

## GUIDE TO RUNNING EVENTS



## **1. Introduction**

The Trust hopes you have a successful and enjoyable event on Potters Fields Park. This guide has been produced to help you plan your event and make sure you comply with the requirements of the park, both legal and practical.

The park is open to the public at all times and we ask clients to respect other users and local residents by making every effort to minimise disruption.

Please read this guide and follow its instructions so as to ensure your event runs well. If you have any questions either email them to the Trust or discuss at the site meeting.

## **2. Booking the park**

### **2.1 Bookings, deposits and payments**

If you are interested in using the park as an event venue, the Trust will initially need an outline of the event and the proposed dates. If the dates are available and the event suitable, the fees are agreed and an event agreement prepared. There is normally a site meeting at an early stage in the event planning where facilities that can be provided such as electricity, toilets and water etc can be discussed. If you are not the production company who is responsible for delivery of the event it is important that you bring them to this meeting. The Trust reserves the right to insist that you have a production company.

The booking fee is 30% of the agreed hire charge and must be received before a booking is confirmed.

Cancellation charges are as stated below:

Period of time before hire date	Cancellation fee
More than six months before the hire period	10% of the hire fee
Less than six months and more than 61 days before the hire period	25% of the hire fee
Less than 60 days and more than 31 days before the hire period	50% of the hire fee
Less than 30 days before the hire period	100% of hire fee

The Trust is entitled to retain the deposit in part payment of such cancellation fees. Full payment for the event (booking fee, balance and security/damage bond) is due 30 days prior to the event start date.

Once full payment has been received, only the damage bond will be returned in the event of a cancellation; the Trust reserves the right to charge for any additional expenses that have been incurred as a direct result of the event booking.

## 2.2 Deposits against additional costs

The Trust charges a damage bond of 25% of the hire fee or £600, whichever is the greater, to cover the costs of damage, time overruns, losses, site cleaning and reinstatements, the bond is added to the final invoice. Where keys have been issued and not returned a charge of £200.00 is made for each key.

## 2.3 Fees and charges

Event fees and charges are available on request from Potters Fields Park Management Trust on 020 7407 4701, by email to [info@pottersfields.co.uk](mailto:info@pottersfields.co.uk) or by post to 3 Gainsford Street, London, SE1 2NE.

## 2.4 Management of events

PFPM will only deal with the main contractor/production company during the planning of an event.

PFPM will need to be confident of any organiser's ability to manage an event on the park. If the Trust feels that any organiser is not capable of running their event, a suitable event company will need to be appointed at the organiser's cost. An outline of the event and a detailed work plan (method statement/work breakdown structure) or any other document that describes the essential tasks for the event, with a related timetable will therefore need to be produced.

There is a list of approved event production companies in the hiring section of our website [www.pottersfields.co.uk](http://www.pottersfields.co.uk)

The minimum of information needed for venue hire includes:

- *Applicant details*: name of the event manager/organiser, organisation, address, other relevant contact details
- *Financial responsibility* : details of who should be involved if these are different from the applicant details

## 2.5 Site visit

The purpose of a site visit is to make a proper assessment of the suitability of the site for the proposed activity or event. It also provides an opportunity for thorough discussion of requirements. PFPM has very limited resources for the support of events and so it is important that the framework and associated costs are ascertained early in the event planning process: activity arrangements, access, facilities and the exact locations that will be used all need to be discussed. Whilst there is open access on the Park and anyone is welcome to visit the space without an appointment, it is strongly advised that a formal site visit is scheduled early to assess the feasibility of using the site and to facilitate the event planning process. The Trust may specify other site visits and/or inspections before or during an event.

### **3 Documentation required**

#### **3.1 Documentation, summary of**

This list is intended as an aid to event planning and the Trust will specify all the documentation that is required and when it must be provided. It is not exhaustive as each event will need to be individually planned and supporting documentation will be dependent on the specific requirements of the event or activity.

