



Events in Parks

Event Guidelines & Conditions of Use 2025 (v1)

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Section 1 – Introduction

These guidelines have been written for event organisers who wish to hold an event in a park or open space that is managed by Sheffield City Council. Events are defined as events which are open to members of the public to attend.

You must read these event guidelines and 'Conditions of Use' before completing and signing the Event Application form. They provide an outline of the process required to take your event enquiry from application to confirmation.

Please read the 'Conditions of Use' carefully, by signing and returning the Event Application Form you are accepting these 'Conditions of Use'.

By providing this guidance Sheffield City Council does not accept any responsibility for any aspect of the organisation or management of the event.

Section 2 – Event application timeframes and process

For all events staged in the City's parks and open spaces the following process must be undertaken.

- 2.1 Event application
- 2.2 Event application timeframes and assessment for 'in principle' approval
- 2.3 Review of additional event plan documentation
- 2.4 Payment of any fees and charges
- 2.5 Final Confirmation

2.1 – Event Application

All Event organisers wishing to hold an event on land under the management of Sheffield City Council need to complete an event application form and submit it to the Council's Major Events Team, see '**Useful Contacts**'

2.2 - Event Application Timeframes

The event application should be submitted at least **12 weeks** prior to the proposed date of your event. This is to allow sufficient time for any consultation with other SCC officers, license applications and any other potential issues can be discussed and resolved in good time and for the adequate planning and promotion of your event (*see below)

Some events will require additional licenses which will have separate application deadlines. Larger or higher risk events may take longer to organise and obtain permission, possibly 6-9 months.

When the event application has been received by the Events Team, an Event Officer may contact you to discuss your proposal further before the application is assessed.

Late applications may be rejected based on the time frame required for event approval.

2.2 – Event assessment

An assessment of the suitability of the event will be made based on the following criteria -

The suitability of the event activity

The type of activity that you are planning will be reviewed against the potential impact of the event on the park/open space environment, on surrounding areas/residents, access and other policies relating to the site requested for the event.

The suitability of the event location

Factors such as the size of the event, the availability of the site and the other events already programmed in will be taken into consideration at this stage. In some instances, the site requested may not be the best venue for the staging of this activity.

Reason for the event

The aim and target audience for the event will be considered.

Event Planning & Organisation

The experience of the organisers and how the event will be managed for the safety of all involved and other park/open space users will also be a major consideration.

2.3 Review of event plan documentation

If the proposed event is considered suitable to be staged at the site and on the date requested, then 'in principle' approval can be given - a provisional booking will be made for your event, and you will be issued with an **event reference number**.

Further information to support your application will be needed in due course.

The minimum essential requirements for event approval are –

1. Submission of a completed application form with all relevant information about the event
2. Detailed Site plan showing where the event will be set up and what will be on site and/or a route plan showing where a walk or run will take place
3. Risk assessment appropriate to the type and scale of event
4. Valid Public Liability insurance certificate (minimum £5,000,000 indemnity)
5. Details of First Aid cover for the event (minimum 2 suitably qualified and experienced personnel)
6. Draft EMP will be needed for all events with over 500 visitors at any one time, or if requested.

Other supplementary information and documentation may be required depending on the type and scale of event e.g. detailed stewarding plans may be needed. Site plans and public

liability insurance certification can be provided nearer the date of the event but no later than 8 weeks before the event. **Without these, final confirmation cannot be given.**

Depending on the type and scale of event you may be required to attend a full Safety Advisory Group meetings.

Please note: your event application form and documentation will be shared with the Safety Advisory Group as 'event notification', and you will be copied in via email so that SAG colleagues can offer you any advice or guidance.

2.4 Payment of fees and charges

Fees and charges will be payable to the Events Team for the following:

- site hire fee
- venue hire fees for the use of on-site premises where available.

Along with the event reference number you will be sent a detailed costing of the site fee and any other charges, if the event goes ahead you are in agreement of these fees and will be invoiced after the event. The **minimum site fee** is currently £75 per day to hold a community event which is free and open to all members of the public.

In addition to these fees, event organisers are responsible for all costs associated with conducting their event. Fees and charges may be payable to other SCC departments or other organisations for the following:

- Temporary Events Notice
- Markets licence
- Hire of toilets
- Waste collection and removal
- Temporary road closures
- Stewarding/barriers
- Infrastructure such as marquees/gazebos
- Sound checks, for music stages

If there is any damage to any event site or need for additional cleaning as a result of the event, these costs will be charged to the event organiser.

