

# Folkestone & Hythe District Council

## Events Management Policy



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## **1      Introduction**

- 1.1 Folkestone & Hythe District Council recognises the value and benefit that a varied and well-managed outdoor events programme can offer people living in the district and the surrounding areas.
- 1.2 The Council is keen to support outdoor events across the district and values the role events can play in bringing communities together, promoting tourism, raising funds for charity and supporting local businesses.
- 1.3 All information is available on the Council's website, search for [Organising an event – Folkestone & Hythe District Council](#).

## **2      Purpose of the Policy**

- 2.1 The Events Management Policy sets out the procedures and processes with the aim of providing clear and transparent information to event organisers.
- 2.2 The Policy provides a framework for all event organisers to follow. It ensures that all outdoor events are consistently managed, with an emphasis on pre-event consultation, engagement and planning with the organiser to ensure the event is viable and managed successfully.
- 2.3 The Policy sets out how the Council coordinates and consults with the Safety Advisory Group (see section 13 for more information) to assist in the discharge of the Council's responsibilities and obligations pursuant to legislation and guidance.

## **3      Objectives of the Policy**

- 3.1 The main objectives of this policy are: -
  - To build a sustainable and varied programme of events for the residents of the district and surrounding areas.
  - To provide a clear framework for the event application process.
  - To manage the use of the district's parks and open spaces effectively.
  - To ensure that events are accessible to all communities and individuals.
  - To ensure only viable and well managed events take place.
  - To ensure the protection of the physical environment, nature and wildlife.
  - To ensure the safety of those working at and attending events.
  - To reduce or mitigate risk, and any negative impacts or disruption to Folkestone & Hythe District residents, visitors and businesses.

## **4 When is an application required?**

4.1 Event organisers are required to submit an application to the Council if the event meets one or more of the following criteria: -

- Event is to be held on Council or Land that is managed on behalf of the Folkestone Parks and Pleasure Grounds Charity and/or
- Event involves use of the Highway or a Public Right of Way, whether or not a road closure is requested
- Event involves high risk elements such as fireworks or flying displays

## **5 Types of Events**

### **5.1 Community Event**

These are events that are organised by charities, not for profit, community or voluntary groups that directly benefit the residents and stakeholders of the district and are free for the public to attend.

### **5.2 Charity/Fundraising Event**

These are events run by professional companies on behalf of a charity or non-profit organisation with the sole purpose of raising money for the charity/organisation. Attendance will be subject to an entrance, ticket or registration fee.

### **5.3 Commercial Event**

These are events that are organised for members of the public that are put on purely as a commercial venture. For example: -

- Corporate Events
- Large ticketed events e.g., fireworks display
- Marketing and promotional activities for profit making organisations
- Circuses
- Funfairs
- Private events e.g., wedding reception, private party

## **6. Excluded Events**

6.1 These would generally include: -

- Any event likely to provoke public disorder.
- Any event that includes use of performing animals, except those which are normally regarded as domesticated in the UK (e.g. horses, dogs, cats, birds used in falconry demonstrations, caged birds, rabbits), which may be used as an ancillary part of a performance.
- Any event that includes animals as prizes, including goldfish at a fair.
- Any event that seeks to exclude on grounds of race, religion or any other legally protected characteristic.
- Any event that would cast doubt on the integrity of the Council.
- Balloon and lantern releases.

## 7. Scale of the Event

SIZE OF EVENT	AUDIENCE CAPACITY
Small	Under 500
Medium	500 – 4,999
Large	5,000 – 9,999
Major	Over 10,000

## 8. Location of the Event

### 8.1 Radnor Park

The use of Radnor Park is restricted to 28 days per calendar year and can only be held between 1 June and 30 September, due to planning constraints.

Events must not commence before 7.30am and must end by 10.30pm. No music will be allowed before 10am and after 10.30pm.

Applications for events at Radnor Park can be submitted up to 12 months in advance of the proposed event. All applications must be received by the 15th of February of the calendar year in which the proposed event is to be held. Applications made after the 15th of February will be considered only if the dates are available.

Applications must be submitted with the full documentation required for the Event by the deadline.

