



### Planning an Event or Activity?

This could be a charity or village fun day, a sports tournament, a club open day, an open air exercise class, an end of year school celebration or any event that the public will attend.

If the event is going to be held on any open spaces owned by the Parish Council then you are going to need permission. This permission must come from the Parish Council.

Clubs that are based on our open spaces at South Way, Toms Lane Bedmond, Langleybury, Manor House and elsewhere in the parish lease their buildings and hire use of the pitches from the Parish Council. They do not own or manage the grounds and cannot give permission for any events to be held on those grounds. Only the Parish Council can provide permission.

A full list of the grounds for which the Parish Council is responsible is listed in appendix 1.

### Obtaining Permission

The Parish Council has a clear responsibility in law to ensure that events and activities held on our grounds are well organised and run safely. We will not give permission for an event or activity to go ahead unless we are satisfied with the organisation of the event or activity. If permission is granted but close to the event date agreed actions have not been completed and the Parish Council believes that the safety of attendees is compromised, then permission for the event to go ahead will be withdrawn and the Parish Council will not have any responsibility for costs incurred.

### This Is Not Difficult!

It takes time to plan a safe event but it doesn't have to be onerous. To organise a village fun day for instance will take at least three or four months planning, with everything in place two or three weeks ahead of the event, to allow time to fix the inevitable last minute problems.

### Start with a Plan

- Come up with some date options.
- Decide what activities, food stalls and rides will be at your event and make a list of them.
- Draw up a rough plan of where the activities and stalls will be located on the grounds. Give consideration to entry and exit points and the flow of visitors around the event.
- Consider how you will manage parking for cars if people will be driving to the event and if marshals are required to ensure car park safety.
- Complete the Parish Council Events Application Form.

The location plan is important, if this is a summer event we may have parts of our grounds "out of bounds" due to summer grounds maintenance, this usually is not a problem but may mean some modifications have to be made to the location plan. A sample location plan is included in appendix 2.

In drawing up the location plan think of things like access for the emergency services, if a fire engine or ambulance has to access the event area how is it going to do so?

Once this information is ready, contact the Parish Council. We will start by checking availability for the dates requested and discuss your draft plans with you. Documents can be emailed to [info@abbotslangley-pc.gov.uk](mailto:info@abbotslangley-pc.gov.uk) or posted to the Parish Council office (full contact details are on our website).

### Planning the Details

There are lots of details to consider if you are going to hold a safe event. Some of them are listed below:

- Risk assessments, insurance and competency checks of safety critical activities, such as bouncy castles and other attractions that involve children.



- The Parish Council will refuse, without further discussion, any event that plans to have a bouncy castle (or similar attraction) that has been hired by organisers and run by “mums and dads”. This type of attraction can cause catastrophic injuries and must only be run by trained, competent staff.
- Attraction operators. Are they competent, when you ask them for their risk assessments, safety checklists and insurance are these quickly produced and are they well put together? Be wary of operators that cannot easily produce requested paperwork.
- Access to the field by vehicles will be limited at best, not allowed if wet. The Parish Council holds the final decision. Vehicles can cause huge amounts of damage that will be costly to repair. This may cause manual handling issues for some events.
- Organiser's liability and event insurance. Do you need it? Probably yes, unless overarching cover is available from a charity or other organisation.
- Checks on Basic Health and Hygiene certificates for any food vendors?
- Permission for vendors to use the Parish Council's car park that are located at most grounds?
- Car parking for visitors and participants. Is there adequate and safe parking for the number of people expected to attend, without causing any obstructions to the highway? Car parking is not permitted on any Parish Council playing fields, apart from in designated hard standing car parks.
- Emergency response, how will vehicles and services access the site, who will be the nominated marshals, how will they be identified?
- What emergency plans are in place and have marshals and event staff been briefed?
- Who will be responsible for organisation in an emergency and how will they communicate with others? Mobile phones maybe not appropriate, walkie talkies that can communicate with a number of marshals instantly maybe more effective.
- What will the evacuation routes be?
- Will there be emergency first aid cover on site, such as St John's or Red Cross?
- Will there be equipment like generators on site, how are the public kept clear?
- If electrical equipment is being used, is it safe, is there adequate power on site to match demand and are trailing cable hazards eliminated?
- Music, sound systems, acceptable volume levels?
- If clubs located on the grounds are going to be selling alcohol, do they have the appropriate licences in place?
- Event licences applied for and approved? (Three Rivers District Council are the licencing authority, not the Parish Council.)
- Severe weather. Such as thunderstorms, lightning or high winds in the vicinity, what controls will be used to consider if it is safe for organisers, volunteers and guests to stay on site? Who will have responsibility to ensure electrical equipment is isolated in the event of rain?
- Litter and waste. What arrangements are in place to collect and dispose of litter? The grounds must be cleared and “litter picked” after the event.