2.5 Final Confirmation

When all supplementary information and documentation has been approved and fees paid, you will be issued a written final confirmation of permission for the event (as described in the application form) to go ahead in agreement with the 'Conditions of Use'. **All documentation must be received 8 weeks before the event date.**

Section 3 – Your Responsibilities

Anyone organising or running an event of any kind has a legal duty of care to all people involved in the event and members of the public using the park including employees, volunteers, contractors and visitors attending the event. We may have to ask for evidence of suitable experience, qualification and knowledge in project or event management in line with the scale of the event.

Further information on event safety is available from the Health and Safety Executive - <http://www.hse.gov.uk/event-safety>

A named person is required to take responsibility for the proposed event and this person will be the point of contact for Sheffield City Council during the planning and delivery of the event. A risk assessment is required for all events.

For large events (More than 499 people present at any one time), a detailed **Event Management Plan (EMP)** which includes the following: Event Overview, Timings/schedule, Location description and capacity, Team/Management/Roles/onsite contact numbers, Stewarding plan, Medical provision, Communications, Crowd management/stewarding/show stop & evacuation procedure, Vehicle management, Traffic management, Electrical Installations, Food and drink, Toilets and welfare, Disability arrangements, Age restrictions, Ground protection, Waste management, must be provided at least 8 weeks in advance. These will also need to be shared with the Safety Advisory Group & Regulatory Services such

as the Police and Emergency Services – further information on this will be provided. If we don't see and approve this in a timely fashion, your booking may not be accepted, as land owners we have the legal responsibility of making sure anyone using SCC's land is doing so in a safe and well managed manner. A basic EMP Template is available from the Events Team, if this is to be used, then it is the event organisers responsibility to ensure it reflects the event being organised.

You may also be required to engage a competent safety advisor to be on duty at the event if the inherent risks and scale of event warrant this.

First Aid A minimum of 2 suitably qualified and experienced first aiders are required at all events, however, it is the event organisers responsibility to seek guidance from Yorkshire Ambulance Service and put in place the necessary arrangements for the scale and nature of the event. Contact: events@yas.nhs.uk

Event Promotion

Your proposed event **must not be publicised** until the event has been assessed and you have received an **event reference number**. To promote your event through Sheffield City Council please use the 'Welcome to Sheffield' website www.welcometosheffield.co.uk/events

Permission is required to place banners or other promotional material on park railings at a cost or it may be removed. Contact diane.cheetham@sheffield.gov.uk to arrange this before ordering any promotional material.

In order for us to promote your event via Social Media, please email any photos or event information to BetterParks@sheffield.gov.uk. Alternatively, please include the following Social Media tags or share your posts with:



[@SheffieldParks](https://www.facebook.com/SheffieldParks)



[@ParksSheffield](https://twitter.com/ParksSheffield)



[@ParksSheffield](https://www.instagram.com/ParksSheffield)

Site Access, Additional Services and Keys

It is your responsibility to check out the site for your event and request any keys for agreed access at least **3 WEEKS** before the event date.

Due to service reductions, any additional services outside the hire of the site must also be agreed well in advance.

Vehicle access is usually limited to set up and break down of event infrastructure.

If keys are not returned a fee of £25 will be charged.

Waste Management

The event area must be kept in a clean and tidy condition throughout the event by the Event organiser as this is a hazard to safety. When the event is over, all rubbish generated by the event must be collected and removed from site by the event organiser.

It may be necessary to hire a skip for waste disposal, and the siting of this will need to be agreed. For some events we may ask for a bond to cover the potential cost of waste removal. If additional cleaning is needed after the event, these costs will be charged to the event organiser.

Emergency Services

If you expect to have more than 499 visitors at your event at any one time, then the relevant local Police, Fire and Rescue and Ambulance services for the park where the event is to be held, must be informed. If you are organising a large event you may be required to attend Safety Advisory Group meetings.

Noise Levels

Consideration must be given to local residents and noise levels from music or PA systems kept to a reasonable level. For larger events with live music stages a sound check may be required. For further information contact the Environmental Protection Service (EPS) see

Useful Contacts.

Contingency Plans

Event organisers need to make contingency plans for bad weather conditions. In windy conditions all structures will need to be well secured and any that cannot be secured must be dismantled to avoid the possibility of injury.

