

Lowestoft Town Council – Event Application Form

Terms and Conditions of Hire

PLEASE READ CAREFULLY

1. These terms and conditions should be read with the relevant information in the Council's Good Practice and Safety Guidelines for Events and Hire of Public Spaces. The Council reserves the right to add, vary or remove any of these terms and will advise the Hirer accordingly as part of the application and permission process.
 2. The Hirer must indemnify the Council against any death, personal injury, loss of or damage to property and actions, claims, demands, costs, charges and expenses (including legal expenses on an indemnity basis) which arise as a result of the Hirer's negligence or wilful misconduct or non-performance of its obligations under these conditions.
 3. Compliance with legislation relating to children or vulnerable adults. For all events involving children or vulnerable adults, except private parties where the applicants is a family member, the applicant is required to have their own safeguarding policy and must ensure that those who work with young people or vulnerable adults hold a current DBS certificate. The applicant shall ensure that any activities at the venue for children or vulnerable adults comply with current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults. **Child Protection Policies are the responsibility of the applicant.** Note that permission for one-to-one activities with children or vulnerable adults is unlikely to be permitted. Any such use should be declared in the application form.
 4. If any equipment is brought on to the site and is left on the site after the event has finished, or is left overnight if the event lasts more than one day, the Hirer shall be responsible for ensuring that any equipment is properly secured against misuse. The Council accepts no responsibility for any loss or damage to such equipment. In addition, the Hirer shall specifically ensure that the insurance cover to be provided covers all risks for all of the time that the equipment is on Council land.
 5. The Hirer is responsible for controlling access to the site for the duration of the event, which shall include setting up and taking down times. In particular, the Hirer shall so operate any traffic bollards or any other device owned by the Council in such a manner as to prevent unauthorised access to the site. In the event that the Hirer permits or by his actions brings about unauthorised occupation of the site, the Hirer shall pay to the Council all costs properly incurred by it in seeking the removal of such persons from the site.
 5. **Fairground** All documentation for fairground rides must be submitted to Lowestoft Town Council before the event.
The Council will require details of all equipment and units no less than six weeks prior to the event.
- Funfair operators are required to provide the Council with the insurance, ride inspection certificates and specific risk assessments for any rides that they intend to have at their event no less than six weeks prior to the event. Certification that the structures comply with the HSE guidance notes must be submitted a minimum of four normal office working hours prior to the event by agreement or

another period, as specified by Lowestoft Town Council. Details of the electrical and structural contractor must be submitted for the council's approval no less than fifteen working days before the event by agreement, or another period, as specified by Lowestoft Town Council. Failure to provide the information required by the due date shall entitle the Council to cancel the event.

6. The event's organiser is responsible for all safety aspects of the event prior, during and after the event and must accept liability for any loss, damage injury or death, howsoever and by whomsoever caused.
7. **Fly posting in any form is not permitted** and may result in prosecution. Any breach of the condition will result in immediate cancellation of the permission to use the site. The cost of removing the fly posting will be deducted from the hirer's deposit.
8. **Bouncy castles and Inflatables are not permitted on any Town Council land.**
9. It is not permitted, without prior written agreement, to use any public address system, loudspeaker apparatus, engines or generators.
10. The giving of goldfish or other live creatures as prizes is banned.
11. No circuses with performing animals of any kind are permitted at any event.
12. No car boot or jumble sales or similar are permitted without prior agreement.
13. The siting of rides or attractions must be agreed in advance of the event, with Lowestoft Town Council and, as appropriate with East Suffolk Norse or other Council contractor.
14. Catering units are not permitted at events on Council land unless by prior arrangement and agreement has been given to the Hirer in writing. Relevant catering certificates must be produced in advance Lowestoft Town Council.
15. The Hirer shall at all times comply with any verbal or written directions or requirements by an officer of the Town Council, East Suffolk Norse or other relevant contractor during the duration of the event. Any breach of these conditions or directions by the Hirer or any participant in the event may result in the offending persons being removed from the site and/or immediate cancellation of the event.
16. Where an event takes place on a Council site normally accessible to the public, the Hirer is to use as little of the site as is reasonable and to make provision for the public access to the remainder of the site.
17. The Council reserves the right to refuse permission for any booking without being required to give a reason for any such refusal.
 - a) It reserves the right to cancel any booked event or withdraw permission to use the land any time up to and including the day of the event.
 - b) It reserves the right to cancel any booked event due to poor weather conditions.
 - c) It reserves the right to cancel the event if it has sufficient concerns or doubts about the safety of the event or if the organisers have failed to comply with advice given by the Safety Advisory Group

