquees and Temporary Structures at www.performancetextiles.org.uk)

Inflatable structures

For Inflatable structures it is recommended that the contractor should be a member of a relevant trade association (e.g. AIMODS, NAIH or BIHA) and have had their equipment inspected under the PIPA or ADIPS inspection scheme.

Inflatable structures must be adequately secured or ballasted and supervised when in use.

Temporary Stands/Stages

Temporary Stands / Stages for use by 20 or more persons require an application to be made to Building Control under Section 27 of the County of South Glamorgan Act 1976 (details on the building control website).

Barriers

Barriers must be fit for purpose and able to withstand the applied loading whether from wind or crowd loading.

Where pressure from an audience is expected e.g. in front of the stage at pop concerts, a properly constructed front of stage barrier will be required.

(For further specific information on barriers see The Event Safety Guide (HSG195) and the Institute of Structural Engineers publication Temporary Demountable Structures Guidance on procurement, design and use. (Third Edition) (2007)).

The following list covers the information that will be required by the structural engineer who forms part of the ELP (see section 1.5.2). Detailed design drawings and calculations including any ballast / staking requirements and maximum allowable wind speeds shall be provided for the following temporary structures:

- Marquees – if greater than 25m²
- Stages – if greater than 25m²
- All Screens
- Barriers – Front of stage barriers, solid hording or mesh panels with scrim.
- Gantries and Rigging – Any structure designed to support lighting, speakers or other flown equipment.
- Scaffold structures e.g. race start/finish lines, signage and skate board ramps
- Audience Seating Stands and Platforms - All
- Staging/Lighting Towers – All
- Any other structure – on request

2.10.5 Construction Phase Plan

The event organizer is responsible for ensuring working conditions in your site meet the CDM 2015 regulations. For further information visit: www.cdm4events.org.uk

If applicable you should also complete our Construction Phase Plan TEMPLATE for your event ([See Appendix V1k](#))

2.10.6 Electricity

Some venues have on-site power supplies (see site guidance information appendices) and the Event Organiser may request to use them via their application form.

The Event Organiser is responsible for ensuring that when raised, the power 'pop-ups' are protected by heras type fencing or crowd barriers and warning notices are displayed for safety reasons.

All electrical installations shall comply with the Electricity at Work Regulations 1989 and the Electrical Equipment (Safety) Regulations 1994, and may be inspected at any time by the Council's Electrician.

All installations connected to the system shall be designed, installed, tested and operated in accordance with B.S. 7671:1992, B.S.7909:1998 and IEE Guidance Note 7 (Including all amendments).

All equipment shall have a current electrical test certificate. This can be requested from the Parks Event Manager.

The Event Organiser shall nominate a competent and qualified electrical person to be responsible for establishing the electrical installation at the event. That person shall be responsible for the whole electrical installation including manual testing of the local RCDs prior to connection and that any items connected to the installation be electrically protected by RCDs and the use of equipment with potential high earth leakage current such as fairground rides shall be avoided. Whilst the event is open, the Event Organiser should ensure there is always a competent person on site who can monitor the electrical installation, and call upon a qualified electrical person as required.

All cables, conductors, plugs and sockets etc. shall be of the correct type, compatibility, size, current carrying capacity, and fulfil the legislative short circuit requirements. They shall also be properly insulated for the purpose for which they are intended. Any extension cables used shall be as short as possible and conform to BS EN 60309-2. The amperage of the appliance must be established before connection to an extension cable, and the combined amperage of the appliances connected to the extension cable, must never exceed the amperage at the outlet.

All generators, distribution boards and potentially dangerous installations shall be positioned away from flammable materials and be securely protected so as to deny access to all except competent and qualified employees or Agents.

All generators shall be diesel fuelled and properly maintained.

No petrol generators are permitted to be used on any Cardiff Parks venue.

The Council reserves the right to shut down any generator in the interests of public safety or if the generator is causing unacceptable levels of noise or air pollution.

Tree branches shall not be used to elevate or support cables.

No electrical cables shall be dug into the ground unless with prior permission of the event manager or site supervisor and where permission is granted, the route of these cables should be marked with an easily identifiable coloured marker spray on the surface.

Cabling that is surface laid shall be covered in such a way as not to constitute a tripping hazard.

All electrical cabling shall be removed on completion of the event.

The Event Organiser commits to repaying the cost of his electricity use, beyond that covered by the Council's "fair use" policy unless otherwise agreed in writing. See site guidance documents for further information.

2.10.7 Fire Safety

No fires shall be lit in the park without prior approval by the Parks Event Manager.

If permitted, the Event Organiser must ensure that no damage is caused to the ground or trees and that an appropriate means of fully extinguishing the fire is available at all times.