#### ALPC Recreation Regulations

All planned events and activities must comply with the ALPC Recreation Regulations. These are available from the Parish Council website or by contacting the Parish Council to request a copy.

The Health and Safety Executive



This document is not meant to be exhaustive, it only highlights some of the key things that event organisers need to consider. The HSE has very useful practical and easy to understand information on its website. The Parish Council would expect organisers to have reviewed and taken action on the advice given on the HSE's webpages for:

- Managing an Event
- Getting Started
- Planning for Incidents and Emergencies

#### Your Event Folder

There is a fair amount of paperwork that you will need to assemble. An event folder containing all of your risk assessments, contractor and attraction operators risk assessments, safety records and insurance should all be in this folder.

A folder makes it so much easier to review how well the event has been planned.

#### Physical Training Groups

Certified and insured Physical Trainers wishing to use Abbots Langley's playing fields / parks for either one-to-one, one-to-few (less than 5 clients) physical training sessions must complete an event application form once a year and submit it to the Parish Council along with supporting documents to receive approval to hold training sessions on Council grounds.

One-to-one, one-to-few (less than 5 clients) physical training sessions are only permitted on Council grounds outside of and away from any marked pitches (cricket, football), as specified by the Council. Group physical training sessions (5+ clients) are only permitted on the MUGA which must be booked in advance.

Please contact the Parish Council office if you are planning on arranging any type of physical training activities on our grounds.

#### Hire of Grounds Charges

The Parish Council does not currently intend to charge for the use of its grounds for events or activities, but this will be kept under review. Damage deposits may be required for certain types of events or activities.

Use of Council grounds for one-to-one, one-to-few (less than 5 clients) physical training sessions do not currently incur a charge, but this will be kept under review. Group physical training sessions (5+ clients) are only permitted on the MUGA which must be booked in advance and will be charged at published rate.

#### Deadlines

Organisers of events will be expected to provide the Parish Council with all requested information and final documentation, no later than ten days prior to any event date.

Physical trainers will be expected to register with the Parish Council annually providing all requested information, no later than ten days prior to their first training session and renewed annually.

#### Have a Great and Safe Event

The Parish Council can offer guidance but the organisation of the event or activity is down to you so take time to ensure everything has been properly planned before contacting the Council.



#### Useful Links

The following websites will provide useful information that will help you planning a safe and successful event.

#### Health and Safety Executive

<http://www.hse.gov.uk/event-safety/>

The Cabinet Office has published a "Can Do" guide on organising an event.

<http://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events>

The Resource Centre (Community resources)

<http://www.resourcecentre.org.uk/information/event-planning-checklist/>

Isabel Montesdeoca

Chief Officer & Clerk to the Council  
26th August 2022.