18. No advertising material may be issued or tickets sold until such time as permission has been granted by the Council for the event to take place.
19. For the benefit and protection of the surrounding land, environment and wildlife and to avoid the risk of damage from fire thereto (the Hirer) agrees that he/she will not release or permit anyone on the land of the Council pursuant to this (Agreement) to mass release balloons or release any sky lanterns whatsoever.
20. Where appropriate a deposit will be taken for each event and will be required on application. This is fully refundable if no issues requiring remedial action arise. The Council reserves the right to deduct from this deposit the cost of any repairs or cleaning up required after the event and to require any additional payments to ensure full repairs etc can be made. Removal of rubbish, clearing up and reinstatement work must be carried out to the standard required by Lowestoft Town Council.
21. Fees are set annually by the Council with reduced concessions for charities and community groups.
22. Lowestoft Town Council does not provide free car parking for events in its car parks. Any spaces used will need to pay the relevant charge. Loss of revenue will be charged to the event organiser should they need to block off any spaces for whatever reason and permission should be sought from the car park owner. Cars may not be parked on Lowestoft Town Council land either. Lowestoft Town Council reserves the right to deduct from your deposit a fine of £25 for each unauthorised car on site.
23. Any electricity used should be only as authorised by the Council and include from points on Sparrows Nest Gardens and will be charged at a flat rate of £10 per supply per day.
24. It is the event organiser's responsibility to make any arrangements regarding cleansing, barriers, toilets directly with East Suffolk Norse or other relevant Lowestoft Town Council contractor and pay any associated costs and to ensure that they have any necessary licenses and permissions and comply with all relevant legislation.

EVENT APPLICATION FORM

Please read the guidance notes thoroughly before completing this section. This form should be completed (in BLOCK letters) by the person who is responsible for the Event and Planning.

Name of event First Light Festival

Event location Kensington Gardens

(If possible, please enclose a copy of a location plan, especially if the premises or land is not generally referred to by a postal address/postcode)

Event date 22 and 23 June 2024

Event Manager/Organiser

Name of organisation	First Light Festival CIC
Name of organiser	Lizzie Hall
Address + Post Code	East Point Pavilion Royal Plain Lowestoft NR33 0HA
Mobile / Telephone no.	██████████
Email address	████████████████████

Event public enquiries
No. info@firstlightlowestoft.com

Contact ████████████████████ on ██████████ day ██████████ of ██████████ event Lizzie -
(This must be provided)

Type of event

Fundraising Event Commercial Event Social Event Festival
Pop-Up Event Virtual Event Community Event

(If for charity) – Charity name ████████████████████

Charity registration number ████████████████████

Please give the percentage (%) of income raised that will go to the charity concerned ██████████%

Event Description + Details

Detailed description of proposed event: First Light Festival will take place on Lowestoft South Beach and Kensington Gardens from 12pm to 9.30pm on Saturday 22 June 2024 and 10am to 4pm on Sunday 23 June 2024, with a sunrise celebration (3.00 - 5.00am) on the Sunday as well.

First Light Festival will encompass live music, dance, theatre, talks, children's activities, science, sports, wellbeing, workshops, crafts across various stages and performance spaces, plus some of the best in regional food and drink,

The festival is free to access, with only a small number of paid ticketed activities. Tickets are available to book online in advance and on the day if available.

In Kensington Gardens First Light Festival will offer the wider local community free and accessible cultural experiences in a wonderful location - demonstrating how Kensington Gardens are a valuable resource and an exciting space for social interaction and fun, active involvement for all ages.

The Gardens Stage will showcase local bands and musicians.

