

# College Green



## Event guide and conditions

College Green is a planning award winning historic site in the heart of the city, and within sight of the Centre Promenade. College Green is bordered by the Council House, Bristol Cathedral and the Central Library, and lies at the foot of Park Street – a popular shopping area adjacent to key Bristol University facilities.

The venue is adjacent to the busy Harbourside and Old City areas as well as historic city districts and green spaces.

This more relaxed venue hosts lower impact events and promotions.



### Document contains:

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College Green – Detailed map areas 2 and 4



# College Green

## Site Use and Access Guide

### 1. General guidelines

College Green is a fragile, high profile heritage site. Minimise the duration and impact of event production operations wherever possible by careful production planning and event site design. Exclude production and delivery vehicles from site wherever possible. Suspend nearby parking bays for storage, delivery and event production areas or use the reinforced track if permitted. Use manual handling to move structures and equipment to location.

The stone pathways and grass areas are fragile with poor natural drainage. Vehicle access and production operations may require protective trackway.

Minimise noise and disruptive operations to limit inconvenience to Bristol Cathedral, residents and businesses and maintain access to the paths and adjacent roads.

The grass areas are especially vulnerable to damage in wet weather. Events should have wet weather contingency plans for both production and crowd management.

### 2. Site supervision

An experienced event manager must direct all vehicle movement and event production operations. On site management, line management and site communication methods must be detailed in event applications.

Bristol City Council will undertake or employ additional site supervision at the council's discretion. If required this will be charged at an hourly rate. References may be required from external event managers to demonstrate experience and competence.

### 3. Access

**Access Point 1:** From Trinity Street via locked bollards

**Access Point 2:** From Deanery Road via locked bollards

Vehicles are generally not permitted on College Green. However, at the discretion of Bristol City Council and Bristol Cathedral, vehicles may be permitted to temporarily park on or near the reinforced track near Access Point 2. This track runs between the Access Points and is designed for emergency vehicles and must remain clear.

### 4. Operational conditions

Vehicle access, production operations and crowd control may be restricted and require protective measures – see Section 5: *Vehicle and load restrictions* and Section 6: *Ground protection*.

All production and event operations must be risk assessed and comply with Health and Safety legislation. Detailed and comprehensive production schedules, site plans and risk assessments must be included in the event application.

It is the responsibility of the event promoter to manage sub-contractors, including supply and delivery of event infrastructure such as toilets, fencing etc. Sub-contractors must be informed of and comply with this Site Use and Access Guide and their details and role must be included with the event application.

Production working areas must be fenced, taped or coned off as necessary and agreed to

protect the public. Arts, Festivals and Events Team can advise on local suppliers. Sterile production areas may be required. Vehicle access on site should be limited to 5mph with hazard lights on.

It is the responsibility of the event organiser to undertake CAT scans where any marquee or other staking is required below six inches. Service plans can be supplied on request but not all services are mapped.

Site infrastructure, features and trees may require protective fencing from production operations. Only where essential, some site infrastructure may be temporarily removed at a cost and at the council's discretion.

Production and site cleansing operations should be managed to limit noise and disruption to local residents and businesses. Noisy operations may be restricted between 10pm and 8am and should be discussed at an early stage.

The impact on local residents and businesses must be considered in any amplified music or other sound proposals. Sound levels and conditions will need to be agreed. Arts, Festivals and Events Team can advise.

## 5. Vehicle and load restrictions

Vehicles are generally not permitted on College Green. However, at the discretion of Bristol City Council and Bristol Cathedral, vehicles may be permitted to temporarily park on or near the reinforced track near Access Point 2. This track runs between the Access Points and is designed for emergency vehicles and must remain clear.

No vehicles are permitted on the grass without permission. Event structures or access may be restricted beneath tree canopies, even with ground protection, to prevent ground compaction and long-term damage to tree roots. Vehicle access to the grass is usually done by turning off the reinforced track in front of the cathedral porch, up the slope and onto the grass. Sand bags or other measures must protect the stone curbs.

Protective metal or plastic trackway must be used for access on the grass, and on the paths where vehicle and load exceed five tonnes. Where possible use trolleys and manual handling to move equipment and structures to location from parking point or suspended bays.

## 6. Ground protection

Protective metal, plastic or timber trackway must be used for access on paths or grass where vehicle and load exceed five tonnes. Working production areas may also require similar ground protection to create a safe operational pad.

Technical specifications and weights of vehicles, loads and infrastructures must be agreed in advance and details supplied in the event application, including a site plan of trackway area. Arts, Festivals and Events Team can advise on type and suppliers.

