

POOLE TOURISM SERVICES

Procedures and Guidance For Event Organisers

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One of the key factors in marketing Poole Quay is the management of events which are attractive not only to the visitor, but also to residents alike. The success of Poole Tourism events has provided the momentum for the development of other events

Poole Tourism actively encourages, schedules and promotes public events on the Quay, which will not only benefit the organisation/group, but also the local community and people on holiday in the area. We will continue our support and look forward to working closely with other groups and organisations. We will advise and assist them to ensure that they are aware of the appropriate Health & Safety guidelines and licence regulations

POLICIES – GENERAL

Subject to certain conditions, individuals acting for or on behalf of an organisation/group may use the Quay for events, provided it does not contravene any statutory limitations or promote any political party. There is often no site rental charged for the use of the area. However if there are any direct costs incurred e.g. road closures, staff time attending an event etc, those costs will be passed on to the organisers

All events organisers wishing to use the area should book through Tourism services and permission will be subject to conditions of use and premises licence regulations

Poole Tourism has a premises licence for specific areas of the Quay, which covers plays, films, music and performance of dance and street entertainment and the provision of alcohol is excluded. In addition, if the attendance at an event is likely to exceed 5000 people, additional licence fees may be payable and the organiser will be liable for these fees.

Owing to the close proximity to residential properties a specific clause exists within the Tourism licence whereby " a designated member of staff shall ensure, prior to commencement, that any speakers used by a live band performing under the Fish Shambles, are positioned in such a manner that amplified sound is directed towards the water and not towards residential properties on or near the Quay. The designated member of staff must make regular checks during any live performance to ensure that this condition is being complied with". There must be a minimum 15 minutes break in each continuous hour of performances

It will be necessary for the organiser to comply with any requirements as set out in the Licensing Act 2003. A person holding an event without the necessary licence may be liable to prosecution under the Licensing Act 2003 or the Gambling Act 2005.

PROCEDURES

Any organisation wishing to promote or organise an event should approach Tourism services as early as possible and approval would be based on the following considerations:

Objectives and scope of the event, which should comply with the Council and Poole Tourism's strategic objectives

Commitment of the organisers to provide an event with their own resources

Effect of the event on the local community and surrounding area

The organiser will be required to complete and sign a booking form

Public Liability Insurance

All organisers are required to provide Public Liability Insurance in a sum assessed by the Tourism Manager, in respect of any one claim, unlimited in total. The policy should include a clause indemnifying the Council against any claim arising as a result of the event.

A copy of the policy must be submitted to the Tourism Manager not less than 14 days before the event and no event will be authorised to take place until this condition has been met

Risk Assessment

You will need to carry out a risk assessment for all areas of the event, including any activity that could pose a danger to anyone (visitor, helper and passer by) attending the event. Risk assessments must be submitted to the Tourism Manager not less than 14 days prior to the event

Organisers also need to take account of child protection issues and should also give careful consideration to those persons who may be involved in organising/managing child related activities

First Aid

Organisers should ensure the presence of a suitably qualified and appropriately equipped person or persons to render first aid for their events. Please do not rely on any potential first aid cover/support that already exists on site.

Sub Contracting

No organiser is allowed to enter into any agreement with any fun fair operator, even for the provision of children's rides unless the consent of the Tourism Manager is obtained first

Amusement rides

Only children's rides are permitted on the Quay. Current safety certificates must be submitted to the Tourism Manager in respect of each mechanical ride or piece of equipment. No ride may be operated unless the appropriate certificate has been inspected. Accompanying the safety certificates should be insurance documents in the name of the operator.

On the day of the event, each ride should have a current certificate/plate on public display detailing the ride registration number

Site Layout

Event organisers must submit a proposed site plan for approval, at least 14 days prior to the event. The plan should show details of activity planned, access routes, safety etc and that regard has been given to the potential noise levels and any other issues prevailing at the time.