If ground conditions are soft it is unlikely that vehicles will be allowed on site and the event may need to be re-sited on to hard standing areas. All infrastructure may need to be carried on and off site. **Damage to the park environment may lead to re-instatement costs, refer to 'Conditions of Use' point 11.** Extreme weather conditions may mean that the event has to be cancelled or postponed.

On-site traffic

All vehicle movement at events must be carefully managed to protect pedestrians.

Vehicle access is only permitted for setting up and taking down at specific times before and after the event. All vehicle movement must stop before the event opens and when the event is underway. Arrangements should be in place for emergency vehicle access and these routes kept clear. Maximum 5mph speed limit within the venue must be enforced by the event organisers.

Off-site traffic - The event organiser's responsibilities include any effects on the adjacent public highway. You must consult with the local Police and the Highways Department of SCC to discuss any traffic management plans that may need to be put in place if your event is likely to cause disruption to normal traffic in the event site area, due to number of vehicles or pedestrians.

Access routes for emergency services must be kept clear.

Event Activities which extend beyond Parks Boundaries

If your event extends beyond land managed by Sheffield City Council then extra permissions may be required from other land owners. Run or walk organisers who want to cross or use highways during the event may need to put traffic management plans or road closures in place for the safety of participants. See Highways & Transport in **Useful Contacts**

Stewards/Marshalls

Stewards are required in sufficient numbers for the event to be safely managed. The Risk Assessment should identify the minimum numbers of stewards that are required to ensure that any potentially hazardous areas such as exits/entrances are monitored. Stewards should be easily identified and able to communicate with each other across the event site.

Volunteer Stewards

At community events the role of stewards is to assist the smooth running of the event by being a point of contact for visitors and keeping a watchful eye on the event happenings.

Professional/Security Stewards

It may be necessary to hire in stewards from a professional company for specific tasks at large events or at small events if insufficient numbers of volunteer stewards are available or overnight security is required. If event infrastructure needs to remain on site overnight, then security will be required to avoid possible damage to or theft of equipment.

Stewards must be fully briefed on all aspects of the event including emergency arrangements and contact numbers for your event management team.

Section 4 - Licences and other Permissions/Regulations

Licences

All events must comply with licensing requirements. Some event elements may be subject to licensing regulations (Licensing Act 2003).

Areas that may need additional licenses include entertainment, music, alcohol sales, collecting for charity and stalls which sell goods to be taken away from the event site. If extra licenses are required, additional fees will usually be payable to the relevant SCC department.

Temporary Event Notices

This is a complex area and is subject to various exemptions so it is important that you fully describe the size and scale of the event and all the elements you propose to have, so that you can be advised accordingly, in order to avoid any infringement of the regulations. More information about Licences is available from the Licensing Section: - see **Useful Contacts**

Markets Licence/Stalls

Events can have up to four stalls selling goods to be taken off site without needing a Markets licence. A Markets Licence will be required if you are having **five or more** stalls like this. Catering units and stalls selling refreshments that are to be consumed at the event are not included in this number.

For more information contact the Markets Section – see **Useful Contacts**

Music Licences

If your event is to have live or recorded music then music licences may be required in addition to the licence for regulated entertainment. Contact PPL and PRS for more information – see **Useful Contacts**. Any music played must be suitable for a family audience.

Alcohol Sales

Permission for the sale of alcohol at any event must be sought and is at the discretion of the Events Team and Parks & Countryside management. It is subject to separate licences at the event organisers cost. This will need serious consideration as including a bar at an event can introduce issues and problems that will need to be addressed at a cost to the organiser, it is not an easy income generator for an event as it increases the needs for SIA Stewards, more toilets and welfare arrangements, designated drinking areas with barriers and seating, signage for safeguarding, and Challenge 25, a Refusal Log, Supervised by Personal Licence Holder etc.

Refreshments/Caterers

All caterers attending events must be registered with a Local Authority Environmental Health Section, public liability insurance and have food hygiene certification with an advised minimum hygiene rating of 4 stars.

Hot food/drink suppliers should have also carried out a Fire Risk Assessment and have copies available. Event organisers must retain this documentation in case of any incident. LPG supplies should be stored securely and away from public areas. LPG gas safety certificates should be provided.

Caterers should be positioned with adequate space left between catering facilities to prevent any risk of fire spread and away from where toilets are sited.

Exhibitors and Caterers must manage their business in a sustainable and environmentally friendly manner and must abide by the Single Use Plastics Ban introduced in October 2023.