The Event Organiser will be required to have carried out a fire risk assessment for their event in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Fire Risk Assessment information and templates are available on the Bute Park [website](#)

2.10.8 Use of LPG Gas or Flammable substances

The Event Organiser shall ensure that all flammable materials and other substances hazardous to health, are controlled in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The Event Organiser shall ensure that the storage and use of LPG complies with the LPG Association Code of Practice Part 7 – The storage of full and empty LPG cylinders and cartridges, and the Highly Flammable Liquids and LPG Regulations 1972.

All LPG cylinders and flammable material containers, full and empty, shall be stored in the open air, on firm level ground in a well-ventilated position, and securely protected so as to deny access to all except competent and qualified employees or Agents.

Appliances specifically designed for indoor use with cylinders located on or in the appliance may be used, but shall comply with manufacturers operating procedures.

2.10.9 Fire Risk Assessment

A suitable and sufficient fire risk assessment (FRA) must be submitted no less than 4 weeks prior to the first day the event is open for business.

The FRA must be carried out by a competent person with suitable fire safety experience and qualifications.

Items of particular interest (but are not limited to) include:

- An emergency plan

- An evacuation plan
- Safe capacity calculations for the event arena as an entity
- Safe capacity calculations for specific areas of the event arena (e.g. marquee tents or other enclosed areas)
- Measures to ensure safe capacities are not exceeded
- Any high fire risk activities or features (e.g. pyrotechnics, commercial catering facilities)
- Access for emergency vehicles
- Staff training

Food concessions and stall holders must complete their own fire risk assessments (further information is available at <http://www.cfoa.org.uk> under the heading “Guidance and Publications”).

The fire risk assessment should be accompanied by a copy of the employers liability insurance certificate.

Fire safety inspectors may make unannounced visits during times of business to ensure the measures identified in the FRA are being followed.

Failure to comply with fire safety legislation may result in restrictions to the use of premises, prohibition of use of premises, prosecution.

2.10.10 Food Hygiene

The Event Organiser is responsible for ensuring all catering arrangements comply with:

- The Food Safety Act 1990
- The Food Hygiene (Wales) Regulations 2006 - (as detailed in EU Regulation 852/2004)
- The General Food Regulations 2004 (as amended) – (as detailed in EU Regulation 178/2002)

The Council requires food business attending events on their land to be broadly compliant. This means that they should have a hygiene rating of at least 3 stars.-

Ratings can be checked on the Government website: <http://ratings.food.gov.uk/enhanced-search>

If caterers/food retailers are Wales based, and have had an inspection done since 28/11/13, they will be legally required to display their rating at the event if the appeal period has lapsed. If the inspection was done before this date, it would’ve been done under the voluntary scheme so display is not a legal requirement.

The Council accepts no responsibility or liability for the cancellation or closure of the event, or the closure of any individual catering units, due to failure to comply with instructions issued by an Environmental Health Officer.

Catering facilities provided at public events, may be inspected by an Environmental Health Officer at any time.

Event Organisers can contact the Council's Environmental Services Division for advice on foodteam@cardiff.gov.uk or 029 2087 1128.

Mobile catering units not deemed acceptable by Environmental Services shall be refused entry to the Park.

All mobile catering units shall provide litter bins next to their units which must be emptied at regular intervals during an event.

The Event Organiser is responsible that all caterers are provided with a contractor's checklist and are informed of and abide by the Terms & Conditions set out in this manual.

2.10.11 Water & Mains Drainage

The Event Organiser may request connection to the Park's water supply and mains drainage systems.

All standpipe points, pumping machinery, open manhole covers and drainage systems shall be securely protected so as to deny access to all except competent and qualified employees or Agents.

The Event Organiser commits to repaying the cost of his water use, beyond that covered by the Council's "fair use" policy unless otherwise agreed in writing at time of booking confirmation. At the time of publication, 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 need to be taken before and after the event and approved by the site supervisor.

See also section 2.8.3 – drinking water.

2.10.12 Use of Special Effects

Pyrotechnics

You can apply for use of pyrotechnics as part of your application. Prior permission must be granted from the Parks Event Manager.

Lasers

You can apply for use of lasers as part of your application. Prior permission must be granted from the Parks Event Manager.

Smoke Machines

You can apply for use of smoke machines as part of your application. Prior permission must be granted from the Parks Event Manager.

Wind Effect Machines

You can apply for use of wind effect machines as part of your application. Prior permission must be granted from the Parks Event Manager.

Strobe Lighting Machines

You can apply for use of smoke lighting machines as part of your application. Prior permission must be granted from the Parks Event Manager.

Confetti Cannons

You can apply for use of confetti cannons as part of your application. Prior permission must be granted from the Parks Event Manager.

Biodegradable paper streamers are preferred (no foil confetti can be used on site) and all waste generated is the responsibility of the event organiser and must be removed from site.