Road Closures

A Road Closure Order is required for any event that may stop the flow of traffic on the public highway. This can be expensive and closures are granted under special circumstances and need the approval of both Tourism and Highways and Transportation Services. The applications are submitted usually at the beginning of each year. It is not possible to process applications at any other time and there may be a financial cost associated with the closure, both for advertising and implementation. Only personnel suitably qualified in traffic management can implement closures

Hire of Equipment

The security of marquees and equipment hired from private contractors is the responsibility of the event organiser. Organisers should ensure that sufficient insurance is taken out to cover the hire of equipment from private sources.

Licence to play music in public

Public performances of copyright music require a PRS licence, regardless of whether performances are live, mechanical, background or recorded. The licence is an additional cost, which may be passed on to the organiser

Marketing and Promotion

Details of all activity planned needs to be shared and agreed with the Tourism Manager

LIAISON AND CONSULTATION

All events should have one named person in charge, as Event Organiser, with whom the Emergency Services, Poole Tourism can make contact. A list of relevant people including their mobile telephone numbers should be supplied to the Tourism Manager. Where applicable the police, fire and ambulance service should also be notified of the event details

Catering and Ice Cream

Quay businesses are contributors to the overall Tourism schedule of events. As a result, our agreement with the businesses is that no additional catering is permitted at Quay events

Charitable Collections, Lotteries and Raffles

Charitable collections, lotteries and raffles may require a permit and organisers should contact the Council's Environment and Consumer Protection Services

Sale of Goods

Permission must be sought from the Tourism Manager regarding the sale of goods and a list of items proposed should be submitted

Fly posting

The Borough of Poole has a zero tolerance in relation to fly posting; this includes the posting of directional signs on Highway structures/public furniture

Public address

The use of a public address system and or the performance of live or recorded music must be approved by the Tourism Manager and must be carried out with restraint bearing in mind the annoyance that could be caused to nearby residents and other site users.

Toilet accommodation

Event organisers are asked to ensure that adequate toilet facilities are available and adequate facilities are provided for people with disabilities. The responsibility for the cost of providing extra toilet accommodation (mobile toilets etc) and their services will rest with the organiser

Fireworks

Any event where fireworks are intended must have express approval from both the Tourism Manager and the Harbour Master

Balloon Releases

The Council discourages multi-balloon releases, including the biodegradable latex variety or foil balloons on environmental grounds

SITE ORGANISATION

Entrance fees/programmes

No entrance fee may be charged for the event unless approved by the Tourism Manager and permission must be obtained for the sale of programmes

Vehicle Movement on Site

Vehicles may only be parked on the footpath for the purpose of off loading and should be removed immediately this has been carried out. Vehicular movement on site must be supervised to ensure the safety of participants and members of the public.

Access to site must be agreed with the Tourism Manager and noise levels must be kept low and closely monitored so as not to cause a disturbance to local residents.

Contingency Plans

The event organiser should give consideration to contingency arrangements for extreme weather conditions or failure of attractions to turn up which may lead to the possibility of the event having to be cancelled at short notice

Public Safety

All organisers must ensure the safety of the public, including those persons directly involved in the event. Event organisers must ensure that the event complies with the Health & Safety at Work Act and other related legal enquiries.

Crowd Control

The organiser is responsible for staffing gates and for general crowd control

Care of lost children

It is the responsibility of the organiser to make arrangements for dealing with lost children

Electrical appliances

All mains electrical equipment used on site must be protected by earth leakage circuit breakers. It will remain the responsibility of the owner/user to ensure that any electrical equipment or appliance used is fit for purpose and has been correctly maintained

All leads and cables should be routed such that they do not become a hazard and may require the use of cable protection where appropriate

All portable electrical appliances should have a portable appliance test (PAT) certificate and the use of generators is discouraged

CONDITIONS OF SITE

Litter cleansing

Organisers will be responsible for keeping the site clean and tidy and for the clearance of litter from the site afterwards. The Event Organiser must remove all trade waste from the site

Submission of income and expenditure accounts

A detailed profit and loss account will need to be submitted to the Tourism Manager following the event

Tourism Services
Welcome Centre
The Quay Poole
BH15 1HJ