



Bristol Community Festival Event Guidance

Food event guidance

If you're planning to provide food at your event, it's important to think about how to do this safely. The Food Standards Agency has loads of [helpful information](#), including details about displaying allergen information, food hygiene certificates and keeping food safe.

Events outside

If you plan to hold an event or activity [outdoors on Bristol council land](#) you will need to also go through the Site Permissions process, and you should include and factor these fees into your costs for budgets and grant application. You will also be asked to create an application via the [Events portal](#).

Please note, you will need to factor in at least 3 months planning depending on your event and activities. Please bear this process in mind when planning your timescales and dates for your event. Further information on this process can also be found on [our webpage](#). There is also a [handy guide](#) to planning community events in Bristol Parks.

Working with children and vulnerable adults

Event organisers have a responsibility to make sure people attending and taking part in their event are safe, including children and vulnerable adults. It's important that people of all ages feel safe in the surrounding environment and know where to go if they feel at risk from harm or need help.

Read the [NSPCC's guidance](#) on what to consider when planning your event.

Health and Safety

Thinking about the how you can keep people safe is essential when planning your event. Whatever the size or type of event you're planning, HSE has really [helpful guidance](#) on how to run events safely.

Accessibility

Bristol Community Festival events are to be inclusive and open to everyone. To make sure the venue you're using is accessible, read the [accessible events handbook](#) from the Social Care Institute of Excellence.