Home-made food products

Sheffield City Council's Food Safety Team advise that only home-made cakes or biscuits (excluding cakes filled with fresh cream or with raw eggs) should be offered for sale at events. For more information please contact the Food Safety Team – see Useful Contacts

Ice Cream Sales

Agreements for ice cream sales are already in place for some parks. Contact the Events Team before booking an ice cream seller for your event as **first refusal must** be given to existing agreement holders.

Ticketed/Entry Fee Events - Notice of Closure

If you are considering charging visitors to attend your event, then please be aware that it is only legally possible to enclose an area of public land and charge entry to that space by applying for a '**Notice of Closure**'. This must be done through the event application process. A minimum of 28 days' notice must be given to the public and this has a fee of approximately £500. Enclosing an area of public open space will also bring other costs for hiring fencing, stewards and possibly security staff to deal with cash handling. Commercial events also have a separate fee charging structure.

Road Closures

If your event requires a road closure or traffic management plan to ensure the safety of participants please contact Sheffield City Council Highways Co-ordination on 0114 273 6677

Event Infrastructure

All event structures, including stalls and toilets must be delivered, erected and removed from site on the event day. You will need stewards in sufficient numbers to deal with this.

For large events where this is not feasible, then overnight security must be provided, at your cost, to protect this equipment. No structures can remain on site without overnight security and prior agreement.

Marquees

These should only be obtained from and erected by suppliers who are signed up to the MUTA/Performance Textiles Association. This is a safeguard to ensure they will be erected safely, fire retardant and comply with relevant safety standards.

Marquees should be sited 6 metres apart to allow emergency vehicle access and minimise the risk of fire spreading. All guy ropes and pegs should be conspicuously marked to avoid trip hazards.

Fire extinguishers should be provided in large tents & marquees. For large structures you may be required to obtain sign-off documentation from the supplier.

Gazebos

Gazebos must be properly erected and adequately secured with weights or steel pins against sudden gusts of wind. See 'Contingency Plans'.

Toilets

Some parks may already have permanent toilet facilities in sufficient numbers for the size and duration of your event. If not, you will need to hire in portable toilets. They should be sited in a level, open situation with easy access for delivery and collection by lorry and away from any catering stalls. See comments in Event Infrastructure above. The Events Team can give guidance on numbers required or consult 'The Purple Guide to Health, Safety & Welfare at Music & Other Events'. See **Useful Contacts** for details of hire companies.

Fairground rides

Contact the Events Team if you are considering having children's rides at your event before making any bookings. Various factors need to be considered before permission to have rides can be given.

Only small children's rides will be permitted and all providers of rides must be affiliated to the Showman's Guild.

Inflatable Structures – Bouncy Castles and similar structures.

Agreements for inflatables are already in place for some parks. You must contact the Events Team before booking any inflatable/bouncy castle for your event - first refusal must be given to existing agreement holders.

Inflatable equipment such as bouncy castles and slides are potentially **high risk** items. They must be provided and supervised by a reputable supplier so that they have been tested and are properly secured against strong winds. **See this news item-**

<http://www.bbc.co.uk/news/uk-england-york-north-yorkshire-22328944>

When in use, they must be constantly monitored by an experienced attendant to minimise the risk of injuries.

Reputable suppliers should be registered with ADIPS (Amusement Device Inspection Procedures Scheme) and have Public Liability insurance to cover this activity. You must ask for and keep copies of this documentation. The equipment should display an ADIPS "Sticker" to show it has been tested to comply with the relevant safety standards.

See below for guidance on generators which are supplied to power these structures.

Additional guidelines on Inflatables are also produced by HSE - see **Useful Contacts**.

Generators

Only Diesel fired generators, provided by a reputable supplier are permitted. Generators must be positioned out of harm's way and cordoned off to prevent the possibility of burns, especially to children. Care must also be taken to ensure that children cannot touch hot generators while the event is being taken down. Appoint stewards to monitor this if necessary. Consideration must be given to local residents in terms of noise and running times. If generators are to run through the night you should contact Environmental Protection Service.

Barriers

Barriers will be required to protect the public against hazards such as barbecues, bonfires, moving vehicles, generators, electrical equipment, displays which have a risk of injury such as animals or fireworks, etc. They will need to be hired in from a professional company who will advise you on suitable options and costs for your event. – see Useful Contacts.

