



GUNNERSBURY

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London Borough
of Hounslow



LOTTERY FUNDED

Outdoor Events Policy 2019

Created by



the **EVENT**
UMBRELLA

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1. INTRODUCTION

Gunnersbury is jointly owned by Hounslow Council (LBH) and Ealing Council (LBE). It is managed by the Gunnersbury Park and Museums CIC Recognised by many as one of the most important parks in the country, Gunnersbury features one Grade II and one Grade II* listed Georgian mansion and many other historically significant buildings set within a stunning park landscape.

The councils jointly own Gunnersbury Estate (2026) Community Interest Company (CIC). The purpose of the CIC is to operate and promote the Gunnersbury Estate for the benefit of the community.

The park is made up of numerous areas of land and currently facilitates a number of varying events within these areas each year. This policy will detail the CIC's goals in facilitating the staging of events and will also outline what is required / expected of event organisers when planning or facilitating events in and around the Park. Guidance will be given as to what event organisers need to consider, including; required consultation, associated costs, relevant timeframes and legal requirements when planning an event.

The CIC understands that Gunnersbury Park is used by a variety of people for a range of purposes. This is why the CIC will go through careful planning and consultation so that benefits from events can be maximised while disruption to the specific location, the local environment, local residents and the local business community can be kept to a minimum. This policy will recommend preferred practices by the CIC along with references to legal requirements that are required when staging particular types of events, such as those containing licensable events.

This document only applies to events looking to use outdoor spaces within Gunnersbury Park. For clarification, it does not apply to events held inside the various buildings within Gunnersbury Park and function halls within the museums. To avoid any doubt, this policy does not apply to Council-led events or events delivered by the CIC.

2. **BENEFITS**

Through the facilitation of events the CIC can promote Gunnersbury Park as a place of business, culture and community. Through this promotion the Park will benefit, and it will ensure the CIC and Gunnersbury Park's reputation remains high.

Many additional benefits can be drawn from facilitating events with each event potentially benefiting different sectors of the community, park users and local businesses. A cross section of the community will need to be represented throughout the programme of events and consideration will also need to be given to the impact events will have on local businesses, park users and neighbouring residents. This will be included as part of the consultation process.

The benefits associated with events can include:

- An improved awareness of Gunnersbury Park
- Opportunities for young people through performance and employment
- An arts and culture boost to the local community
- Development of a strong community
- Improvements on cross community relations
- A boost to the local economy
- Business opportunities both at and surrounding events
- A source of income for local projects through fundraising
- Enhancing the image of Gunnersbury Park and the CIC
- Stimulating inward investment
- Income generation that can be reinvested into the management and upkeep of Gunnersbury Park.

3. GOALS

The aim of this events policy is to outline how events in Gunnersbury Park should be run for the benefit of the Park, its users, its neighbouring residents, the event organisers and those who attend events. To achieve this, the following objectives have been identified with reference to the wider vision for the future of Gunnersbury Park.

- The CIC will work toward ensuring effective forward planning and management of events, with public safety and the minimisation of public nuisance always being a priority.
- To ensure that events are being run with due regard to the correct and current legal requirements as well as industry best practice and specific CIC policies.
- Events will be planned and run with sufficient environmental protection policies in place to ensure the protection of the Park's assets and with minimal disruption to the environment and wildlife.
- The CIC will carry out sufficient and thorough consultation with key stakeholders in a timely fashion to maintain a diverse programme of events that are suitable and have been accepted by the wider local community.
- Sensitively increase the range and number of events taking place in the Park; maximising financial gain for the CIC and local businesses where possible without causing unacceptable disruption or nuisance to affected communities.
- Encourage the local community and park users to organise events as well as attend and participate in events.
- Ensure events contribute to and enrich the cultural diversity, vibrancy, economic vitality of the LBE and LBH.

4. TYPES OF EVENTS

Most events differ depending on their scale, location, content, purpose and target audience. It is easy to recognise that a large music concert will require significantly more planning, have an increased impact locally and will incur higher associated costs than a small community fair, however particular elements of planning / consultation and indeed costs will adhere to both. Through the classification of the 'type of event', hire charges, licence fees and other associated costs can be determined along with the level of planning and the appropriate notice required to plan effectively for said event. Event classification can be broken into various considerations detailed below:

4.1 Purpose: What is the purpose of the event? Is it a community led project, a commercial venture, a private event or a corporate event?

4.2 Scale:

Small event:	Less than 500 attending
Medium event:	Less than 5,000 attending
Large event:	Less than 10,000 attending
Special event:	10,000 or higher attending

4.3 Content: What is the content of the event?

4.4 Licensing: Does the event provide licensable activities, such as the sale of alcohol, the provision of music / performance / facilities for dancing or late-night refreshment? (See licensing section for full list of licensable activities)

4.5 Duration & Timings: The duration and proposed timings of the event

4.6 Location: What is the proposed location of the event and is it one of the Parks Premium Venues.

From these considerations, the CIC gains an indication to whether the event will have a negative impact on the Park or its neighbours and its regular users. This goes towards deciding if the event will be granted permission to proceed.

