



## GUIDE TO EVENTS

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Potters Fields Park lies on the southern side of the Thames between Tower Bridge and City Hall. It is one of the few remaining green open spaces along the riverside. A major refurbishment of the Park was completed in 2007 to transform it into a world class facility for the enjoyment of local residents and businesses, tourists and other visitors to the locality. Designed by landscape architects Gross Max as a place for public events and private contemplation, it is a park that reflects upon its own distinctive local history and provides a safe, clean and restful space within the bustle of the city.

Potters Field is a term from the Bible as a place where foreigners were buried and the first example is thought to have originated in the Hinnom Valley in Jerusalem; it has also given its name to Harry Potter. Potters Fields Park still has a number of the original gravestones which can be seen at the Tooley Street entrance to the park.

In 1590 the current park site is part of the St Olaves annexe churchyard with the first reference to Potters Fields showing on a map in 1682. The link to English Delftware begins in 1618 with the establishment of the Pickleherring Pottery which remained in operation until 1708; after an archaeological survey in 1965, 2 tones of glazed earthenware was recovered from the site.

The final burials on the site take place in 1854 after legislation closed many of the central London burial grounds. By 1856 the area is industrialised and two granaries are operating on the park site which remain until the early 1970's. In 1977 the land was used to create Britain's first urban ecology park to commemorate the Queen's Silver Jubilee, but handed back to the owners in 1985. In 1982 a new development master plan for the riverside area was produced which became the origin of the current park's boundary and was opened in 1988 as Potters Fields Park after a protest by local residents stopped the park from being called London Bridge City Park. A local resident, Lil Patrick, who had fought for the park since the late 1970's, opened it with the words "Every blade of grass is worth its weight in gold".



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## Accidents, prevention and notification

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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.

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## Animals

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Pets are not permitted on the park.

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

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## Bookings, deposits and payments

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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.

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## **Provisional Bookings**

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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

- 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 deposit) is due 30 days prior to the event start date.

Once full payment has been received, only the damage deposit 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.

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## **Deposits against additional costs**

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The Trust charges a deposit of 25% of the hire fee to cover the costs of damage, time overruns, losses, site cleaning and reinstatements 'the damage deposit'. Where keys have been issues and not returned a charge of £200.00 is made for each key.

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## **Children and young people**

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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 other 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.

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## **Damage, repairs and reinstatement**

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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; however the Trust reserves the right to add an administration charge where significant additional work is necessary.

The cost will be deducted from the damage deposit. Damage deposits are not returned until all the work has been carried out or ordered

If the cost of the work is in excess of the damage deposit, the event organiser will be invoiced accordingly. 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 event organiser or their sub-contractors insurance companies or loss adjusters etc.

For major damages the Trust will provide a specification of the works and 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.

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## **Deliveries and collections**

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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 very limited use of Weaver's Lane, but in general where sufficient access cannot be found between Potters Fields and/or Horace Jones Vault (at the end of Shad Thames under Tower Bridge) an event/activity will not be permitted.

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## **Documentation, summary of**

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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 event policy, and can be fitted into the events programme.
- 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 above*
- Method statement/work plan/work breakdown structure (WBS): whatever the name of this document, its purpose is to provide a detailed and comprehensive account of how the event will be carried out including names, contact details, certification etc of all officers., contractors and sub contractors involved in the event operations.

- Public liability insurance: see insurance below
- Relevant licenses: see licensing below
- Risk assessments: see health and safety above
- Site plans: see plans below

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## Evacuation

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

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## Facilities

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- 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.

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## Fees and charges

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Event fees and charges are available on request from Potters Fields Park Management Trust on 020 7470 4701, by email to [info@pottersfields.co.uk](mailto:info@pottersfields.co.uk) or by post to 3 Gainsford Street, London, SE1 2NE.

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## Filming

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Many filming related activities on the Park are handled through Southwark Council's film office. The office may be contact by phoning 0845 833 1523 or 07919 002115. 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.

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## Health & Safety

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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 the duty of the Trust 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. Their events office can be contacted for general advice on 020 7525 200.

All people working on the site must be directly employed by the client or their approved sub contractors. [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

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## Insurance

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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.

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## Keys

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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.

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## Licensing

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The park has a premises license under the 2003 Licensing Act. 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

- From the website [www.southwark.gov.uk/licensing](http://www.southwark.gov.uk/licensing) or
- by calling the Licensing Unit on 020 7525 5748
- from the Southwark booklet *Planning Events Licensing* [http://www.southwark.gov.uk/uploads/FILE\\_19565.pdf](http://www.southwark.gov.uk/uploads/FILE_19565.pdf)
- 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/YourServices?planningandbuildingcontrol/applicationformsandcharges.html>

Complying with building regulations

[www.southwark.gov.uk/YourServices/planningandbuildingcontrol/buildingcontrol/](http://www.southwark.gov.uk/YourServices/planningandbuildingcontrol/buildingcontrol/)

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## 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>

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## Management of events

PFPMPT will only deal with the main contractor during the planning of an event.

PFPMPT will need to be confident of any organiser's ability to manage an event on the park. 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.