Appendix 1

Parish Council Locations

- Bedmond Playing Fields, Toms Lane, Bedmond, WD5 0RB
- Manor House Playing Fields, Gallows Hill Lane, Abbots Langley, WD5 0DD
- Primrose Hill Playing Fields, Primrose Hill, Kings Langley, WD4 8HY
- Langleybury Playing Fields, Hunton Bridge, WD4 8RJ
- Love Lane Recreation Ground, Abbots Langley, WD5 0QA
- South Way Playing Fields, Abbots Langley, WD5 0JL

Appendix 2

Sample Location Plan





### Appendix 3

#### Sustainability Objectives

When planning an event organisers are asked to consider sustainability objectives, particularly for events which may have a large number of public attendees.

These could include:

- *Elimination of single use plastics. (Although on safety grounds the use of glass for bar service may not be practical.)*
- *Availability of water refill stations.*
- *Considering the impact of catering, use of bottled gas, etc.*
- *Challenging catering suppliers to use supplies from environmentally sustainable sources including meat products from high animal welfare standard sources.*
- *Reduce or eliminate the use of generators which produce emissions that are environmentally damaging, but also have a negative health impact on attendees, particularly those with compromised respiratory systems.*
- *Encouraging exhibitors to use materials and displays that have a further uses and are not just single use for the event.*
- *Recycling arrangements. (Environmental Services at Three Rivers District Council will be able to advise in this regard.)*
- *Use of public transport, walking and cycle storage provision to eliminate car use and traffic congestion.*

The above list is not meant to be exhaustive; organiser are challenged to come up with innovative and event specific sustainability initiatives.

#### Document Revision History

Date	Version	Revision
08/07/2014	1.0	First draft for Leisure Comm. review.
20/08/2014	1.1	Leisure Comm. review (min. 142). Minor text updates. Document checklist added.
22/10/2014	1.1	Leisure Comm. final review (min 203.).
28/07/2020	1.2	F&A review, add appx. 3 - "Sustainability Objectives", rather than include in Grants Policy (min 81).
26/08/2022	2.0	Leisure Comm Aug 2022, min 132 - Updates to reflect revisions made and approved to ALPC Recreation Regulations (v3.3)





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Event / Activity Organiser Details

Name of Organisation: \_\_\_\_\_

Name of Organiser / Provider: \_\_\_\_\_

Contact Address (inc. postcode): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone no: \_\_\_\_\_

Evening telephone no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Email: \_\_\_\_\_

Have you organised this type of event or activity before:  
(delete as applicable) Yes / No

If yes, please give details of experience and/or qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Event or Activities

Name of Event / Activities: \_\_\_\_\_

Proposed Event / Activities Site: \_\_\_\_\_

Description of Event / Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Abbots Langley Parish Council  
Community Event Application Form



Event / Activities days and times including set up and take down times:

Date	Arrive on Site	Event Start	Event Finish	Leave Site

Approx. number of people expected to attend/participate in your event:

	Number
Event Organisers / Leaders of Activity:	
Participants (Performers, Vendors, Volunteers, Activity Leaders):	
Attendees / Spectators (if applicable):	

Contact details on site during event:

Event / Activity Organiser - Mobile no: \_\_\_\_\_

Event / Activity Deputy - Mobile no: \_\_\_\_\_

Type of Event / Activity (please tick one box only)

Registered Charity Event / Activity

Non-Registered Charity Event / Activity

Commercial Event / Activity

Not-for-Profit Event / Activity

Name of Charity (if applicable): \_\_\_\_\_

Charity Registration No: \_\_\_\_\_

What proportion of income will go to the charity? \_\_\_\_\_



Abbots Langley Parish Council  
Community Event Application Form



Is the event / activity open to the public? Yes / No

Are you charging an admission fee / participation fee? Yes / No If "Yes" how much? £ \_\_\_\_\_

Is entry to the event / activity by donation? Yes / No If "Yes" how much? £ \_\_\_\_\_

Are you selling programmes? Yes / No If "Yes" how much? £ \_\_\_\_\_

Is the event sponsored? Yes / No

If "yes" by whom: \_\_\_\_\_

Type of Event or Activities

Activities at Your Event (delete those not applicable)