Stages

Staging should be box staging with a maximum height of 18" (45cm). If any staging exceeds this height then additional information, including technical drawings, will be required. These drawings will be submitted to Building Standards for approval before permission can be granted for use at an event and a fee for inspection of the plans and/or structure will be payable. For large structures you will be required to obtain sign-off documentation from the supplier.

Electrical Equipment

All portable electrical equipment and appliances, including extension leads should be provided by competent suppliers who have had the equipment tested for safety and have certification to verify this. They should be suitable for outdoor use and comply with IEE 17th Edition Electrical Guidance 2012. All cables must be safely covered, channelled or buried to eliminate any electrical and tripping hazards.

Other Event Elements

Fireworks, Animals/Birds, Motor vehicle displays - If you are intending to have any of these elements at your event you must **contact the Events Team to discuss before making any bookings as further permissions and guidance will be required.**

Section 5 – CONDITIONS OF USE

Please read the 'Conditions of Use' carefully

By signing the declaration on the Event Application Form you are agreeing to these conditions of use for events held in parks and or land owned or managed by Sheffield City Council.

"I understand that if I fail to comply with any of the conditions for events in parks, Sheffield City Council will have power to withdraw their permission for the event taking place."

General

1. *I understand that I am responsible for the safety and control of all persons attending the event in whatever capacity.*
2. *Sheffield City Council absolutely reserves the right to revoke, withdraw or amend without prior notice any permission or previously agreed arrangements*
3. *I will provide Sheffield City Councils' Events Team with detailed risk assessment / event management plan documentation including all information regarding the minimisation of the inherent risks involved with the event.*

4. *I will take out suitable and reasonable public and third party liability insurance to the satisfaction of Sheffield City Council who requires an indemnity of £5 million. To indemnify Sheffield City Council against all claims, injury, loss, damage or costs, howsoever arising which may arise from the holding of the event. I agree to produce such insurance to the Council on demand during the event and will provide a copy of the insurance cover to the Events Team at least **8 weeks** prior to the event.*
5. *I understand that it is my responsibility to obtain first aid cover appropriate to the event. The Council reserves the right to prescribe levels of first aid cover and should the Council decide that the services of the Yorkshire Ambulance Service or other suitably qualified medical provider are required I will be responsible for the cost of the provision of the Services.*
6. *I agree to follow and put in place relevant procedures for safeguarding children and vulnerable adults at this event.*
7. *I understand that this application is only for permission to use the land.*
8. *I will only use the land for the event detailed in my application form and for no other purpose. I understand the Council does not give any warranty that the land is fit for the event proposed.*
9. *That the exact location, on land or within buildings owned or controlled by the Sheffield City Council at the event and all site arrangements must be agreed with nominated officers of the Council before formal approval to use the site has been given.*
10. *Permission to hold an event does not give exclusive use of a site which is on public open space and consideration must be given to other users of the space.*
11. *Sheffield City Council reserves the right to have a presence at any event for the promotion of services, by prior agreement, or in any other appropriate capacity. Sheffield City Council will not be liable for payment of fees to attend events but may charge the event organiser, depending on the nature of the attendance.*
12. *I understand that the Council will have the right to charge me as organiser of the event for the cost of the repair of any damage caused to a site, structure or service or any clearing up required as a result of any event having taken place. In some circumstances, where potential for damage is high, payment of a bond may be required before the event can take place.*

Licences

13. *I agree that I will comply with any relevant statutes, byelaws, statutory instruments, regulations etc. If a licence is required for 'regulated entertainment' I will contact the Licensing General Section of Sheffield City Council on 0114 273 4264 or licensing@sheffield.gov.uk I also agree to produce any licence or consent to officers of Sheffield City Council on request.*
14. *I agree to contact the Environmental Protection Service (EPS) if I intend to have live music (including DJs) and agree to undertake a sound check prior to the event commencing if required by the EPS.*
15. *I agree to inform neighbouring residents to the park/event venue, by letter or flyer if I intend to have amplified sound or live music, and will include a contact mobile number for the day of the event.*
16. *I agree to ensure that sound checks, music or noise from PA will not take place earlier than necessary and certainly not earlier than 9am.*
17. *I agree to submit my event information to the www.welcometosheffield.co.uk/events*

