

## **Event Guidelines Manual**

### **For booking events in Hounslow's Parks and Open Spaces**

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In the first instance, a Friends Group wishing to use a park for an event must register their interest with JLIS Events Manager, Yasmin Kassam at [Yasmin.Kassam@Laing.com](mailto:Yasmin.Kassam@Laing.com). To do so, the event organiser should complete the "Parks and Open Spaces Application Form for Public Events within the London Borough of Hounslow". This is attached for your convenience or can be requested from Yasmin.

This Application Form is a 7 page comprehensive document so not all of it may apply to your event. Please read this document carefully and ensure you complete all relevant sections and return to the Events Manager, no less than three months prior to the event date.

Please note that guidance for advance notification of an event differs somewhat depending on the event's size. Notification for:

- A small scale event (0-499 expected attendance) three months
- A medium scale event (500-4,999 expected attendance) the period should be six months
- A large-scale event (5,000 and above expected attendance) should be received at least nine months prior to the event.

Please note that until this form is with the Events Manager, the park is not reserved and available to other event organisers.

The main details to be completed on the Application Form are as follows:

Page 2 – *Client Information*: Event Organiser's/Group's details and contact information.

Page 3 & 4 – *Event Information*: Name and purpose of event; dates; setting up and clear up details; brief description of event; details of tickets/charges for event (if applicable) and marketing and advertising of event.

Page 5 – *Event Plan*: Possible items that your event may include and details of same.

Page 6 – *Traders; Sports and Audience*: Details to be completed if applicable.

Page 7 – *Estimated attendance figures*: With break-down according to group, gender and age. If this is a repeat event then attendance from the previous event should be used.

Once the form is received, the Event Manager will either confirm availability or propose an alternative date and the agreed date and site will be reserved for your event. At this point you will also be advised of all the additional and legal documentation required depending on the nature of your event. Confirmation of the event will be given once all documentation and fees have been submitted.

Documents requested can include but are not limited to the following list:

- Public Liability Insurance (will be required for all events)
- Health and Safety Policy (will be required for all events)
- Risk Assessment (will be required where activities are taking place)
- A Fire Risk Assessment
- Lost Child Policy (will be required where children are expected to be attending the event)
- A valid Criminal Record Bureau (CRB) certificate for the person assigned to supervise lost children.
- First Aid Details of the event
- Food Hygiene Certificate for each catering outlet at the event serving/selling food. (Please note, only certificates issued no more than 3 years prior to the event date shall be accepted).
- Terms and Conditions must be signed and returned.

All events booked in Hounslow's parks and open spaces will be advertised on our website at <http://www.hounslow.info/arts/HounslowInfoEvents.htm>