

Queen Square



Event guide and conditions

Queen Square is a magnificent Georgian square recently restored as part of an award-winning Heritage Lottery Fund supported £5million project. Its central location is popular with successful businesses and it is adjacent to bustling commercial districts, the Old City and the redeveloped Harbourside. The square regularly hosts outdoor theatre, concerts, cinema and other major events.



Document contains:

- Queen Square – Site Use and Access Guide
- Queen Square – Overview map
- Queen Square – Detailed map areas 1 and 3
- Queen Square – Detailed map areas 2 and 4



Queen Square

Site Use and Access Guide

1. Site supervision

Experienced event managers must plan and manage the event at all times. Site management, line management and site communication plans must be detailed in applications. References may be required to demonstrate experience and competence.

Bristol City Council can insist that a consultant event manager be employed with sufficient competence to assist or lead in event planning and management. The council may also employ additional site supervision at the council's discretion to be charged to the event organiser at an agreed hourly rate.

2. Operational conditions

Detailed production schedules, site plans, method statements and risk assessments must be included in the application. Specific hazardous event operations must have method statements, risk assessment and comply with Health and Safety legislation.

Event contractors and sub-contractors must be involved in the planning stages, be supplied with all event documentation and be actively managed and monitored. They must comply with all conditions set out in this document. Contact details, including vehicle drivers mobile numbers, must be supplied in the application.

Amplified music and other sound proposals must be planned to minimise disturbance to local residents and businesses. The Arts, Festivals and Events Team (0117 922 3538) can advise on sound levels and conditions.

Site features and trees may require protective fencing. Site infrastructure can only be removed at the council's discretion and cost to the event.

It is the responsibility of the event to undertake CAT scans where any staking is required below six inches. Underground lighting cable diagrams can be viewed in the Management Plan PDF found at www.bristol.gov.uk/queensquare but other services are not mapped.

3. Vehicle and load conditions

No vehicles are permitted on the grass or gravel paths without permission and agreed vehicle access and movement plans to manage and monitor activity.

Vehicle and loads below four tonnes may be permitted on the paths. Heavier vehicles and loads and any access onto the grass must use agreed ground protection products.

Vehicle speed must be limited to 5mph with hazard lights on. Vehicles must not drive within 0.5m of timber boarding on path/grass edge and must not clip grass on path corners.

Event structures and vehicle access may be restricted beneath tree canopies, even with ground protection, to prevent ground compaction and long-term damage to tree roots.

Use parking bays for delivery, storage and production. Where practicable use trolleys and manual handling to move equipment and structures to location. Forklifts must only operate on agreed ground protection on grass and paths.

4. Ground protection

Detailed ground protection plans must be included in applications including technical specifications and weights of vehicles, loads and infrastructures.

Ground protection must be used for any vehicle movement on grass and may be required on the gravel paths where vehicle and load exceed five tonnes.

Ground protection must be used where there is planned heavy use and footfall or impacted operations ie serving and storage areas, queuing and crowd areas, production areas, build areas around stages and infrastructure.

Suitable protection must be agreed well in advance. .

5. Waste, litter and toilets

All waste generated must be removed from site and recycled wherever possible. Guidance is provided in the *Greener Events: Environmental checklist for organisers*. Events generate additional waste throughout the square and wider vicinity and plans must account for this.

Cleansing operations should be managed to limit noise and disruption to local residents and businesses and may be restricted between 10pm and 8am. An EPA 1 standard litter pick must be completed prior to final site inspection. Any clean up costs incurred by the council will be deducted from the bond.

Details of all cleansing operations and a commercial waste contract for production waste must be supplied in the application. Waste contractors must be supplied and comply with this document and be actively managed and monitored.

Portable toilets are best sited on the granite cobbled areas in the parking bays as delivery, lifting and moving operations damages both grass and paths

6. Power supply

The supply is set within the gravel path on the central eastern side – see Site Plan and Area 1. The supply has a 125 3 phase and 63, 32 and 16 1 Phase connections. Minor usage costs are included in site fees but greater use is monitored and charged. Cable protection is required as trenching is not permitted.

7. Water supply

Bristol Water can advise about hydrants on adjacent pavements. The irrigation system provides non-potable water and can be viewed in the Management Plan PDF found at www.bristol.gov.uk/queensquare.