4.1 Purpose

4.1.1 Community Event

When the event is organised by the community for the community, it is free to enter / attend and is not for the purpose of selling or promoting a commercial product, it shall be deemed as a "Community Event".

Further to this, community events are generally not-for-profit, but can still gain community discounts if they are fundraising through charging entry to an event. These discounts will only be offered where all monies gained through entry charges, trader's fees, caterer's fees and any other means go directly to benefiting the community or a non-exclusive community organisation. Ultimately the decision lies with the CIC's Venue Manager as to whether an event should be regarded as a "Community Event."

4.1.2 Charity / Fundraising Events – Local and National

This category includes events that are organised by not-for-profit organisations but can also include events run by commercial companies for charitable fund raising e.g. bike rides and charity runs. These events will need to benefit the Park, regular users and its neighbours.

4.1.3 Commercial Events

Commercial events are events that provide a beneficial gain to a particular individual, group or company, be it financial or promotional. The following are deemed to be commercial events; however, the list is not exhaustive:

- Corporate events
- Commercial Music, Cultural, Theatre, Comedy, Concerts or Festivals
- Marketing and promotional activities for profit making organisations (not charitable or fundraising)
- Funfairs and circuses
- Private events e.g. a wedding reception / private party / large picnic

An event can fall into more than one category, e.g. events can be community led and be considered commercial. The final decision on the purpose of an event will rest with the CIC's Venue Manager.

4.2 Scale / Classification

Small Scale Events

Small events are classified as those with a potential attendee and staffing level of less than 500. Organisers will need to limit capacity to the agreed level accordingly.

Medium Scale Events

Medium scale events are defined as those with a potential attendee and staffing levels of no less than 500 and no more than 4,999. Organisers will need to limit capacity to the agreed level accordingly.

Large Scale Events

Large scale events are classified as those with a potential capacity in excess of 4,999 people but no more than 9,999. These numbers include staffing. Organisers will need to limit capacity to the agreed level accordingly.

Special Events

Any event with attendance and staffing levels reaching 10,000 or more will be classified as a special event.

If the CIC Board or their nominated deputy considers an event to be particularly disruptive, it too might be labelled as a special event, even if its attendance numbers equal less than 10,000.

There are several other reasons why an event might be classified as a special event. These are:

High Risk Events: Please see “5.3.2 High Risk Events” for further information.

Premium Venue: Please see “5.6.1 Premium Venue” for further information

Miscellaneous: The following is a list of events that are always regarded as Special Events:

- All stand-alone Funfairs
- All stand-alone Circuses
- All CIC-led events

The Venue Manager will take into consideration the impact of both the maximum attendance at any one time and the total footfall of the event. It is also up to the Venue Manager as to whether the total footfall or maximum attendance at any one time should be used to determine the scale of an event that spans multiple days.

The Scale of an event will determine the required notice period to be given to the CIC to enable sufficient planning, and the associated fees and charges.

See Gunnersbury Park’s website for more information on event timeframes and fees and charges: www.visitgunnersbury.org

4.3 Content

The content of the event will have a determining factor with the permission to stage the event. The CIC will consider each application individually to ensure there is a broad spectrum of events that benefit the community as a whole. In addition to these considerations the CIC reserves the right to determine the types of events deemed

suitable for Gunnersbury Park. The final decision on suitability will rest with the CIC Board or his/her nominated deputy.

4.3.1 Events of a Sensitive Nature

Special consideration will need to be given to events of a sensitive nature. Further consultation will be required from senior CIC members on events such as:

- Political rallies or events organised by groups affiliated with political organisations
- Events featuring adult content
- Events featuring animals in attendance
- Events featuring performances by children
- Religious events
- Events with a military presence/content

Such events might be required to submit additional material to support their application. For example, in the case of an event that features animals, event organisers might be asked to provide an “Animal Welfare Policy” for their event. The Venue Manager will be able to offer further advice on this matter.

The following events will not be permitted:

- Events featuring performing animals
- Events organised by extremist organisations

4.3.2 High Risk Events

A number of factors can contribute to the risk involved with allowing an event to take place in Gunnersbury Park. During the decision-making process the Venue Manager will thoroughly consider the risks attached to an event and who or what is at risk. If an event is considered to be too high risk, it will not be allowed to proceed.

Below is a list of examples of things potentially at risk:

- People (incl. event attendees, non-attendees, staff, performers etc.)
- The venue
- The CIC (incl. reputation)
- CIC property (incl. pavilions, public toilets etc.)
- Private property (residential buildings near the venue, vehicles etc.)