- Event outline/summary: This provides the information which the Trust will use to decide whether an event is suitable for the Park, is compatible with the aims of the Trust's event policy, and can be fitted into the events programme.
- Method Statement: its purpose is to provide a detailed and comprehensive account of how the event will be carried out including the names of all contractors, sub contractors, timings, contact details, certification etc of all officers, contractors and sub contractors involved in the event operations.
- Risk assessments: see health and safety below
- Health and Safety Plan: This is likely to contain information on first aid provisions, fire procedures, evacuation procedures, crowd safety and evacuation measures, manual handling operations, risk assessments and emergency procedures.
- Lost child procedures: [see children and young people below](#)
- Public liability insurance: [see insurance below](#)
- Relevant licenses: [see licensing below](#)
- Site plans: [see plans below](#)

#### **3.2 Insurance**

All event organisers must provide proof of public liability insurance with a minimum cover of £5 million. In some circumstances the amount of cover that is required will be higher.

### **4 Health and Safety**

#### **4.1 Health & Safety**

If requested, the event/activity organiser must appoint a health and safety officer who is on site throughout the period of the event. Contact details for this person must be supplied to the Trust. For certain activities, arrangements may be made with the Trust for the provision of adequate health and safety cover which will then be charged to the event organiser.

There are a range of health and safety issues that must be considered by any event organiser and it is their duty to ensure that all arrangements meet a variety of statutory and other requirements. These include, but are not limited to, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, The Fire Precautions Act 1971, the Health and Safety (First Aid) Regulations 1981. The Management of Health and Safety at Work Regulations 1999 requires all employers to assess the risks to workers and others who may be affected by their work to ensure that safe systems of work are adopted.

The layout of events and plans for the management of crowds, access arrangements and evacuation and emergency procedures will also be necessary for the Trust to properly assess health and safety arrangements. All requests for Health and Safety Risk Assessments must be complied with prior to an event taking place.

Further information may be sought from Southwark Council which has produced health and safety guidelines for events located in the borough:

Planning Events: Health and Safety briefing sheet

[http://www.southwark.gov.uk/downloads/download/878/planning\\_events\\_health\\_and\\_safety\\_briefing\\_sheet](http://www.southwark.gov.uk/downloads/download/878/planning_events_health_and_safety_briefing_sheet)

Their events office can be contacted for general advice on 020 7525 2000

The minimum of information needed for venue hire includes:

- *Health and safety/risk assessment documentation:* there are a range of health and safety issues that must be considered by any event organiser and it is the duty of the Trust to ensure that all arrangements meet a variety of statutory and other requirements. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)
- All personnel working at or on an event should either be an employee or registered volunteer of the event organiser or their subcontractors. All employees and volunteers must be covered by the relevant insurance and be directly supervised by a manager. No employer or organiser may bring any family member on to site unless they are officially employed by that company. At no time should there be any person under 16 years of age on the site whilst construction or breakdown are taking place and no person under the age of 16 should be employed on the site at any time

## 4.2 Regulations

Among the statute and regulations that must be adhered to are:

- Health and Safety at Work Act, 1974
- Management Regulations, 1999
- RIDDOR, 1995
- The Children's Act, 2004
- The Fire Precautions Act, 1971
- London Borough of Southwark Open Spaces Bylaws.

### **4.3 Accidents, prevention and notification**

Whilst in control of the premises, the event organiser has a duty to report certain accidents and incidents under RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences, Regulations 1995. Any accidents that occur during office hours are to be immediately reported to the Chief Executive of the Trust who will identify any incidents that are reportable under the RIDDOR regulations. Outside of office hours, reporting may be carried out directly to the HSE incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG; [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) , telephone 0845 300 992 fax 0845 300 9924. Copies of all forms should be sent to the Trust

### **4.4 Children and young people**

All precautions that are reasonably practicable must be taken to ensure the safety of children, young people and vulnerable adults who may be on the park. The special needs of these groups must therefore be taken into account in the design and planning of all events. Where relevant the specific requirements of the Children's Act 2004 must be followed and specific procedures need to be in place for dealing with instances where children, young people or others may become separated from their parents and/or other carers. All people who will be working with children should be CRB checked and all security personnel must be SIA registered.