8. Access

Access Point 1: Southeast corner – from Redcliffe roundabout via locked bollards

Access Point 2: Northwest corner – from Prince Street via locked bollards

9. Parking

No parking is permitted on the grass or gravel paths except by permission. Off-street parking bays can be suspended at cost to the event. Contact Bristol Parking Services on 0117 922 2600 for details. Off-site parking may be available at Area 4B on the Centre Promenade.


10. Site fees and bond

Contact the Event Licensing Team on parks.events@bristol.gov.uk for details of fee structures. A site bond will be agreed and paid prior to the event. If no damage has been caused the bond will be returned.

Queen Square – Detailed map areas 1 and 3

access point 2

Key

- lamppost 
- bin 
- bollard 
- tree 
- bench 

5

1

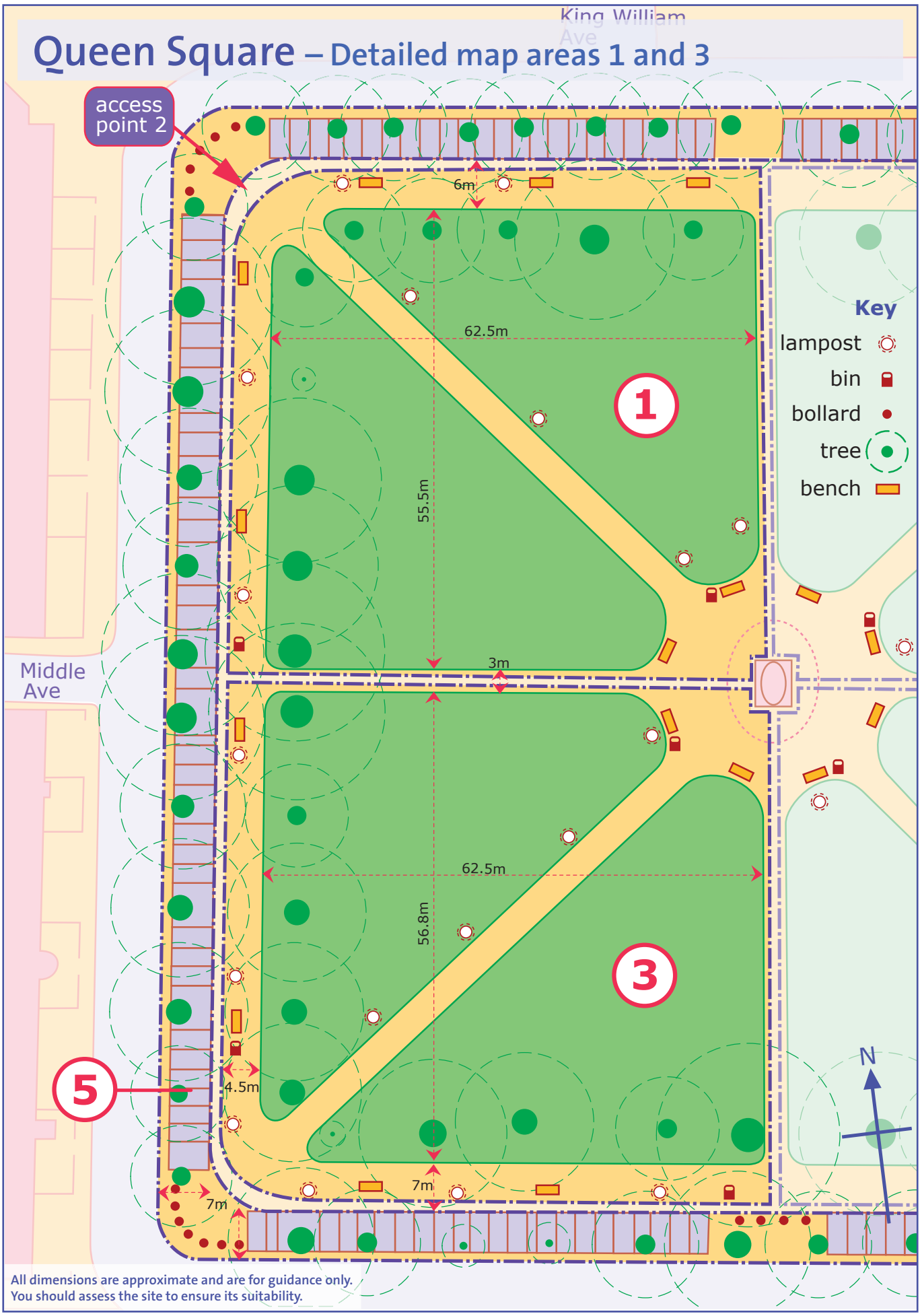
3

Middle Ave

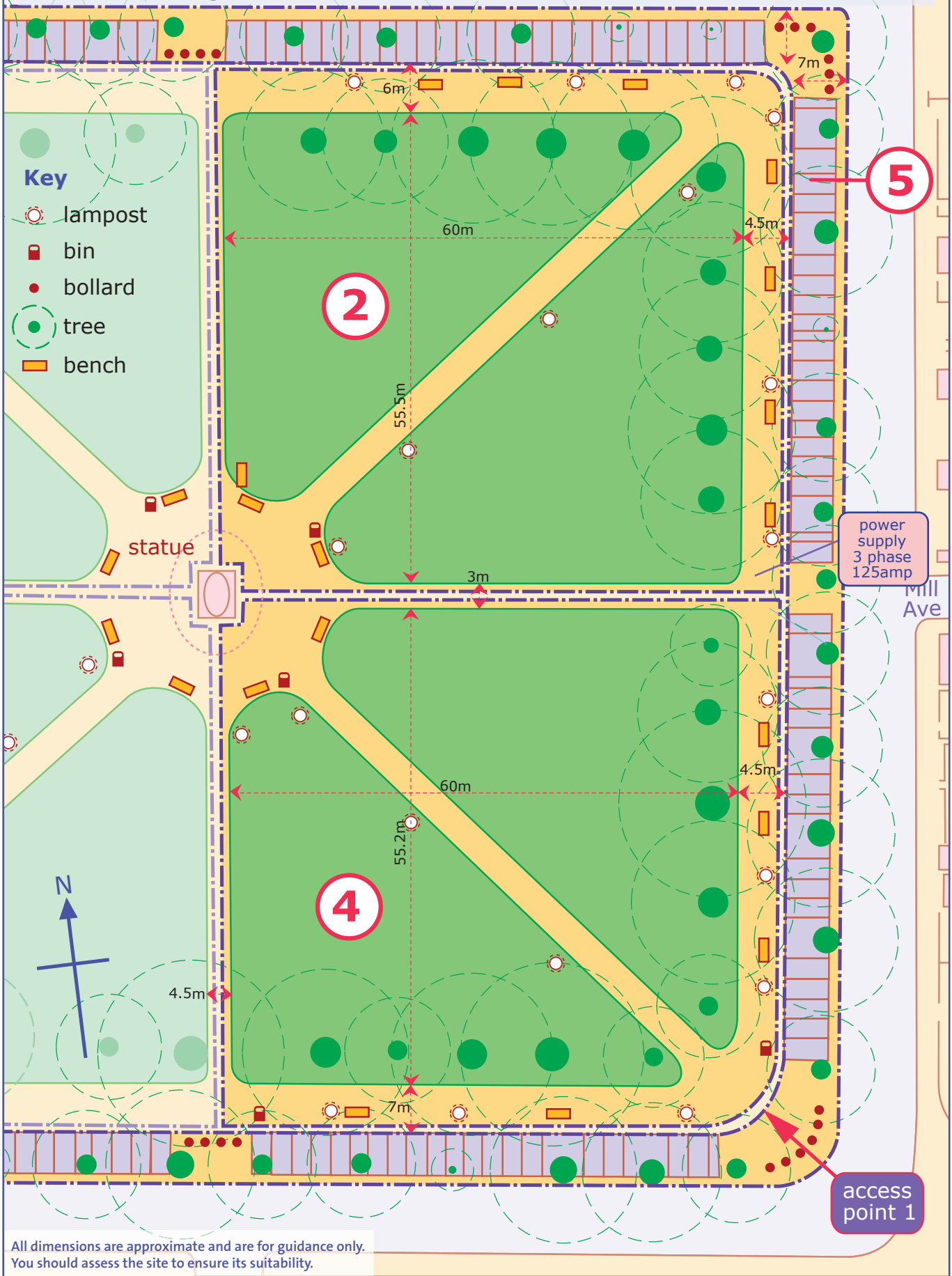
King William Ave



All dimensions are approximate and are for guidance only. You should assess the site to ensure its suitability.



Queen Square – Detailed map areas 2 and 4



All dimensions are approximate and are for guidance only. You should assess the site to ensure its suitability.

Queen Square – Overview map