Around the edges of the lake will be various local community stalls and arts organisations, including Friends of Kensington Gardens, Lowestoft Arts Centre (tbc) and Kirkley People's Forum.

The Japanese gardens will host a visual arts installation of planets made by local children and artists.

Note on Event Management Plan: We submit with this application the Event Management Plan to date, which will be reviewed again at a meeting of the SAG (Safety Advisory Group) in February and again in April. The final version of this will be sent to the regulatory authorities including Lowestoft Town Council.

Date and time to access site for preparation/installation ___Wednesday 19 June 2024 from 9am_____

Date and time the site will be vacated after event ends/de-rig ___Wednesday 26 June 2024 from 6pm at the latest_____

Event start time _____ **Event finish time** _____

12pm to 9.30pm on Saturday 22 June 2024 and 10am to 4pm on Sunday 23 June 2024,

Admission price FREE x Other/Chargeable_____

Has this event been organised before? yes

If YES, where and when? __same site in 2019. 2022 and 2023.

Attendance

(Please provide an approx.)

Numbers attending event	10,000 – 14,999 at any one time across the whole site inc beach
Age range/Profile of those attending	Mixed, family, local residents make up 70% of attendees.

Additional Information

Will any of the following be featured at this event? Please tick appropriate boxes (some may be prohibited at certain sites):

Attractions

Fireworks/pyrotechnics	<input type="checkbox"/>	Details	
<hr/>			
Fairground rides	<input type="checkbox"/>	Details	
<hr/>			
Live music	x	Details	__garden stage in Kensington gardens host local bands, community groups and musicians_____
Live entertainment	<input type="checkbox"/>	Details	

Services

First Aid	X	Details		_Med
<hr/>				
PTS				
Security	X	Details	_JBC Protect	
Stewards	X	Details:	Festival volunteers_____	
Food/Drink concessions	<input type="checkbox"/>	Details:		
Staging	x	Details		_C/O
<hr/>				
Blackwing				
Marquees	X	Details	_C/O ANGLIA COASTAL MARQUEES	
Generators	X	Details	_C/O	GOFER
<hr/>				
Ltd				
Power Supply	X	Details	_C/O	GOFER
<hr/>				
Ltd				
PA system	X	Details		_SYNERGY
<hr/>				
AUDIO				
Lighting	X	Details		_CM
<hr/>				
LIGHTING				
Toilets	X	Details	_TOILETS 2 GO	
<hr/>				
LTD				
Alcohol provision	<input type="checkbox"/>	Details	_____	
Water provision	X	Details	_East Suffolk Council	

Access/Event Travel

Does your event require the use of the Public Highways? x Details _We implement a TTRO through Suffolk highways on Kensington road and rectory road to restrict parking and maintain emergency and production access to the site.

Due to the transitional and free nature of the festival we do not expect any impact to highways.

If YES, likely to require road closure(s)? Please detail. Details ______see above_____

Does event planners require vehicular access to the site (if applicable) x Details

Email address	
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Note: All applications must be made a MINIMUM of 42 days before the event. Applications outside of this time will not be considered and failure to comply may result in the Council refusing to grant permission/withdrawing permission for the event.

Application

We will assess your application in consultation with Suffolk Police, East Suffolk Norse and other relevant organisations. Once we have received feedback we will advise you if your application is successful and what the costs and any specific conditions will be. It will also be passed to the Suffolk Safety Advisory Group (SAG) for their consideration

If permission is granted for this event, I hereby agree to comply with the terms and conditions of use set out by the Council and any departmental terms and conditions and all reasonable instructions given by all authorised Officers of the Council.

**I confirm I have read and agree to all the terms and conditions
I confirm I have enclosed a copy of my Public Liability Insurance
Risk Assessment, Event Plan and Site Plan**

Signed _____ Lizzie Hall _____ Date
__06/02/2024_____

Printed _____ Lizzie Hall _____

Position _____ in _____ organisation _____ Project
Manager _____

PLEASE RETURN COMPLETED FORM BY EMAIL TO :

admin@lowestofttowncouncil.gov.uk