Successful applicants will be informed by the second week of March.

### 8.2 The Leas

There are legal covenants that control the type of event that can be held on the Leas. Every event, including the bandstand, is subject to the agreement of the Radnor Estates who will need to grant permission in writing before the event takes place.

### 8.3 Council Land

The Council will operate a first-come first served policy for granting permission for events on Council Land.

When deciding if an event can take place, the following will be considered by the Council: -

- The suitability of the land for the event
- The availability of the land
- The receipt of the appropriate event documentation
- The event fee has been paid promptly
- If there are any covenants, planning restrictions or licensing limitations which may affect the event
- Permission from the landowner, where the Council manages the land

- Does the event comply with the equality and discrimination legislation
- Will the event bring positive benefits to the District
- Whether any complaints have been received previously regarding the event or organiser

#### 8.4 **Private Land**

Organisers of 'small events' on private land are not required to notify the Council. For an event which is classed as medium or larger, an application must be submitted.

If there is a potential high-risk activity at a small event, an application should be submitted.

### 9. Events Application Timescales

TYPE OF EVENT	MINIMUM NOTICE REQUIRED
Major Event	4 months (16 weeks)
Events on Radnor Park	By 15 <sup>th</sup> February of the year of the event
Events on Council Owned Land	3 months (12 weeks)
Events on Private Land	3 months (12 weeks)
Events requiring road/right of way closures	4 months (16 weeks)
Exercise classes on Council Owned Land	1 month (4 weeks)

- 9.1 Event applications can be submitted up to 18 months in advance of the event apart from events wishing to use Radnor Park.
- 9.2 The Council reserves the right to reject an event application, where the above timescales have not been adhered to, or the correct documentation has not been supplied.
- 9.3 The event application should also include the following documentation as a minimum:
  - Event Management Plan
  - Risk Assessment
  - Site Plan
  - Public Liability Insurance.

### 10. Insurance

- 10.1 All events held will need appropriate public liability insurance (PLI).
- 10.2 The event organiser must provide evidence of the PLI of not less than £5 million.

- 10.3 It is the responsibility of the event organiser to ensure that they obtain and inspect evidence of PLI policies from any other site users/additional participants/parties prior to the event taking place. They must also adhere to the minimum of £5 million cover.
- 10.4 Some events may need a higher level of cover; however, the event organiser will be notified by the Council's Insurance Officer when this is required.

## **11. Event Application Fees**

- 11.1 Charges for the use of Council land will be payable in accordance with the Council's approved fees and charges which are available on the Council's website. [Event fees and charges | Folkestone & Hythe District Council](#)
- 11.2 A refundable deposit may be charged in accordance with the Council's approved fees and charges.
- 11.3 100% of the fee still applies if the event is cancelled.
- 11.4 If the event requires 'set up days', these will be charged at 50% of the approved day rate fee.
- 11.5 The Council reserves the right to recover any costs from the event organiser which the Council incurs making good damage caused to its property by an event on a cost recovery basis.
- 11.6 Events which result in additional cleansing and restocking of public conveniences, whether within the event perimeter or nearby, may be recharged in accordance with the Council's approved fees and charges.
- 11.7 Events on Council land will receive a permit prior to the event allowing the event to take place. This is emailed to the event organiser on completion of the event application process.
- 11.8 Major Events may require a Conditional Agreement from the Council to use the council land. A charge will be made for drafting this document in accordance with the Council's approved fees and charges.

## **12. Prevent**

- 12.1 The Prevent Duty Guidance states; section 45 "In complying with the duty we expect local authorities to ensure that publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views."
- 12.2 The below information will be requested from the event organiser:
  - Names, associated names they operate under, addresses, and contact details.

- Details of the individuals or organisation's website and associated websites.
- The purpose of the booking, including details of the title, agenda, content, speakers and expected audience of the event.
- If the booking is being arranged by an event management or another company, then the client's details will be requested.