Events that are considered to be particularly high risk might also be classified as a Special Event. This ensures that the event application is thoroughly scrutinised and every level of consultation is carried out, it also allows an appropriate fee to be charged considering the risk attached to the event. Below is a list of examples of event content that could result in the event being classified as ‘high risk’:

- Fireworks / Pyrotechnics / Explosives
- Events where participants are in close proximity to moving traffic
- Large vehicles or a large number of vehicles
- Events taking place in winter
- Events listed in 4.3.1 Events of a Sensitive Nature

4.4 Licensing

The recent Licensing Act of 2003 requires events / activities providing licensable activities to have either a 'Premises Licence', or a 'Temporary Events Notice' for small scale events under 499 attendees to include staff, to permit licensable activities to take place.

Gunnersbury Park is governed by LBH in regard to licensing matters. A comprehensive list of licensable activities and further information relating to those activities can be sought via LBH's website (www.hounslow.gov.uk/licensing) or the www.gov.uk/premises-licence. Alternatively, contact should be made with the LBH's Licencing team.

If an event organiser wishes to use Gunnersbury Park as a venue for an event that features licensable activities, he/she will most likely be required to operate under the CIC's existing premises licence. The Venue Manager will be able to provide more information and a copy of this licence if requested.

In case the CIC's premises licence is unavailable, the event organiser will be required to provide an approved Temporary Events Notice or Premises Licence before the event is granted final approval. Being granted permission to hold an event does not mean you will necessarily have a licence application approved and vice versa. Any application for site hire does not automatically include the period required for licensing applications and it is the applicant's responsibility to plan effectively to ensure enough time is allowed for this process to be completed.

Please see 7.5 Licensing For further information in regard to different types of licence.

4.5 Duration & Proposed Timings

The duration and proposed timings of an event will be considered due to the potential disruption to the use of site, the local community and local businesses. Noise and light pollution are significant factors when considering the timings of your event while planning laws may come into effect should the duration of an event run over a number of weeks. The Venue Manager will advise where possible.

4.6 Location

Gunnersbury Park is a large site covering approximately 75 hectares (186 acres). The entire site has been assessed according to its suitability for hosting particular types and scales of events and divided into different zones. Please see **8.1 Site Plan** for more information.

Some locations may only be used to host a limited number of events per year in order to protect the land and in the interest of minimising disruption to other park users and neighbours. In addition, specific conditions may apply to the hire of certain locations. The CIC's Venue Manager can provide advice to applicants when considering potential locations.

4.6.1 Premium Venue

The CIC recognises the area immediately outside the Gunnersbury Park Museum and Manor House as a premium location within the park.

It has been identified as such for its desirability to event organisers. The following list covers some of the reasons it is so desirable;

- High footfall
- Proximity to key park features
- Visibility
- Status
- Highly sought after

A limit to the number of events per year that this venue can accommodate has been set to protect the park, user groups, local residents and other stakeholders. These limits will be reviewed and set each year.

Any event taking place at this Premium Venue within the Park will be regarded as a special event.

5. APPLICATION AND CONSULTATION

5.1 Application Process

Each event will be subject to the completion of a standard application form outlining the 'type of event' organisers are proposing. The completed application and any further supporting documentation or references will be used to gain permission from the CIC to use Gunnersbury Park for the staging of the event.