18. *I agree to obtain all other necessary permissions, consents and licences for my proposed use of the land. In particular, I will not hold any market or car boot type sale open to the public unless I have obtained permission from Sheffield City Council Markets Department on 0114 273 5281. Details of any permission should be produced to the Events Team on demand.*
19. *That if music whether live or recorded is to be played at the event, the Council's own licences with the Performing Rights Society and PPL will not apply to the event, and that where appropriate, a licence may need to be obtained. See **Useful Contacts**. The event organiser is responsible to ensure that lyrics in music played or performed in a park must be suitable for a family audience of all ages.*
20. *If intoxicating liquor is to be sold as part of the event I will obtain any necessary licence from the Licensing General Section of Sheffield City Council and also the written approval of the Major Events Team, which can in their absolute discretion be refused and to produce any licence to officers of Sheffield City Council on request.*

Safety

I understand that I should contact the South Yorkshire Police and Fire Service and Sheffield City Council Environment and Regulatory Services and Legal and Governance Services, who deal with various legislation where applicable and in any event if Sheffield City Council advises this.

21. *I understand also that if the Council request me to hold consultation with South Yorkshire Police, Fire Service, Sheffield City Council Environment and Regulatory Services and Legal and Governance Services, I agree to do so.*
22. *I understand that if the South Yorkshire Police deem it necessary to provide additional police services for the event I will be responsible for the cost of such services if the police in their absolute discretion decide that policing costs are to be borne by the organisers of the event.*
23. *I will be responsible for the compliance with all the requirements of the South Yorkshire Fire Service in respect of the event and agree to meet all the costs in complying with those requirements.*
24. *I will provide, at my own expense, such safety or general stewards as the Council may require and such crowd control barriers, tape etc as the Council may prescribe. **I will not permit the numbers of persons at the event at any one time to exceed the maximum number indicated in my application form.***
25. *Any generators used at the event will be diesel powered and be cordoned off and out of harm's way from the public. Absolutely No petrol generators to be used.*
26. *That I will not organise catering, including provision of ice cream at the event unless permission has been given to do so by the Events Team. If permission is given to organise catering, the Events Team must receive full details of the caterer including the caterer's registration number and name of the Local Authority the caterer is registered with.*
27. *Any vessels used for refreshments must be non - glass in line with the 'No Glass Policy' for parks venues.*
28. *Site access must be established and agreed at least 3 weeks before the date of the event. A £25 fee will be payable for keys issued for site access that are not returned.
It is the event organisers responsibility to ensure that any access gates are locked between use and marshalled to manage authorised vehicle entry only. Any vehicles allowed into the*

venue must be controlled adequately, with 5mph speed limit enforced and vehicle movement between 10am – 5pm avoided as much as possible.
Horizontal swing bar gates must be locked secure between use (either locked open or locked closed and not allowed to swing free), and not left un-supervised without being locked first. HSE Guidance must be followed when managing access via these gates, visit <http://www.hse.gov.uk/workplacetransport/barriers.htm> for details.

29. Any work or services that I require from Sheffield City Council in connection with the event must be requested in writing well in advance and formally agreed prior to the event.
30. The cost of any work undertaken by Sheffield City Council regarding the provision of services supplied and the cost of such services will be charged to me/my organisation.

Payment & Cancellation

31. I agree to pay any charge for use of any park or site at the time of booking unless an agreement for payment by invoice after the event has been made. I agree to pay all invoices within 28 days of issue. The amount of the charge will be agreed in writing prior to the event. Sheffield City Council may also request payment of a deposit before an event can take place where an agreement for payment by invoice after the event has been made.
32. The agreed site fee will be payable if the event organiser cancels the event without good reason or without a reasonable notice period.
33. I understand that if I cancel or abandon the event for any reason within 24 hours of the event and Sheffield City Council incurs additional or other expenditure as a result (to prevent problems which may lead to risks to the safety of the public or if public disorder or for any other similar reason) I will be responsible for repaying such expenditure in full.
34. No event and/or performance, activities or other part of the event will contain any material of a sexist or racist nature or which contravenes any relevant legislation or the principles of Sheffield City Council's Equal Opportunities Policies.
35. No display performance or other activity involving the use of weapons or recruitment by the armed forces shall be permitted on the land.
36. No operator or stall will be allowed to award goldfish, or other animals, as prizes. No use of any animal for the purpose of entertainment or display without the prior consent of the Events Team.

Sponsored walks, runs etc

37. Route markers may be used but must be free-standing and in no way fixed to any part of a tree. Marshalling points may be set up but must be left clean and tidy and all rubbish collected.

