



### **Guidelines and Requirement for any Events held on the Village Green, Vigo**

The village green is an area of Parish Council Community Land, located adjacent to The Villager Public House, with woodland boundaries to Erskine Road and Waterlow Road. The site is accessed by foot in the main, with limited vehicular access by prior arrangement.

Vigo Parish Council (VPC) positively encourages the use of the Village Green by our Community and recognises that community events are an important part of village life. Events may celebrate a particular occasion, raise funds for a good cause, or simply bring people in a community closer together.

The prime responsibility for an event rests with the event organiser. However, VPC as the registered owner of the village green has a duty of care to all visitors, and in particular would be concerned with:

- Public safety & protection
- Prevention of a public nuisance
- Prevention of crime & disorder

VPC sets out to enable event organisers to plan and run successful events with a minimum of red tape, whilst ensuring that the Parish Council (as custodian of the village green) and the people of Vigo, are protected at all times.

VPC is unable to grant exclusive use of the village green. The village green is a public space and must be accessible to the public at all times.

Public events can be held on the village green, but prior approval is required from VPC.

We would consider an event to be a “public event” if any of the following apply:

- The event is open to the public.
- The event is promoted via publicity or social media.
- The event involves the exchange of money (participation, entry fees, selling products or voluntary contributions).
- If equipment is brought in to enable the activity to occur (this includes everything from small generators to stages and public address systems, including megaphones).
- If entertainers are hired in (for example clowns, Father Christmas, singers, dance troops etc).
- If live music is going to be played.
- The playing of music through a sound system.
- The sale or supply of alcohol or food.
- Anything that requires a Temporary Event Notice from the District Council.

## **Use of the Village Green**

### **BOOKINGS & APPROVAL:**

- The village green may only be used for an event if prior approval has been given by VPC.
- The Clerk will provide a booking form for completion and terms and conditions of use.
- Applications by an Event Organiser, to hold an Event, must be on the forms provided by the Parish Council, and accompanied by a Risk Assessment & copies of insurance cover.
- All requests for any additional approval(s) (please see below) should be made to the Parish Council Clerk in good time. [clerk@vigo-pc.gov.uk](mailto:clerk@vigo-pc.gov.uk)
- Bookings are provisional until confirmed in writing by VPC. If the booking is not confirmed, the event organiser will be advised of the reason.
- All correspondence will be sent to the event organiser by email, unless VPC is advised that the organiser does not have access to email.
- In general, bookings made by Vigo Residents, which are not-for-profit events, will not be charged a hire fee.
- Bookings from those outside of the village will be considered, but a charge for hire would be made (charges dependent on type of event, and to be agreed by VPC on a case-by-case basis).
- VPC reserve the right to terminate the booking if there are concerns about aspects of the activity.

### **VEHICLES:**

- Car parking is limited (four vehicle spaces) and is by prior arrangement with VPC only.
- Car parking on the village green itself will only be permitted in exceptional circumstances and must be arranged in advance with VPC.
- Motorised vehicles designed specifically for and used by those with a disability are permitted, but any damage caused to Parish Land must be repaired by the event organiser, at no cost to the Parish Council.

- Pedestrians ALWAYS have a right of way.
- The car park adjacent to The Villager Public House is for their patrons only.

#### CONSIDERATION OF LOCAL RESIDENTS:

- The village green is a public area and consideration, and respect must be given to any other visitors using the site.
- During an event, members of the public must be allowed access to the village green and must not be charged to do so.
- No disruptive noise between 10pm and 8am (Monday to Friday) or 10pm and 9am (Sunday) unless prior approval has been given by VPC.