- |                                       |   |
|---------------------------------------|---|
| <i>Sale of alcohol</i>                | <i>Fairground rides</i>                           |
| <i>Live music performance</i>         | <i>Children's rides and attractions</i>           |
| <i>Facilities for music making</i>    | <i>Bouncy castles/inflatables</i>                 |
| <i>Playing of recorded music</i>      | <i>Fireworks, laser or pyrotechnics displays.</i> |
| <i>Facilities for dancing</i>         | <i>Model aircraft flying displays.</i>            |
| <i>Performance of a dance</i>         | <i>Physical Training</i>                          |
| <i>Performance of a play</i>          |   |
| <i>Showing of a film</i>              | Marching bands                                    |
| <i>Boxing or wrestling</i>            | Re-enactment groups                               |
| <i>Raffle / Lottery</i>               | Bonfire   |
| <i>Charity collection</i>             | Barbecue  |
| <i>Late night refreshments</i>        | Henna Tattoos                                     |
| <i>Animals (Display + Activities)</i> | Face Painting                                     |
| <i>Food and non-alcohol stalls</i>    | Market stalls/merchandising                       |
|                                       | Sports event                                      |

Any other events or attractions not listed above?

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For attractions listed in *red* you may need to apply for a Temporary Events Licence (TENS), or a club licence may need to be extended. Contact Three Rivers District Council Licensing Department for advice on 01923 776611. Stalls selling food will need to comply with Food Hygiene Regulations, further advice is available from Three Rivers District Council Environmental Health Department.



Attractions in *blue* are safety critical. The Parish Council will need sight of all relevant risk assessments, safety certificates and qualifications for the activity, first aid qualifications, and liability insurance. It is unlikely that the Parish Council will give permission for any event or activity that involves fireworks or pyrotechnics, unless they are run by a professional company. Model aircraft flying displays are high risk and unlikely to be approved.

**Important**

*Do not book or commit to any financial expenditure or market the event until the Parish Council has given outline approval for your event or activity.*

*Final approvals will not be confirmed until close to the event date by when you will have been expected to have complied with all of the Parish Councils event / activity organisation requirements.*

I/We have read the ALPC Recreation Regulations and confirm that I / the organisation on whose behalf I am applying have accepted them.

I/We agree that when I/we receive written notification of approval of this application, this application together with the Recreation Regulations shall constitute a contract of letting between me/my organisation and Abbots Langley Parish Council.

Signature.....

Print Name.....

Official Position.....

Date.....

[https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared documents/event planning \(3rd party\)/alpc-events-application-form-20220826-\(v2.0\).docx](https://alpcouncil.sharepoint.com/sites/alpcgeneral/shared%20documents/event%20planning%20(3rd%20party)/alpc-events-application-form-20220826-(v2.0).docx)



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Appendix 1: Community Event / Activity Document Checklist

Event / Activity Organiser:

- Event / Activity Site Plan
- Event / Activity Overall Risk Assessment
- Event / Activity Public Liability Insurance
- Licences (Temporary Events, Street Collections, Sale of Alcohol, etc.)
- Safety Briefing for Participants
- Emergency and First Aid Requirements
- Proof of Organiser / Operator / Activity Leader Qualifications

Event Participants (Performers, Vendors, Volunteers, Activity Leaders)

- Food Hygiene Certificates
- Portable Appliance Testing Certificates (Electrical equipment)
- Attraction / Activity Operators Insurance Certificates
- Attraction/ Activity Operators Risk Assessments
- Attraction / Activity Operators Engineering Safety Certificates
- Fire Safety Risk Assessments (Power generators, BBQs etc.)
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**Important**

*The above list is not exhaustive and the documentation requirements will vary depending on the type and scope of the event planned.*

*The Parish Council will make clear at the beginning of the planning process what documentation will be required.*