Inflatable Equipment - Additional Conditions

38. That I will not organise provision of inflatable equipment at the event unless permission has been given to do so by the Events Team.
39. Inflatable equipment operators may be asked by any Council Officer to provide copies of the manufacturer's guidelines and safety certificates for the equipment before or during the event. Failure to produce such documents could lead to the attraction being withdrawn from the event.
40. All inflatable play equipment must be adequately secured against strong winds and enthusiastic use by participants.

41. *The entrance to bouncy castles must be equipped with safety mats of adequate thickness and dimension so as to prevent the risk of participants bouncing out of the equipment on to the floor.*
42. *All inflatable play equipment must be adequately supervised and only the maximum number of users specified by the manufacturer of the inflatable play equipment shall be allowed on the equipment at any time.*
43. *Any generators or blowers used with inflatable play equipment must diesel powered and be roped off and out of harm's way from the public. Extra care to be taken during the event closedown period to avoid burns from hot equipment.*
44. *It is the event organiser's responsibility to obtain a copy of the current safety inspection certificate for any inflatable equipment being used at the event. The inflatable devices should have been examined by an inspector who is registered with either ADIPS or PIPA, these are inspection schemes that are supported by the Health & Safety Executive.*
45. *Balloon and sky lantern releases are NOT permitted.*
46. *It is the event organisers responsibility to consider a traffic management plan for the event, and advise visitors to use public transport where ever possible, promote courteous parking when visitors are likely to utilise on street parking and remind visitors to purchase and display a ticket when using parks pay and display car parks. Larger scale events may need to employ a recognised Traffic Management Company.*
47. *It is the event organisers responsibility to ensure the event is Covid-19 safe and compliant with the Covid -19 regulations, by carrying out a Covid-19 risk assessment and putting in place the necessary measures to ensure safety and protection of visitors, staff and any participants. If applicable at the time of the event.*

Section 6 - Useful Contacts

Sheffield City Council - Food Safety Team **0114 273 5774**
<https://www.sheffield.gov.uk/home/public-health/food-inspection-hygiene-rating-scheme>

Sheffield City Council – Noise – EPS **0114 27 34651** email:
eps.enforcement@sheffield.gov.uk
<https://www.sheffield.gov.uk/home/public-health>

Sheffield City Council – Highways **0114 273 6159** email: highways@sheffield.gov.uk
<https://www.sheffield.gov.uk/roads>

Sheffield City Council – Licensing **0114 273 4264**
<http://www.sheffield.gov.uk/home/business/licences-permits-registrations>

Sheffield City Council – Markets **0114 273 5281**
<http://sheffieldmarkets.com/markets/other-markets/temporary-markets-fairs-and-car-boot-sales>

Sheffield Directory – an on-line guide to groups and organisations in Sheffield with contacts for a wide range of organisations that may be of interest to event organisers.
<http://www.sheffielddirectory.org.uk/kb5/sheffield/directory/home.page>

Public Liability Insurance

Insuremyevent <http://www.insuremyevent.co.uk/> info@insuremyevent.co.uk

01608 647631

First Aid Services

Quality Care Commission
St Johns Ambulance Service
08700 104950

<http://www.cqc.org.uk>

03000 616161

<http://www.sja.org.uk/sja/what-we-do/event-services.aspx>

Health and Safety Executive www.hse.gov.uk

Inflatable Equipment - www.hse.gov.uk/entertainment/fairgrounds/inflatables

Marquee & Technical Textiles Association

<https://www.muta.org.uk/>

Amusement Device Inspection Procedures Scheme

<http://www.adips.co.uk/>

Transport - South Yorkshire Passenger Transport Executive

0114 276 7575

<http://www.sypte.co.uk>

Music Licenses –

PRSforMusic 0800 068 4828

<http://www.prsformusic.com/Pages/default.aspx>

PPL

020 7534 1000

<http://www.ppluk.com>

<http://www.ppluk.com/I-Play-Music/Businesses/Why-do-I-need-a-licence/>

Sheffield City Council's Privacy Policy can be found on our website -

<http://www.sheffield.gov.uk>

Completed application forms should be returned a minimum of 12 weeks before the event date, to:-

Events Team, Rm 311 Town Hall, Pinstone Street, Sheffield, S1 2HH

Tel: 0114 273 6681 Email: events@sheffield.gov.uk

Events 15/11/22