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
- **Event overview/summary**: this needs to be received by the Trust at least 14 days prior to the start of the event and should include, name of event, area of park to be used, start and finishing times, set up and breakdown times, facilities that will be required (e.g. electricity, toilets and water)
- **Licensable activities**: 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 permission to carry out that activity. The Premises Licence has conditions and restrictions which must be complied with. A copy of the licence can be supplied on request. All other licensing issues should be referred to Southwark Council's Licensing Department shown below.
- **Confirmation of adequate 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 will be higher.
- **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

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## **Opening hours**

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Normal office opening hours are from 0900 – 1700 from Monday to Friday.

The park is open to the public at all times.

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## **Policy for events**

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### Introduction

A policy for events and similar activities on Potters Fields Park has been agreed by the Potters Fields Park Management Trust; the Trust also works as much as practicable within Southwark Council's policy framework. The trust works closely with local organisations to achieve shared objectives. Events which encourage and support community cohesion and inclusion are encouraged.

### Objectives of events policy

- To ensure the highest possible standards of public safety

- To provide events of interest and enjoyment to the local community and visitors to London
- To ensure that wherever possible, access to and through the park is maintained for the public
- To support local and community groups who wish to hold events
- To raise the profile of the area and assist in economic and social regeneration.

#### Types of events for which PFP is a suitable venue

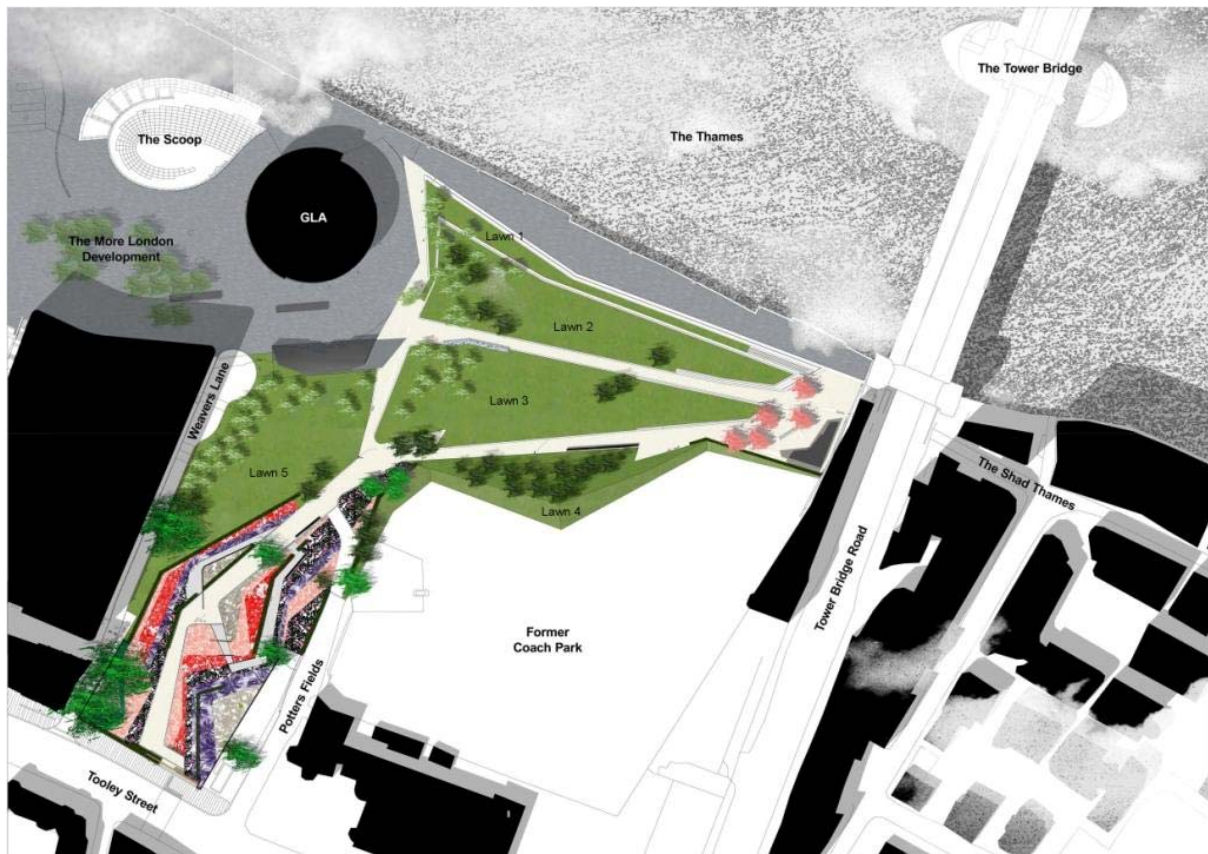
- Corporate hire for product launches
- Corporate hire for parties
- Showing of films and television including live screenings of drama and opera
- Film location hire
- Regional events – such as the Thames Festival
- Charity events – such as sponsored walks etc
- Local community events

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## **Plans**

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



## Regulations

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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.

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## Security and stewarding

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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.

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## Vehicle access

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It is the Trust's policy to keep vehicle access to a minimum and all vehicles must be escorted by a banksman. The Trust must be given a list of all vehicles that will be on the park, type and registration details, before an event.

Access arrangements should always be discussed in detail with the Trust. Access is only permitted for cars, vans and small trucks. There is currently 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 normally kept locked. The route is for access, loading and unloading only and the gate must therefore be kept locked when not in use. It is especially important that this access gate is locked overnight.

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.

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.

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## **Site visit**

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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. PFPMT 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. 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.

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## **Waste management**

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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 the details of which are:

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

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