### **4.5 Evacuation**

It is the responsibility of the event organiser to develop a satisfactory evacuation plan. The rendezvous point is The Scoop.

## **5 License requirements**

The park has a premises license under the 2003 Licensing Act which is available on request and should be referred to for any activities that come under the act . The key aspects of the licence are the sale of alcohol and the control of noise from public entertainment. All event licensing arrangements must be discussed and agreed with the Trust. If an event involves the sale or serving of alcohol or any form of live entertainment or music, it will be necessary to use the Trust's license with its permission.

Further general information may be obtained

- 1 From the website [www.southwark.gov.uk/licensing](http://www.southwark.gov.uk/licensing) or
- 2 by calling the Licensing Unit on 020 7525 5748
- 3 from the Southwark booklet *Planning Events: Events Licensing*
- 4 [http://www.southwark.gov.uk/download/1626/planning\\_events\\_licences\\_briefing\\_sheet](http://www.southwark.gov.uk/download/1626/planning_events_licences_briefing_sheet)

## **5.1 Premises Licence**

The Park holds a Premises Licence under the 2003 Licensing Act. This licence provides for the provision of the sale of alcohol and all forms of public entertainment. Event organisers are responsible for ensuring that all activities they plan are covered by the licence and that they have the Trust's permission to carry out that activity. The Premises Licence has conditions and restrictions which must be complied with. All other licensing issues should be referred to Southwark Council's Licensing Department shown below. A copy of the full Premises Licence can be supplied on request

## **5.2 Sale of alcohol**

The sale of alcohol is controlled by the Licensing Act 2003 and forms part of the Premise Licence of the park. The Chief Executive (CE) is the Designated Premises Supervisor (DPS) and he must be informed of any plans to sell alcohol at an event. There are restrictions on the number and type of events when alcohol can be sold.

The sale of alcohol is any sale where a customer is deemed to have paid for a drink, either in advance or at the event. This includes requesting donations for a drink, including a drink in a ticket price either directly, by raffle or sale of a glass. If in doubt, check with the Trust. The times of sale is covered by the actual Premise Licence and not by general licensing hours.

If you wish to sell alcohol you must inform the Trust when booking, advising what hours you wish to sell for, what types of drinks you are planning to sell, what your bar arrangements are and how stocks will be stored in a secure container. The Trust make a one off charge, per event of £100.00 for use of our Licence, which includes all documentation. Once all of this has been agreed you must provide the details of your Personal Licence Holder (PLH) this includes a copy of the Personal Licence. The CE as DPS will then issue a letter of authority to the PLH to sell alcohol, under the terms of the Licensing Act 2003 and in accordance with the Premise Licence as DPS for the park. The CE will also send a copy of the summary of the Premise Licence, which must be displayed at all points of sale, the letter should be available for inspection by a Licensing Officer or a Police Officer.

The Trust ask all PLH to operate "Challenge 21" which means that any person who looks as though they are under 21 (not 18) should be asked for proof of age ID.

## **5.3 Serving of Free Alcohol**

If your event involves the giving away of free alcoholic beverages, it is not covered by the Licensing Act 2003. Free means that no money changes hands, no tickets or glasses are sold and the server gives the beverage away. However we would ask you to inform us of any free servings and follow guide lines as follows:

- Not to allow the serving of alcohol to anyone under the age of 18
- Ensure that area of service i.e. a bar, is secure and members of the general public cannot get access and guests are identifiable to stewards and bar staff.
- That all alcohol is stored in a secure locked area.