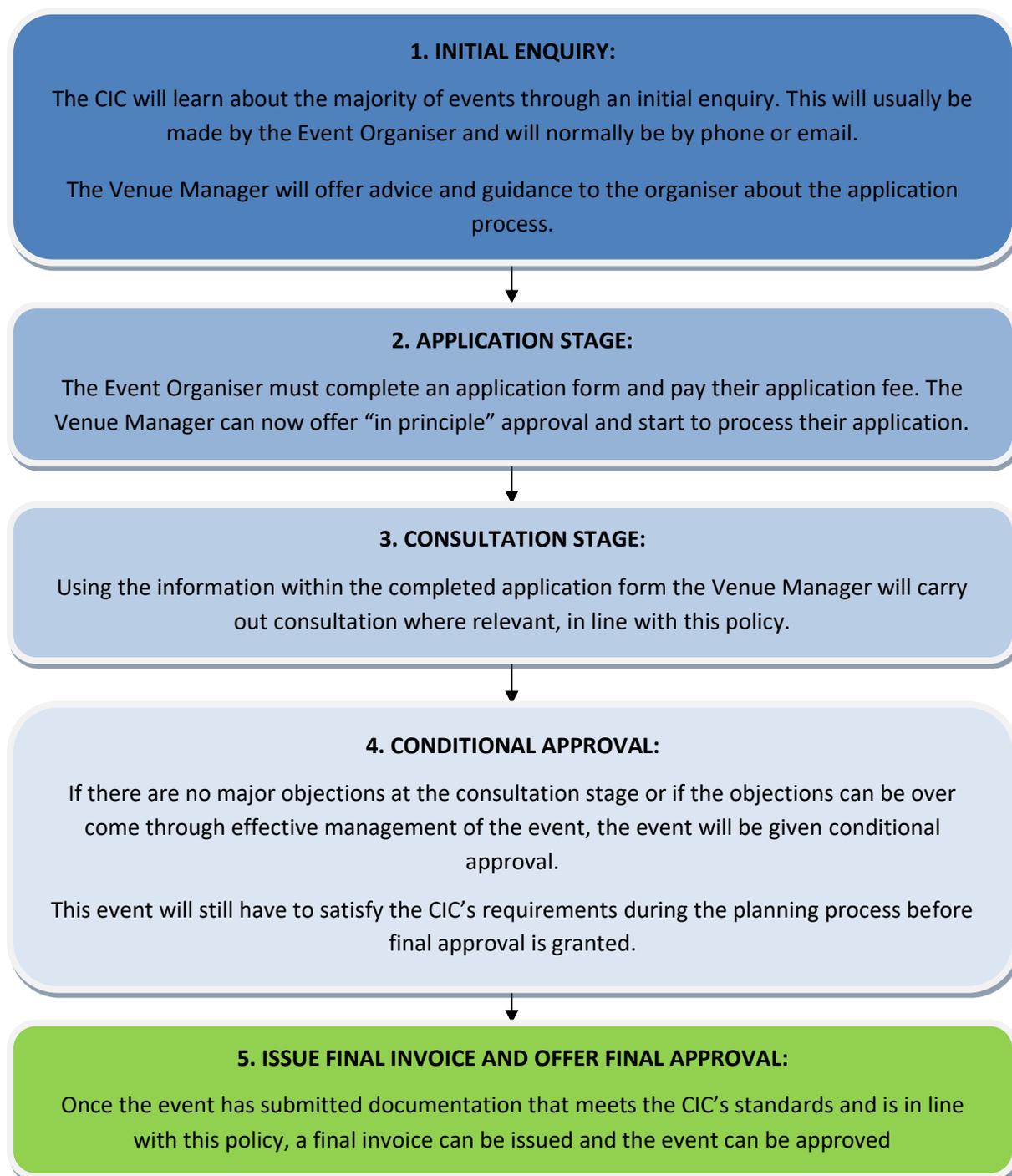
Permission will be sought through approval from relevant CIC members and the Venue manager, in consultation with responsible authorities and interested parties. The nature, location and scale of the event will determine the level of consultation required which is outlined later in this section. It should be noted however that permission to use Gunnersbury Park for an event does not guarantee the event will take place. Further consultation and approval may be sought from relevant responsible authorities and in some circumstances a licence or temporary event notice could be required. Below is a list of responsible authorities;

- Police
- Local fire and rescue
- Primary care trust (PCT) or local health board (LHB)
- The relevant licensing authority (LBH)
- Local enforcement agency for the Health and Safety at Work etc. Act 1974
- Environmental health authority
- Planning authority
- Body responsible for the protection of children from harm
- Local trading standards
- Any other licensing authority in whose area part of the premises is situated

5.1.2 Overview of the Application Process

Below you will find an overview of the application and approval process. The majority of events will be processed in this way but the CIC recognises that every event is different and therefore to reflect this, the CIC's approach must also be flexible.

Special Events, events of a sensitive nature or high-risk events should expect to go through a lengthier process.



5.1.3 Refusing an Application and Permission to Hire Gunnersbury Park

This policy provides a framework by which to govern the approval of applications to hire Gunnersbury Park for an event. The CIC reserves the right to refuse permission to hire Gunnersbury Park for reasons that are not listed elsewhere within this document. This could include but is not limited to:

- The event organiser is known to be in a dispute with another land manager over damages, fees or other land hire related matter.
- The Venue Manager or CIC believes the event could bring Gunnersbury Park into disrepute.
- Conflicting with the existing events programme or other park operations.
- Hosting the proposed event conflicts with other strategic plans, policies or values held by the Gunnersbury Estate (2026) CIC.
- The event organiser cannot provide positive references when requested, or their references are returned as negative.

The CIC can refuse permission to hire Gunnersbury Park at any time during the application process. Please see 7.4 Cancellations and the Gunnersbury Park Terms and Conditions of Hire for more information.

If your application is turned down or refused, a reason will be given to you by the Venue Manager.

5.2 Consultation Process

A key element to the successful delivery of any event lies in consultation. Through consultation event organisers can identify potential problems in advance and put measures in place to ensure they are avoided, in extreme cases it can also identify why a particular event would not be suitable. It is for this reason that one of the first steps in staging an event in Gunnersbury Park is to seek approval, through an application process followed by consultation. Not every event will require consultation each time it takes place.

The level of consultation that an event requires will be determined by the CIC on a case by case basis. This will be based on the nature of the event, focussing on its duration, scale, content and the possibility for disruption to the local community, regular park users, local residents and businesses.

5.2.1 How Consultation Affects Planning an Event

Consultation can help shape and influence the delivery format of the events that take place in Gunnersbury Park.

