

## Use of Hillworth Park Policy

1. Scope of this policy

This policy sets out the process for the use of Hillworth Park for larger scale events run by outside organisations.

It also extends to the use of other areas in the Devizes Town Council portfolio.

2. Introduction

Devizes Town Council provides and maintains outdoor public spaces and facilitates the community use of these spaces. Hillworth Park is one such space and receives up to 170,000 visits each year. A year-long calendar of events attracts park users and also a number of community groups keen to use the park to hold their own events.

The Parks and Open Spaces team are keen to support these events, where possible. In an effort to balance community use with the on-going responsibilities of the staff who work within these areas, this policy has been created and is intended to be used as an aide memoir by the groups and organisations hoping to use the park.

3. Fees

Use of Hillworth Park is free, however, depending on the type of support incurred, small charges may apply and a damage deposit may be expected.

4. Events

Event planners must accept specific responsibilities of the event, including but not limited to the following:

- Appoint a primary contact for the event and share contact details of this person with the Direct Services Manager.
- Seek prior permission for the event.
- Complete an **Event Notification Form** (see attached).
- Fully discuss details and arrangements for the event in advance, including, but not limited to:
  - Event timings;
  - Expectations of numbers of people attending event;

- Equipment to be used (eg. PA equipment, cooking equipment etc).
  - Temporary structures to be used, eg. gazebos.
  - Power needed.
- Provide an event plan and a risk assessment. In some cases, organisers may also be asked to provide proof of Public Liability Insurance.
  - Provide copies of any publicity material to be used. Please note: all publicity material must include full contact details of those involved in the event. Those wishing to attend the event or to find out details must be able to contact the organisation running the event in advance and on the day.
  - Ensure personnel are present at all times during the event to respond to any problems or complications that may arise.
  - Clean up during and after the event. Keep in mind that any damage to the facility will likely be the planner's responsibility, particularly if the responsible individual cannot be identified. Please note that unless agreed in advance all litter must be removed from the site.

*Please note* that Devizes Town Council will not permit, unless specifically agreed in advance by the Direct Services Manager, the following:

1. The use of *council owned* equipment including:
  - Public Address System and microphones;
  - Gazebos;
  - Piano;
  - Tables, chairs, crockery etc.
2. The use of the Park Yard for car parking.
3. Catering concessions to be set up in the Park, including ice cream vans, cake stalls, BBQs etc.

***The attached Event Notification Form should be completed and returned to the Direct Services Manager (Town Hall, St John's Street, Devizes, SN10 1BN) twenty one days in advance of the event.***



**Event Notification Form**

Please complete this form to let us know of your event:

Contact Name

Organisation/Group Name

Contact details

Date of Event

Event Title

Location of Event

Brief Description of Event

Event Plan/Agenda

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Dignitaries Invited (who, how many, where)

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Applications Required (road closures, alcohol license, temporary event notices, etc.)

Please include details (why, when, how long for etc.)

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Applications Submitted

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First Aid Provisions

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Marshalling Provisions

Parking Arrangements

Litter picking arrangements

Any Other Comments