- That there is no service after 2300 (22:00 on Sundays) and bars are cleared by 2330 (22:30 on Sundays).
- Unless it is served in an enclosed floored area all drinks including soft drinks must not be served in glasses or glass containers.

#### **5.4 Control of Noise**

The premises Licence of the park has a number of conditions relating to the control of noise, the most important of which are as follows

*840 The licensee shall appoint a suitable qualified and experienced noise control consultant, to the approval of the Licensing Authority, as soon as is practical prior to cultural music events involving amplified music or any other event likely to cause excessive noise. The noise control consultant shall liaise between all parties including the Licensee, Promoter, sound system suppliers, sound engineers and officers of the Council.*

We will provide you with details of our noise consultant and charge you the agreed fee.

*843 The control limits set at the mixer positions shall be adequate to ensure the music noise level shall not at any noise sensitive premises exceed 65 db(A) at the nearest external performance. The level will drop to 55 db(A) after 23:00 hours. The sound engineer/consultant shall remain on location throughout the duration of performance, and be in overall control over any artistes' dedicated sound engineers.*

It is important that these conditions are complied with as well as the rest of the licence.

#### **5.5 Temporary Structures License**

Certain special or temporary structures such as stages, marquees and flagpoles require building control consent under section 30 of the London Building (Amendments) Act 1939. Further information and advice may be sought from the Building Control Unit at Southwark Council. For a full list of temporary structures which require consent and to download a Temporary Structures License application form, please go to the Southwark building control web pages:

For the application form and charges, please go to [http://www.southwark.gov.uk/download/5280/section\\_30\\_consent-](http://www.southwark.gov.uk/download/5280/section_30_consent-)

Complying with building regulations  
[www.southwark.gov.uk/YourServices/planningandbuildingcontrol/buildingcontrol/](http://www.southwark.gov.uk/YourServices/planningandbuildingcontrol/buildingcontrol/)

## **6 Damage**

### **6.1 Damage, repairs and reinstatement**

The Trust holds the event organiser fully responsible for any damage done, be it by one of their employees or a sub contractor, and will not engage in any dealings with sub-contractors.

The costs of repairs and of reinstatement will normally be charged at cost plus 10%; however the Trust reserves the right to add a further administration charge where significant additional work is necessary.

The cost will be deducted from the damage bond. Damage bonds are not returned until all the work has been carried out.

If the cost of the work is in excess of the damage bond, the event organiser will be invoiced for the balance. This invoice must be settled within fourteen days of receipt.

Any insurance or counter claim is of no significance to the Trust and cannot be used as a reason for delaying payment. The Trust reserves the right to charge an administration fee for dealing with an event organiser or their sub-contractors insurance companies or loss adjusters etc.

For major damages the Trust will provide an estimate of the costs. All repairs will be carried out under the instruction and supervision of the Trust using approved contractors only. The Event Organiser has sole responsibility for their sub contractors for any damage that they may do to the park.

The event organiser is responsible for protecting all park surfaces from damage, particularly grass which can be damaged by cooking and by vehicles. Additional protection may include adding flooring to food stalls and boarding for vehicles. The Trust reserves the right to charge for any damage that is outside normal wear and tear where the ground has not been protected.

## **7 General**

### **7.1 Animals**

Pets are not permitted on the park.

Other arrangements for animals must be agreed as part of the event planning process.

### **7.2 Deliveries and collections**

The location for loading and unloading is at the end of Potters Fields, off Tooley Street. In exceptional circumstances, the Trust may be able to negotiate limited use of Weaver's Lane.

All equipment and event infrastructure must be removed by the end of the hire period. Failure to do so may incur charges on the damage bond

### 7.3 Facilities

- Power  
The park has an electrical supply for events which is up to 63 amps 3 phase, from a pop-up feeder close to the largest lawn (lawn 3). This is charged for at a 'per hour/per day' rate.
- Water  
Water is available from various locations on the Park. There is normally no charge, but the provision and supply of water is dealt with by the Trust according to specific requests.
- Toilets  
There are no permanent fixed toilets on the Park. Arrangements for the provision of temporary toilet facilities must be discussed and agreed with the Trust.