Ground protection may also be required on both the paths and grass areas where compressed audiences or constant heavy pedestrian activity is anticipated, such as queues, within marquees/tents, pedestrian flow areas or front of stage. Heavy-duty matting may be sufficient.

Protective trackway must be correctly installed to create solid pad and be able to cope in wet conditions. Wet weather operational contingency measures must be prepared and agreed if damage occurs.

## 7. Site cleansing

All waste generated by the event must be removed from site. Details of the site cleansing operations and a commercial waste contract must be supplied in the event application. Waste

bins must be located to prevent or limit vehicle access and contractors' vehicles must comply with Section 5: *Vehicle and load restrictions* (above).

Events generate additional waste throughout the square, not just within the immediate vicinity of the event. Waste management plans must account for this. The event promoter can commission additional work from the existing external cleansing contractors. Contact details for existing contractors can be provided upon request.

On departure from site the event promoter must undertake a litter pick across the event area to EPA1 standard.

## **8. Power supply**

No power supply.

## **9. Water supply**

Bristol Water can advise about hydrants on adjacent highway pavements. No water supply exists within College Green.

## **10. Parking**

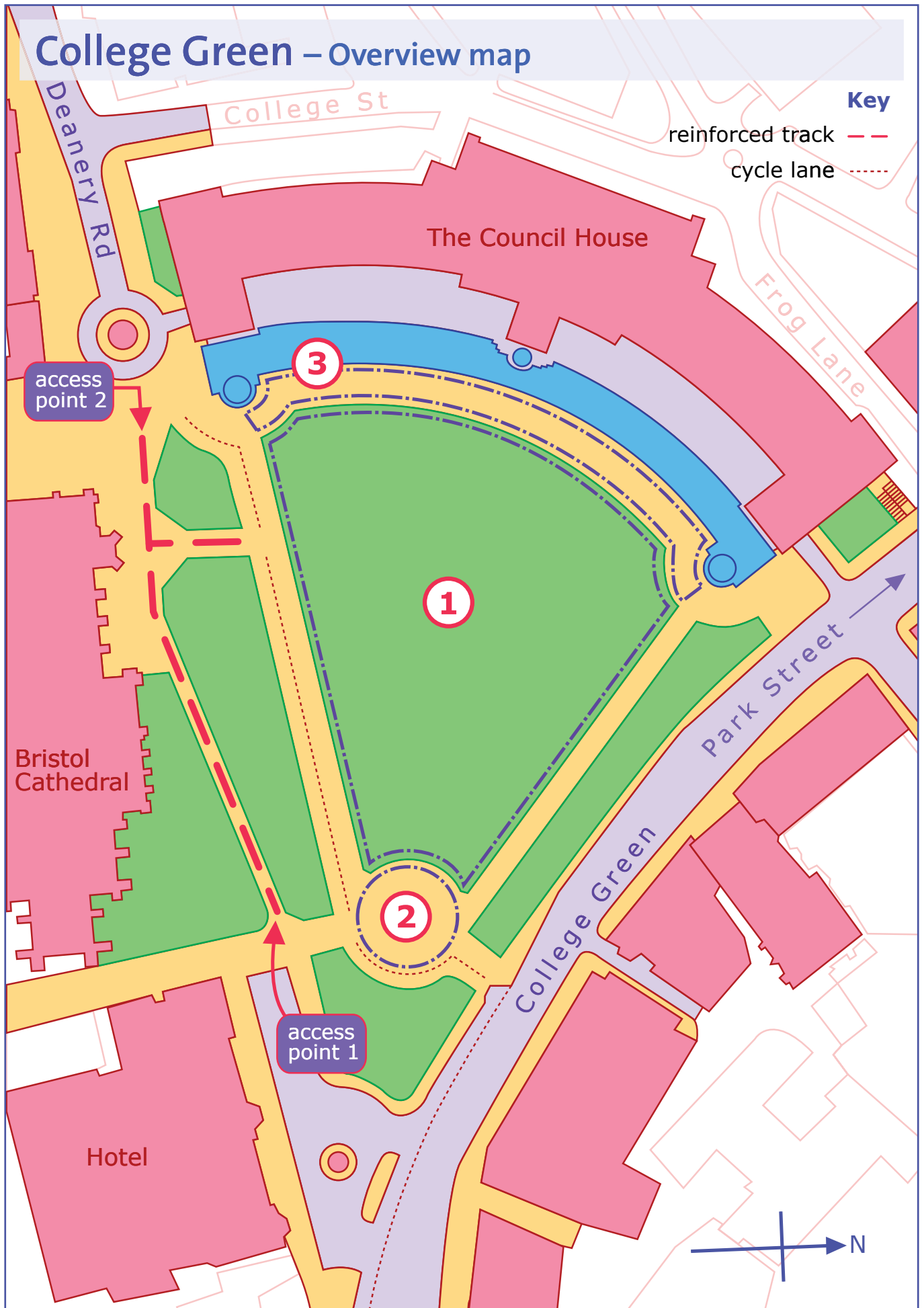
No parking of event or delivery vehicles is permitted except by permission. See Vehicle and Load Restrictions. Nearby parking bays can be suspended at cost to the event. Contact Bristol Parking Services (0117 922 3705).