Event organisers are expected to carry out consultation throughout the planning stages of their event to ensure disruption is minimised, benefits are maximised and that all legal and public safety requirements are met. The type of event will determine the level of consultation required, with a small community event requiring less consultation than that of a large-scale event. A rule of thumb is the greater the potential impact the more consultation will be required.

Throughout the planning stage consultation may be required with the SAG which includes members of LBH's Licensing, Environmental Health, Civil Protection, Emergency Planning teams along with responsible authorities and other interested parties such as representatives of the Metropolitan Police Service, London Ambulance service, London Fire Brigade etc.

In many instances the Venue Manager will table applications and present event management plans on behalf of organisers; however events of a larger nature or with a potential significant impact will be engaged directly into the SAG to ensure plans relating to the event are robust and pertinent to the event and its location.

In addition to the SAG, further consultation may be required with each of its members to fine tune proposed plans and to ensure the safety of attendees and the local community are considered.

5.2.2 How Consultation Affects the Decision to Approve an Event

The CIC reserves the right to offer an event permission in principle before carrying out any consultation on the event delivery model. That said, the CIC recognises the benefits that consultation can bring to the event planning process, and is committed to consulting with stakeholders where relevant and when possible. The CIC is also committed to effectively notifying interested parties about event proposals and the confirmed events programme.

During consultation, stakeholders will receive an overview of an event proposal. The level of information included within this overview can vary. This will depend on the stakeholder being consulted and how advanced the potential event organiser's plans are at that time.

Stakeholders will have the opportunity to comment on the operational and logistical particulars of that proposal and how this might affect local residents, businesses and other park users. This feedback will be thoroughly considered by the venue manager and the CIC during the decision-making and event planning process, but it should be noted, that the final decision as to whether or not to approve an event will rest with the Gunnersbury Estate (2026) CIC board.

The Gunnersbury Estate (2026) board will also consider the following and balance the feedback received during consultation against these priorities:

- Event's compliance with statutory and legal obligations.
- Benefit to hosting an event, as specified in Section 2 of this policy.
- The desire to achieve the goals that are outlined in Section 3 of this policy.
- Any risk attached to hosting the event.
- Disruption to park users, and other park operations.
- Existing events programme within Gunnersbury Park.
- Quality of the event/proposal.

5.2.3 Safety Advisory Group

The LBH Safety Advisory Group (SAG) is a group of representatives from various Council departments and partner agencies. This can include but is not limited to; departmental representatives from LBH; London Ambulance Service; London Fire Brigade; and Metropolitan Police Service.

The SAG plays an important role in the decision making and planning process for events. Some organisers of Small events and most organisers of Medium, Large and Major events will be required to table their proposed event at a SAG meeting and discuss, in depth, the various aspects of the activity they are proposing, it's content, their experience, their management plans and anything else that might be relevant as determined by the SAG.

SAG meetings are an excellent opportunity for event organisers to benefit from the collective knowledge and experience of industry specialists. The SAG members will review the event organisers proposed EMP, RA and other supporting information. Members will respond with comments, concerns or recommendations. SAG representatives will notify event organisers in writing of any further advice on the event if deemed necessary following the meeting.

The SAG is separate from the operational management of the event. It is the event organiser/management team that will be ultimately responsible for health and safety planning relating to their event.

The SAG role is advisory. It provides independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. The local authority will enforce the relevant statutory provisions to ensure the health, safety and welfare of employees, members of the public and any other person affected by a work activity. This includes all public events except for the erection and dismantling of temporary demountable structures; radio or television broadcasting; and fairgrounds. These activities are enforced by the HSE. More information can be found here: www.hse.gov.uk/event-safety/faqs.htm

The Hounslow SAG meets once per month throughout the year. A copy of Hounslow Safety Advisory Groups Terms of reference can be viewed on LBH's website.

5.2.4 Post Event Consultation / Debrief

The CIC might require event organisers to carry out post event consultation to gain feedback on the event itself and identify any event related problems. Through this process many problems can be rectified and improved for future events. This is also a stage where the decision may be made to permit or refuse any future events taking place due to the impact the event had, be it positive or negative.

6. EVENT PLANNING

6.1 Health & Safety

Event organisers are responsible for and have a legal duty to ensure the health, safety and welfare of the people attending their events, as well as that of the employees, contractors and sub-contractors working at the event. Please refer to the Health & Safety at Work Act 1974.

Event organisers will also be required to conform to:

- **The Purple Guide 2014**
- RIDDOR 2013
- Fire precautions act 1975
- The Children's Act 2004
- Health and Safety at work Act 1974
- Wildlife and Countryside Act 1981
- Any specific conditions laid out, local byelaws or instructions from a Council Officer
- Any relevant legislation relating to public safety

The CIC and its partners have a duty to ensure all relevant health & safety guidance is followed, including checking risk assessments, emergency evacuation plans and method statements. In many cases the CIC or its partners (i.e. emergency services) may require changes to be made to plans to improve safety at the event. All health & safety paperwork must be submitted to the Council as per the application timetable requirement, although this may be reduced for smaller events if agreed in advance with the Venue Manager.