#### MANAGEMENT OF THE SITE:

- Glasses, and glass bottles are prohibited on site (please use plastic bottles and cups).
- All rubbish should be collected during and at the end of the event. VPC do not provide litter bins for public events, and as such the event organiser would be responsible for this. All litter must be collected, taken away from site and disposed of by the event organiser.
- All fires, barbeques, and fireworks are strictly prohibited.
- Dogs are permitted on site but should be kept under control, on a short lead, at all times.
- Dog fouling is an offence. VPC work hard to ensure that the village green is kept clear of dog fouling and will report any offenders if they can be identified. However, it is the responsibility of the event organiser to ensure the site is free from dog fouling before the event commences, and after the event has finished.
- Children of an appropriate age are permitted to use the play park area, and the zip wire (please note the information sign next to the zip wire).
- Tree climbing is prohibited.
- Camping is prohibited.
- Use of drones is prohibited unless approval has been given in advance by VPC.

- The event organiser may not install any specialist equipment without prior approval from VPC. All specialist electrical equipment should only be connected to circuits protected by Residual Current Devices (RCDs).

## INSURANCE & RISK ASSESSMENTS

- Inflatables (including bouncy castles) need the express approval of VPC. Copies of public liability insurance MUST be provided before any agreement will be given. Inflatables must be staffed at all times, and a risk assessment must be provided. Copies of the public liability insurance for the inflatables / bouncy castles must be provided.
- VPCs insurance DOES NOT extend to the organiser. The event must be insured by the event organiser, and a copy of the public liability insurance should be provided to VPC in good time. Public Liability cover should be for £10 million.
- The event organiser uses the site (village green) at their own risk and releases Vigo Parish Council from all claims, causes of action, complaints, liability, demands, costs or expenses that any person might have in connection with or arising in any way from the use of the site by the organiser, or people acting on behalf of the organiser.
- The event organiser indemnifies and holds harmless Vigo Parish Council (and its staff and contractors) against all claims, causes of action, complaints, liability, demands, costs or expenses that any person might have in connection with or arising in any way from the use of the site (village green) by the organiser or people acting on behalf of the organiser.
- The event organiser indemnifies Vigo Parish Council for any action against it for stolen or illegal goods sold by the organiser.
- The event organiser shall comply with the legal requirements concerning the consumption of alcohol, street trading, collections, music, singing and dancing licences, theatre licencing and copyrights. The organiser shall be fully responsible for obtaining licences or any other permission required.

## SITE SUPERVISION

- The person signing the application form (the “signer”) and the organiser of the event (if different) will be jointly and personally responsible for compliance with these rules and regulations. If either the signer, or the organiser steps down as the nominated contact, VPC must be informed immediately.

- The event organiser shall be held responsible for the effective supervision of the arrangements and the people in attendance at the event. A responsible adult must be present and supervise at all times during an event.
- The Parish Council does not provide first aid or medical facilities for event organisers, and public telephones are not available. The event organiser must make suitable arrangements.

### EQUALITY

- The organiser will at all times during an event, act in accordance with the Equality Act 2010 and similar legislation, and in particular the requirement to eliminate unlawful discrimination, victimisation and harassment, advance the equality of opportunity for all and foster good relations between persons of diverse groups.

### GENERAL

- The organiser is specifically forbidden to use the site for any illegal or immoral purpose and shall not carry on any activity so as to cause nuisance or annoyance to neighbouring properties.
- If an event includes children or vulnerable adults, any photography should be agreed with all parties (individual, parent, carer) in advance.
- If it is necessary for the VPC to undertake any clear-up, repair work or maintenance after the event, the organiser will be charged an hourly rate, plus an administration fee. The site must be left in no worse condition than it was found.
- We would strongly suggest that contact is made with the Management of The Villager Public House, to inform them, in good time, of the event. This will give an opportunity for any concerns or questions to be resolved in advance, from either side.

POLICY DRAFTED BY JOANNE GLASS, CLERK TO THE PARISH COUNCIL.

POLICY APPROVED BY FULL PARISH COUNCIL 20<sup>TH</sup> FEBRAURY 2022.

POLICY REVIEWED AND APPROVED BY FULL PARISH COUNCIL: 13<sup>TH</sup> MAY 2024

POLICY REVEIWED AND APPROVED AT ANNUAL COUNCIL 8<sup>TH</sup> MAY 2025