

## **About this Toolkit**

### **1. Why has this Toolkit been introduced?**

Unfortunately, there is a lot of government legislation that applies to events, and as a result getting permission to hold one can be daunting at the first attempt. This Events Application Toolkit provides general guidance on the spaces and locations available for events and sets out the principles and procedures for making an application, in order to ensure compliance with current legislation and best practice in the events industry. It also provides a clear and transparent framework for how each application will be assessed.

There is a delicate balance to be struck between holding a diverse programme of events, allowing a variety of groups from both community and commercial sectors to hold activities, and the preservation of the cities parks and open spaces for regular users. The Event Site Licensing Policy and this accompanying Toolkit aims to ensure that all event organisers consider the local residents and communities, whilst providing a safe and enjoyable event.

### **2. How will applications be assessed?**

Bristol City Council aims to treat all responsible applications impartially, without distinction or discrimination.

The success of an application is dependant, amongst the standard application criteria outlined in the Event Classification section of this toolkit, on the size and nature of the event, and at what time it falls in relation to other similar events on the site/ in the wider city.

In order to evaluate this, and in line with the Festivals and Events Strategy, the following will also form part of the consideration process:

- Reputation of the applicant and history of previous events.
- Benefit of the event to the citizens of Bristol.
- Suitability of the event site and potential risk of ground reinstatement requirements.
- Impact of the event on local residents and stakeholders.

### **3. Conflict of Users**

Many of the parks and open spaces in the city are very popular and are heavily booked with annual events, so it is important to book early. The Festivals and Events Team hold an ongoing diary of proposed events and will advise of potential clashes on initial application.

All events will be considered on their individual merits, however, where there is a conflict of users for an event site or date, the following considerations will be made:

- Conflict with applications from established annual events.
- Conflict with applications from Bristol-based organisations.
- Diversity of the annual events programme.
- Value of income from Site Fees.
- Submission date of application.

Where there is a conflict of users, Bristol City Council have the authority to assess the merits of each application individually, and their decision or preference is final.

#### **4. Fees and Charges**

There is usually a fee for all events based on whether it is a local or national charity or for profit organisation. There is also a refundable bond to cover the cost of any reinstatement works that may be required due to the events taking place.

Fees are reviewed annually and generally increase by an inflationary rise of around 5% per annum.

The income raised through Event Site Licensing income is significant in terms of the overall budget for maintenance and development of the city's parks and open spaces. It enables Bristol City Council to improve services to visitors, which is a benefit to all who regularly use and enjoy them.

Certain events may charge entrants for access. Such applications are deemed as commercial applications and are charged accordingly – with consideration given to the impact on regular users of the park.

The current fee schedule can be downloaded at the bottom of this page.

#### **5. Bonds**

A site bond will be taken in advance of the event to cover the costs of any reinstatement works to be agreed in consultation with the Park Manager/Ranger. If no damage has been caused, the bond will be returned.

Where the event is very large, or operations are likely to create ground compaction, a contribution will be requested towards any additional maintenance costs incurred.