For larger or more complex events the CIC may take a more active role. We may wish to meet with event organisers to discuss plans in more detail, and it may be a condition of hire that event organisers attend SAG meetings.

It may also be a condition of approval that management plans are submitted in advance of the application timetable requirement due to their complexity. If this is the case sufficient notice will be given of any change in deadline.

6.2 Insurance

Proof of public liability insurance cover of a minimum level of £5,000,000 will be required for all events, of which evidence must be supplied to the CIC in advance of the event. The terms of this insurance should completely indemnify the CIC against any claims, demands, losses or liability that may result from the hirer's use of Gunnersbury Park.

Any additional levels or types of insurance required will be determined by the nature and scale of the event. The final level and types of insurance required will be determined by the Venue Manager following consultation with the CIC's legal and insurance teams.

It is the CIC's responsibility to ensure that the venue is suitable for the hire and poses as little risk as possible.

6.3 Welfare Facilities

The event organiser is responsible for the provision facilities and any arrangements must be agreed with the CIC in advance. Temporary toilets must meet all health & safety requirements. In some cases access to existing toilet facilities within Gunnersbury Park may be granted, however permission must be sought in advance. Any associated costs arising from the provision or cleaning of welfare facilities will rest with the event organiser.

6.4 Traffic Management & Parking

All traffic management measures, such as Temporary Traffic Regulation Orders to close roads, diversion routes, and Parking Suspensions are processed and approved by LBH and LBE.

The Venue Manager will help streamline this process by introducing event organisers to the Highways Management teams at both Councils and informing them of any event planning to take place on or having a significant impact on roads and footpaths such as charity races, religious processions, small to large scale events and carnivals. It will be the responsibility of the event organiser to gain the necessary approvals to implement their traffic management and parking plans. The Venue Manager may seek confirmation that legitimate traffic management arrangements have been made and agreed with the relevant Council.

Consideration must also be given to the potential impact on public transport services and where necessary full consultation must take place with key stakeholders, such as London Busses, Transport for London, South West Trains, Great Western Railway Taxi firms etc. It is the responsibility of the event organiser to engage and liaise with relevant stakeholders. The Venue Manager might require evidence that these groups have been consulted and the event is working with them.

Designated locations may be hired and used for car parking. There may be specific conditions attached to the hire of areas for these purposes. For example organisers may be asked to install temporary track roadways to protect the ground from damage, particularly if bad weather is forecast. Permission to charge for parking in Gunnersbury

Park must be agreed with the CIC in advance. Failure to do so will incur a fine, the level of which will be determined by the CIC Board or their nominated deputy.

Event Organisers that wish to have car parking on site will need to submit a comprehensive car park and vehicle management plan that will be reviewed by the Venue Manager before approval is granted.

It is for the Event Organiser to demonstrate within their car park and vehicle management plan the number of vehicles they hope to park and the area they wish to use for parking. This document will need to include details of ground protection planning and methodology. The Venue Manager will review this document and if they believe that car parking on site will be too high risk then the application will not be approved. Some example reasons car parking might be considered too high risk:

- Too many vehicles.
- Covering an area that is too large.
- Proposed dates and increased likelihood of wet weather.
- Inadequate resources

It is likely that the event organiser will have to pay additional fees if their application to have car parking on site is approved. This could include:

- A greater park hire fee (an even greater fee if the organiser is charging for parking on site)
- A larger ground protection deposit

6.5 Licences

A Premises Licence or Temporary Event Notice (TEN) will be required for events that include licensable activities such as regulated entertainment or the sale of alcohol. While small events may be covered by a TEN, larger events must apply for a Premises Licence. There is an existing premise licence for Gunnersbury Park held by the CIC. The Venue Manager will be able to offer further information on the CIC's licence and the conditions attached to it. In almost every case that an event organiser applies to hold an event with licensable activities it will be required to use the CIC's licence. Below is some additional information relating to the different types of licence and what they are for.

A licence is required to stage any of the following forms of regulated entertainment:

- A performance of a play
- An exhibition of a film
- Boxing or wrestling entertainment
- A performance of live music
- Any playing of recorded music

- A performance of dance
- Entertainment of a similar description to that falling within live music, recorded
- Music or performance of dance
- Provision of late night refreshment (11.00pm – 5.00am)
- Sale of alcohol

For exemptions to the above licensing act please refer to the www.gov.uk/premises-licence

6.5.1 Temporary Event Notices

Small scale events for no more than 499 people at any one time (including staff) and lasting for no more than 168 hours do not need a premises licence providing that advance notice is given to the police and the Licensing Authority. Only the Police can object to such a Temporary Event Notice if they believe the event is likely to undermine the crime prevention objective.

Persons wishing to hold such events must give a minimum of 10 working days' notice to the Police and the Licensing Authority. A Late TEN can be submitted not more than 9 days and not later than 5 days prior to an event. If an objection is raised regarding a Late TEN then there is no opportunity for an appeal. The addresses to which such notices must be sent can be obtained by contacting LBH's Licensing team.