Off site parking may be available on request at Area 4B on the Centre Promenade.

## **11. Site bond**

A site bond will be agreed and taken prior to the event. If no damage has occurred the bond will be returned.







# College Green – Overview map

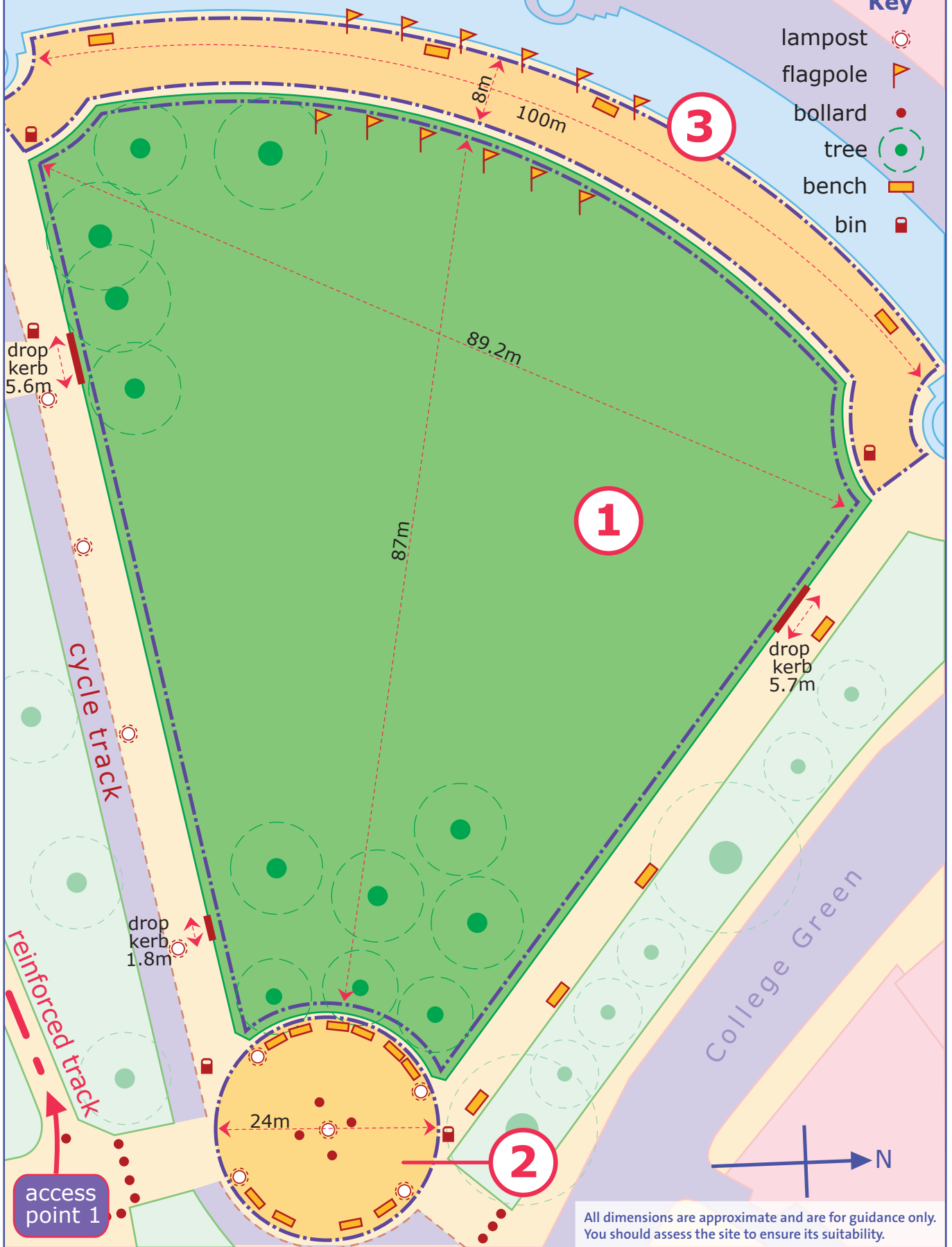


# College Green – Detailed map areas 1, 2 and 3

The Council House