12.3 The Council will complete the below due diligence checks for every event:

- Review advertising for the event/booking
- Enquire if the organiser implements a policy that promotes equality and diversity and challenges all forms of discrimination or if they will agree to their event subscribing to the Council's equality and diversity policy.
- Investigate if the hirer has policies, reference material or media that can be checked, such as websites, articles or speeches to consider what is being said about them.
- Obtain a reference from a venue provider previously used by the individual or organisation should the Council feel this is necessary.
- If the booking is for a charity, the charity number of the organisation will be checked with the Charity Commission.

12.4 In the event of suspected suspicious activity the anti-terrorist hotline will be contacted on 0800 789 321 or on 999 in an emergency.

### **13. Road Closures**

13.1 Where a proposed event requires a road closure, documentation must be submitted at least 4 months (16 weeks) prior to the event to Kent County Council for their consideration and authorisation under the Highways Act. This application will be considered as part of the event application.

13.2 Applicants are strongly advised to discuss the road closure at least 6 months in advance of the event with the Council's Events Team and Kent County Council Highways.

13.3 Road closure notices can be issued by the Council or Kent County Council Highways dependent on the closure required.

13.4 There is a charge for a road closure. [Event fees and charges | Folkestone & Hythe District Council](#)

13.5 It is the responsibility of the event organiser to ensure they have the correct permission and appropriate closure documentation for any events on the highway.

13.6 Closing a public road, footway, footpath or verge without a lawful closure order is illegal.

### **14 Temporary Event Notices (TEN's)**

14.1 Where the event involves a licensable activity for which the premises concerned does not have an existing license, a TEN's will be required.

14.2 Applications must be made directly to the Licensing Team at the Council. All of the details are on the Council's website along with the current fees. [Licensing – Folkestone & Hythe District Council](#)

## 15 **Safety Advisory Group (SAG)**

15.1 Specialist advice may be sought from external parties and public safety agencies, known as the SAG. A SAG will not be necessary for every event.

15.2 The Safety Advisory Group is overseen by the Local Authority and consists of representatives from the Local Authority, Emergency Services, other relevant organisations/bodies and the event organiser. The Group provides a forum for discussing and advising on public safety at an event.

15.3 The purpose of the SAG is to ensure that any outdoor events that have a significant impact will be organised and managed to the appropriate standards, thus ensuring the safety of both those organising the event and those attending. The SAG will review event documentation and offer advice to the event organiser and the Council on the operation of the proposed event.

15.4 Event organisers must co-operate with any request from the SAG, including attendance at meetings.

## 16 **Enforcement**

16.1 The Council reserves the right to check that an event organiser is managing an event in accordance with the event plans submitted.

16.2 Any breach based on a Council inspection or a complaint from a third party will provide grounds for the Council to be able to refuse permission for the same event to be held in subsequent years or other events on Council land.

16.3 The Council may choose to take legal action to enforce the terms of the Conditional Agreement.

16.4 The Council has statutory powers that can enable it to immediately stop any events on its land where there is an imminent or substantial risk of injury.

## 17 **Cancellation**

17.1 Neither the Council nor other relevant landowners will accept any responsibility or liability for the cancellation of an event due to the refusal of any license, consent or introduction of government legislation/guidance.

17.2 The Council reserves the right to cancel any event booked on Council land due to poor weather, unsuitable ground conditions or exceptional unforeseen circumstances. In these circumstances, the Council is not responsible for any costs that the organiser may already have incurred in preparing for the event.

## 18 Complaints

18.1 Complaints regarding the Council's administration of events will be dealt with in line with the Council's corporate complaints procedure, which is available on the Council's website. [Council's complaints procedure | Folkestone & Hythe District Council](#)

<b>Document Control</b>			
<b>Date effective from</b>		<b>Owner</b>	Control Centre & Resilience Manager
<b>Approval Date</b>		<b>Approval By</b>	FPPG & Cabinet
<b>Review Date</b>	Two years from approval date and when required		

<b>Version Control</b>			
<b>Version</b>	<b>Type of Change</b>	<b>Date</b>	<b>Revisions from previous issues</b>
V1	Updated Policy	Oct 2022	Combined Procedures and Policy documents into one and updated/simplified to reflect changes.
V2	Updated Policy	Oct 2025	Updated processes to reflect organisational changes