



HATHERN PARISH COUNCIL

USE OF HATHERN PARISH COUNCIL PROPERTIES FOR 3RD PARTY EVENTS

Hathern Parish Council welcomes the use of its properties (Hathern Park, Pasture Lane sports ground etc) for community events organised and run by community groups and organisations. To apply to hire these facilities from HPC you will need to contact the Clerk and complete our Hiring Agreement . The Council will then consider whether the event/use of its facilities is appropriate and the responsibilities and liabilities that would arise before it makes its decision.

The organising and running of such events require careful planning and preparation and the Government's publication, "**Organising a voluntary event: a 'Can do' guide**" provides helpful guidance and advice in this respect.

There are a number of key requirements that we would bring to the attention of any group or organisation wishing to hold events using Parish Council property:

Licences – If the event includes the sale of alcohol and/or the provision of entertainment (in particular amplified music) you will require a Temporary Event Notice from the appropriate licensing authorities (currently Charnwood Borough Council).

Insurance – You must ensure that the appropriate insurance is in place covering all liabilities that may arise from the use of Hathern Parish Council's facilities and any event organised using those facilities. Event liability insurance is available from a wide range of insurance companies.

Health and Safety – Stemming from the Parish Council's H&S policy there is a requirement that 3rd parties hiring our facilities should complete a risk assessment covering all aspects of the proposed rental. This should include setting up and subsequent dismantling for the event as well as running the event itself. A guidance note prepared by Charnwood Borough Council, "**Health and Safety at Small and Medium Size Events**" forms a useful resource when organising an event.

Noise and Disturbance – If your event is to include amplified music during the then the potential for noise disturbance to neighbours must be considered. You should carefully consider the advice given by Charnwood Borough Council in its guidance note, "**Environmental Protection -Noise control - Outdoor Events with Music**"

The Parish Council may ask you to prepare a Noise Management Plan. This will cover the assessment of potential sources that could cause nuisance (eg vehicles arriving/departing from the venue, crowd noise, generator noise, amplified music etc), what impact they would have to neighbours and beyond, and a plan to manage noise to an acceptable level. The management plan will also include consulting with immediate neighbours to address their concerns, providing a mobile phone number in case of problems during the event and, if appropriate, the use of noise monitors to check and moderate sound levels during the event. Charnwood Borough Council Environmental Health can provide guidance on preparing a Noise Management Plan for your event.