### 7.4 Filming

Many filming related activities on the Park are handled through Southwark Council's film office. The office may be contacted by phoning 0845 833 1523 or 07919 002115, a license can be obtained on line at <http://www.southwarkfilloffice.co.uk> or by emailing [Andrew@southwarkfilloffice.co.uk](mailto:Andrew@southwarkfilloffice.co.uk) . The exception to this is any event or activity which needs any kind of temporary structure or vehicle access. In these circumstances, the event must be organised through the Trust.

### 7.5 Keys

Any keys that are required for an event, must be signed for and remain the responsibility of the event organiser until their return. Keys must not be passed to any third parties. Failure to return keys will result in a charge of £200.00 + VAT per key and this amount will be deducted from the event damage deposit.

### 7.6 Location/how to find us

By bus to Tooley Street: 47

By bus to Tower Bridge Road: 42, 78, 188, 381, RV1

By tube to London Bridge or Tower Hill

Local map:

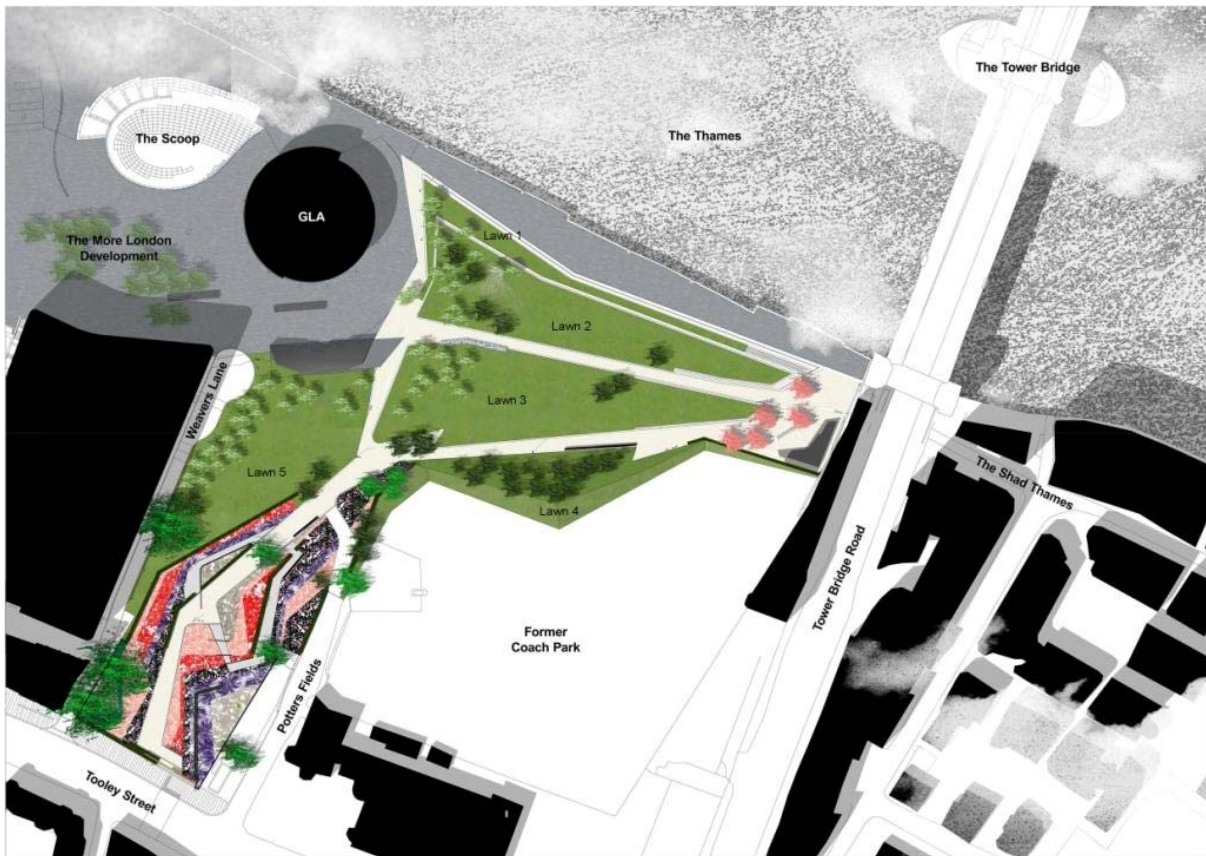
<http://www.streetmap.co.uk/idmap.srf?x=533444&y=180185&z=0&sv=SE1+2AA&st=2&pc=SE1+2AA&mapp=idmap.srf&searchp=ids.srf>