## Key

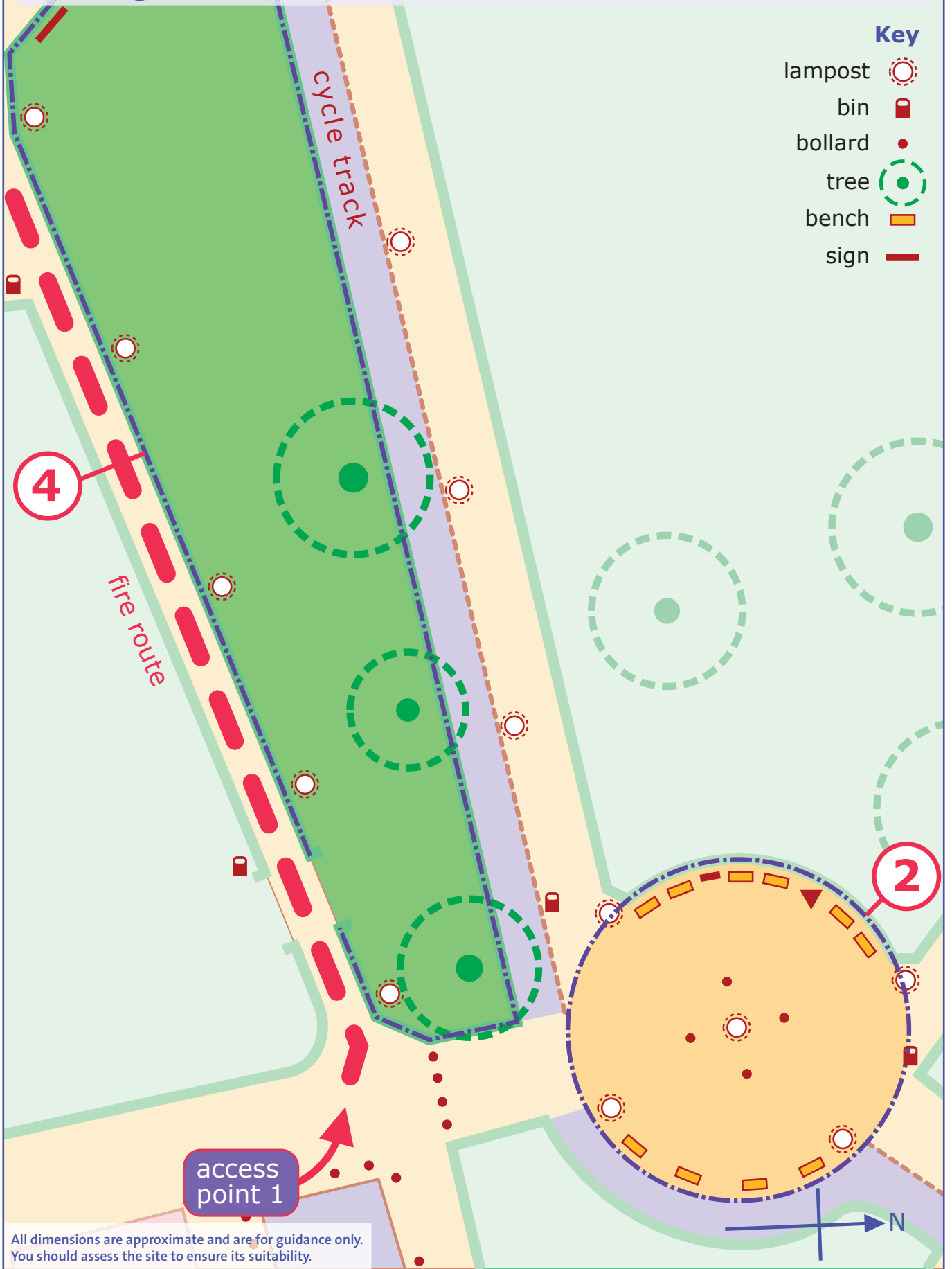
- lamppost 
- flagpole 
- bollard 
- tree 
- bench 
- bin 



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

# College Green – Detailed map areas 2 and 4

- Key**
- lamppost
  - bin
  - bollard
  - tree
  - bench
  - sign



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You should assess the site to ensure its suitability.