It is recommended that responsible event organisers give far greater notice of events however, to ensure that potential problems can be identified and resolved well in advance. Ideally the Licensing Authority would like to receive three months' notice of such 'small' temporary events, although it is recognised that this may not be practicable in some cases. Applicants are therefore strongly recommended to contact licensing officers early in the planning of such events to discuss all relevant issues.

6.5.2 Premises Licences (time limited)

Premises Licences apply to licensable events which cannot be covered by a TEN. Premises Licence applications are a more lengthy process than that needed for a TEN and therefore must be made well in advance of an event. It is advised that at least six months' notice be given should an event require a Premises Licence. Further guidance can be found on LBH's website: www.hounslow.gov.uk/licensing

It is the organiser's responsibility to ensure that sufficient time is allocated to apply for a Premises Licence in advance of the event.

6.6 Alcohol

The supply or sale of alcohol is considered a licensable activity and is therefore regulated under the Licensing Act 2003. A Premises Licence or a Temporary Event Notice is therefore required and a designated premises supervisor must be nominated as responsible for the supply / sale of alcohol. Full guidance can be found on LBH's website: www.hounslow.gov.uk/licensing

Permission to sell alcohol in Gunnersbury Park must be sought from the Venue Manager in advance of any event.

6.7 PPL and PRS

If the event involves public performances and/or broadcast of musical works (live music/DJ), the event organiser will be responsible for applying for a Music Licence and adhering to the terms and conditions set out by the PPL and PRS (see www.pplprs.co.uk or call 0800 0720 808 for further details).

6.8 Publicising an Event

The erection of posters, boards and banners within Gunnersbury Park should be agreed prior to an event being staged. Event organisers must provide the Venue Manager with a schedule of advertising with details of locations, numbers, sizes and examples of artwork.

Advertising of this nature may only be displayed on the event site within the park. Advertising may only be in place 14 days prior to the first day of the event. Daily checks must be made to ensure that advertising is securely fixed and that it does not become damaged by weather, graffiti etc. If damage does occur the advertising material must be removed and replaced.

As soon as the event ends advertising must be removed. This will be the responsibility of the event organiser. If the CIC incurs expense removing advertising this will be deducted from the deposit.

The CIC does not allow any unauthorised advertising of events on lamp columns, furniture (benches etc.), trees etc. The Venue Manager can advise on suitable advertising locations within the Park.

6.9 Planning Permissions and Advertisement Consent

Temporary demountable structures, which are agreed with the Events Representative, are allowed to remain up for a maximum of 28 days in any calendar year without the need for planning permission. Advertisements (including sponsorship branding)

normally require advertisement consent. This includes the display of sponsors' details on banners and directional signage. The event organiser must check with LBH's Planning team.

6.10 Complaints

A suitable complaints procedure must be in place to service the local community and public as a whole. In the case of Small Events the CIC's existing complaints framework may be employed however in the case of Large or Special Events, or events that are anticipated to have a potential impact on the local community, a separate and independent complaints policy and procedure must be agreed with the Venue Manager in advance to include a complaints telephone line which will be operational during the event and will be staffed independently by the event organiser.

Visit www.visitgunnersbury.org for contact information and how to make a complaint.

6.11 Noise

Noise from an event must be kept at a reasonable level and must not cause an unreasonable nuisance to local residents within close proximity of Gunnersbury Park. Events that utilise the CIC's existing premises licence must adhere to the sound level limit conditions attached to the Licence; noise level monitoring may be required in order to ensure such compliance. At all times organisers must comply with LBH's Environmental Health Representatives and the Venue Manager.

It may be required to meet in advance with Environmental Health officers so that specific volume levels and locations of monitoring points can be agreed. Event organisers failing to keep to reasonable noise limits risk the complete or partial loss of deposit and will not be permitted to host their event within Gunnersbury Park again. Repeat offenders who fail to reduce volumes to the agreed levels may face action from the LBH Environmental Health Services team.

In addition to the protection of the public from noise pollution organisers must also consider the Control of Noise at Work Regulations 2005 for those working prior to, during and post event.

6.12 Environmental Health

The Venue Manager may pass the details of an event onto the Environmental Health Service to inform them of your event. The Environmental Health Service deals with the following areas relating to events:

- Health, Safety and Welfare of members of the public attending the event, staff and volunteers, entertainers / acts, etc, and any contractors working on site

(split responsibilities coincide with Building Control if the event is in a sports ground or stadium.

- Temporary structures such as staging, marquees, tents, etc.
- Noise control and the prevention of nuisance to local residents who may be affected by noise arising from activities on site, particularly any musical entertainment.
- Food safety and the prevention of food poisoning arising from any food provided at the event. Ensure that all caterers have been registered with their local authority. Obtain caterers' food hygiene certification. An outline of the type of catering and facilities must also be provided in advance.
- The Environmental Health Service may be required to sign off relevant parts of event plans and they may enforce their own conditions on an event, including fees for services.