### 7.7 Opening hours

Normal office opening hours are from 0900 – 1700 from Monday to Friday.  
The park is open to the public at all times.

## 7.8 Plans

This aerial plan of the Park shows the lawned areas that are most suitable for events and activities. Park measurement plans are available to download from the website. CAD plans can also be provided on request.



## 7.9 Security and stewarding

The Trust has a 24hr emergency telephone number, 0845 053 0928. However, emergency incidents should be dealt with in the first instance through the normal emergency services and the Chief Executive of the trust must also be informed. Where incidents involve employees or contractors, the incidents must be reported to the HSE/RIDDOR and to the CE of the Trust.

The Southwark Community Park Warden Service (CPWS) and the police's Riverside Safer Neighbourhood Team patrol Potters Fields Park on a regular basis. This team has the primary responsibility for crime prevention and community safety in this locality; however, security arrangements are the responsibility of the event organiser. Details must be provided in the method statement and be agreed by the Trust. The Trust does not recommend security companies. All companies that are to be engaged must be registered with the SIA and if working with children, have been CRB checked.

## **7.10 Vehicle access**

It is the Trust's policy to keep vehicle access to a minimum and all vehicles must be escorted by a banksman

Access arrangements should always be discussed in detail with the Trust. Access is only permitted for vans and small trucks. Private parking for individuals is not permissible. There is a restriction on any vehicles over 7.5 tonnes being allowed on the park between midnight and 0700, (0800 on Sundays).

The main route onto the Park is from Potters Field, which is off Tooley Street. There is a security gate at the end of Potters Field which is kept locked. The route is for access, loading and unloading only. The gate must be kept locked when not in use.

There is also access to the Park from Horsleydown Lane, which runs parallel to Tower Bridge Road. Driving down Horsleydown Lane, passing through the metal gate and turning left into Shad Thames and under Tower Bridge, is the access route to the Queen's Walkway. This route is not suitable for tall vehicles. If you need to use this route you must notify the Trust in advance.

Once any vehicle is on the Park, all its movements must be directed by a banksman (someone with responsibility for the overseeing the reversing and loading or unloading of vehicles). A banksman must wear high visibility clothing and be appropriately trained and experienced.

## **7.11 Waste management**

Every effort should be made to minimise the environmental impact that an event has on the Park and neighbouring areas. Waste from special events should be minimised and recycled where possible. Hirers are solely responsible for the clearance/removal of any rubbish or litter, unless specific arrangements to the contrary are made with the Trust.

The Trust has a preferred cleaning contractor and reserves the right to insist that this contractor is used, the details of which are:

A1 Event & Exhibition Cleaners Ltd  
The Courtyard, 63a Worcester Road, London E17 5QR  
Tel: 020 8523 1516 Fax: 020 8523 2516

[cleaners@a1eventandexhibitioncleaners.co.uk](mailto:cleaners@a1eventandexhibitioncleaners.co.uk)