2.11 Marketing and promotion of your event

Permission to erect advertising signs and banners must be obtained in advance from the Park Event Manager. The Event Organiser shall ensure that all advertising material complies with the Park's consent. All banners must be bilingual in accordance with the Council's Welsh language policy. Temporary banners can be displayed announcing local events of a religious, educational, cultural, political, social or recreational in character, but there are some restrictions. These include: 1) The events being promoted must not be for commercial purposes; 2) the banners must not exceed 0.6 square metres in area; 3) the adverts must not be put up earlier than 28 days before the event and must be removed within 14 days of the end of the event and; 4) they must not be illuminated.

Failure to comply with the removal of banners / advertising in the specified period shall result in the immediate removal of said banners / advertising by Cardiff Council. In this instance the Council withholds the right to levy a minimum charge of £100 + VAT to the Event Organiser.

No signs / banners shall be erected for the advertising of any event or commercial concern or activity taking place outside of the park.

No fly posters or stickers shall be attached to any part of the fabric of the Park. The Event Organiser shall be responsible for all costs incurred for the removal of any fly posters or stickers, which can be directly attributed to his event.

The Event Organiser shall ensure that any admission charges being levied are stated clearly in all publicity literature and at the main entrance to the event, as required by the Event Park Manager.

Temporary banners for commercial events require advertising consent, which can be obtained from the Local Planning Authority, via their standard application process.

The Event Organiser is not permitted to advertise other events or venues by giving out flyers inside any Council park or open space during their period of hire. If flyer litter is discovered within the period of hire the Event Organiser will be liable for the cost of clearing it up at the discretion of the Park Event Manager.

The Event Organiser is responsible for ensuring that all advertising material is promptly removed within 24hrs of the close of the event. Any costs incurred by the Council removing out of date banners will be charged against the Event Organiser's bond.

3.0 Useful Contact Details:

Organisation	Tel No.	E-mail
CARDIFF COUNCIL:		
Bute Park Manager	02920 788 401	butepark@cardiff.gov.uk
Bute Park Education Centre Office	02920 872 730	butepark@cardiff.gov.uk
Parks Events/Pitch Booking Officer	02922 330275	parksandsportsevents@cardiff.gov.uk
Sport Cardiff – advice and support, sporting events	02920 873938	parksandsportsevents@cardiff.gov.uk
Cardiff Castle Commercial Manager	02920 878100	cardiffcastle@cardiff.gov.uk
Cardiff Film Office	029 2078 8562	ali.yassine2@cardiff.gov.uk
Events Liaison Panel - Chair	02920 871652	sajones@cardiff.gov.uk
Environmental Health - Food Hygiene	029 2087 1128	foodteam@cardiff.gov.uk
Pollution Control – Water Testing & Land Contamination	029 2087 1676	kelewis@cardiff.gov.uk
Pollution Control – Noise & Air	02920 871650	noiseandairpollution@cardiff.gov.uk
Events Liaison Panel - Structures	029 2233 0167 / 07967 379507	cjames@cardiff.gov.uk
Events Liaison Panel - Electricity	029 2233 0171	jtownsend@cardiff.gov.uk
Traffic & Transport – parking requests	02920 872087 (C2C)	S.Gerrard@cardiff.gov.uk
Licensing Team	02920 871651	Licensing@cardiff.gov.uk
Trading Standards	02920 872059	
Waste Management Cleansing Team	02920 717501	c.services@cardiff.gov.uk
EMERGENCY SERVICES CONTACTS:		
St John Ambulance		Deborah.bird@stjohnwales.org.uk
Welsh Ambulance Service		Alun.Harris@wales.nhs.uk
Police – Events		Richard.Jennings@southwales.pnn.police.uk
Fire Service - Events	01443 232716	r-salter@southwales-fire.gov.uk

4.0 Additional Useful Information and Guidance:

The Event Safety Guide: A Guide to Health, Safety & Welfare at Music and Similar Events (The Purple Guide)

Health & Safety Executive – ISBN 0-7176-2453-6

www.hse.gov.uk/pubns/books/hsg195.htm

Managing Crowds Safely: A Guide for Organisers at Events and Venues (HSE 2000)

Health & Safety Executive – ISBN 0-7176-1834-X

www.hse.gov.uk/pubns/books/hsg154.htm

5 Steps to Risk Assessment: Case Studies (HSE 1998)

Health & Safety Executive – ISBN 0-7176-6440-5

5 Steps to Risk Assessment-Guidance Leaflet

Health & Safety Executive - INDG163(rev3), revised 06/11

Fire Safety Risk Assessment; Open Air Events and Venues

Health & Safety Executive – ISBN – 1-8511-2823-5

Guide to industry Best Practice for Organising Outdoor Events PAS 51 2004

BSI

www.bsiglobal.com