6.13 Quality & Content of Events

The nature and content of events should reflect well on the CIC and local stakeholders. The CIC will not agree to an application that is likely to cause offence to public taste and decency, except where the possible offence is balanced or outweighed by other factors, such as freedom of expression or artistic merit. The CIC Board or their nominated deputy will consider such applications on their individual merits.

6.14 Protection of the Site

The protection of Gunnersbury Park is a priority for all event organisers. This also includes the protection of wildlife, flora & fauna and trees. Maintaining biodiversity and protecting the natural habitats of Gunnersbury Park's wildlife is a priority. If it is believed that an event will be detrimental to the local eco-system then this will be considered as grounds to deny an application.

6.15 Ground Protection

Event organisers must make provisions to protect grass and footpaths from damage. Vehicles are not allowed on site without the consent of the Venue Manager. If inclement weather is forecast vehicles may be prohibited from driving on grassed areas; alternatively provisions such as track way, or similar ground covering, may be required in agreed areas. Certain footpaths should not be driven on, particularly by heavy vehicles, and the Venue Manager will advise on such restrictions. If vehicle movement deviates from the agreed plans and damage to footpaths is caused the event organiser will be charged for the cost of repair.

6.16 Waste Management

It is the event organiser's responsibility to provide the CIC with a waste management plan and ensure adequate facilities are provided for the safe disposal of waste. The CIC encourages organisers to make the recycling of waste a priority over disposal to landfill. The disposal of both solid and wet waste must be managed legally and all waste must be clear of site within the pre agreed timescale as set by the CIC. Any deviation to the agreed timescale may incur costs and any work that has to be carried out to clean sites and remove waste will be recharged to the organiser, in most cases monies will be held back from the returnable damage deposit.

6.17 Trees

Careful planning must be undertaken to avoid damage to trees and their roots through the compaction of soil or direct damage to roots themselves. In some cases a member of the CIC's arboriculture team will be consulted in order to establish measures that are needed to ensure the healthy retention of trees and their roots. Once a procedure has been agreed with the arboriculture team or the Venue Manager, any deviations from this that cause damage will be rectified at the expense of the applicant, from the damage deposit.

7. FINANCIAL RESPONSIBILITIES

There are numerous costs associated with the staging of events and these must all be considered by organisers in the very early stages of planning to ensure funds are available to cover these. The 'Type of Event' being staged will determine the level of costs with scale being a significant factor. With respect to staging events in Gunnersbury Park it should be noted that all event related costs rest with the event organiser. Organisers should consider the main areas of expenditure outlined below:

7.1 Park Hire and Damage Deposit Fees

For the hire of Gunnersbury Park and the associated returnable damage deposit and non-returnable booking deposit the type of event will be the key factor in determining hire and deposit fees. A site inspection will take place prior to and immediately after each event. Should any reinstatement or completion of works be required monies will be held back from the deposits as appropriate to cover costs. Should costs exceed that of the deposit the CIC will charge the event organiser for remaining costs.

All fees and charges are subject to change and will be reviewed annually. See the Gunnersbury Park website for current up to date rates, www.visitgunnersbury.org

7.2 Licensing Fees

All fees associated with the application for a Premises Licence or Temporary Event Notice, should regulated entertainment or the supply or sale of alcohol take place at the event, will rest with and remain the responsibility of the event organiser. See www.hounslow.gov.uk/licensing for current up to date rates of fees.

7.3 Event Delivery Associated Fees

All fees associated with the delivery of the event will rest with and remain the responsibility of the event organiser. These will by far be the most significant costs for any event and will cover everything from traffic management, content, technical production, staffing, cleaning, facilities, site infrastructure, advertising, promotion, policing and security to name but a few.

A point to consider is that many of these services / functions will impact significantly on the successful delivery of the event and should adequate provisions not be in place there is the likelihood that the event will not be given permission to take place.

All event delivery related costs will rest with and remain the responsibility of the event organiser. Any costs incurred to the CIC caused by an event will be recharged back to the organiser at the associated costs and will incur an administration fee to be determined by the CIC Board or their nominated deputy.

7.4 Cancellations

If the hirer cancels the booking less than two weeks before the date of hire there will be no refund. Cancellation with two weeks or more notice will be subject to a 50% cancellation fee.

If payment has not been received 2 weeks prior to the event taking place or the payment has not cleared by the hire date the park will not be made available to hire. The CIC reserves the right to cancel events by refusing the use of land should the terms and conditions of hire, legal requirements or financial obligations not be met and inclement weather or other unforeseen circumstances occur. The decision for cancellation will rest with the CIC Board or their nominated deputy.

8. APPENDIX

8.1 Site Plan

For the purpose of event management, Gunnersbury Park has been divided into various zones. These are shown on the map below. Event organisers are not restricted to operate within a single zone and multiple events can operate in separate zones simultaneously.

