

South Derbyshire

Community Events Toolkit



Help and advice for
running a small event

www.south-derbys.gov.uk/cet

The South Derbyshire Community Events Toolkit (CET) provides guidance and advice on running community events and projects. It is designed for use by a wide variety of groups to help make running events, projects and initiatives in the district easier. It is mainly an online resource with useful templates, step by step checklists for your event and lots of essential information. This leaflet provides a snap shot of information for you to consider. Please visit www.south-derbys.gov.uk/cet for the full toolkit.



Running an event

Planning

Once you have an idea for an event you then need to determine the most suitable location and time of year to hold it. Sports club grounds or training venues may be adequate or neighbouring sports clubs may be willing to open up their facilities. Make sure you are clear about the purpose of your event – is it social, to raise funds or a celebration event?

Factors to consider:

- Crowd capacity
- Access for wheelchair users and pushchairs
- Entrance and exit routes
- Sufficient car parking?
- Are marshals required?
- Reserving spaces for VIP's and performers/staff
- Gates – do they open wide enough for vehicles and equipment to access the area? Are gates locked?
- If needed, are gas and electricity supplies available?
- Remember council owned parks are public spaces, therefore you must make sure the area is safe and free from dangerous objects prior to the event – this should be covered in your risk assessment
- Form an Event Committee consisting of Chairperson, Treasurer, Secretary and possibly a Fund raising and Marketing Officer

Insurance

All events held on district council land will require Public Liability Insurance with a minimum limit of indemnity of £5 million. In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay. You may also need to consider insurance for products and equipment as well as cancellation insurance.

Risk assessment

The purpose of a risk assessment is to identify the hazards that could cause harm, assess the risks that arise from those hazards and decide on suitable measures to eliminate, or control, the risks. The preparation of a written risk assessment is advised for all events. It can also be a useful tool to help with event planning, predicting potential problems and to brief volunteers on the day of the event.

Accidents and emergencies

You should be prepared to deal with minor injuries at your event. You will need to make sure that you have access to a well-stocked first aid kit and should try to ensure for even the smallest event that someone with basic first aid skills is available. Voluntary first aid societies publish guidance and provide training on first aid and may be able to provide volunteers for larger events.

Temporary event notice (TEN)

Depending on the nature of your event, you may need a licence. For events attracting less than 499 people you may need a TEN, for 500 plus you will have to apply for a Public Entertainment License. If you are holding a function where there is entertainment or sale of alcohol anytime of the day or night, or if hot food or hot drink is available, you need to apply for a Temporary Event Notice. The Licensing Officers at South Derbyshire District Council and Derbyshire Constabulary Licensing Section at Derby Divisional HQ, St Mary's Wharf, Prime Park Way, Chester Green, Derby DE1 3AB, must be informed at least 10 working days before the event. The Fee for a temporary event notice is £21.

Fireworks

There are many safety issues and hazards associated with using fireworks at events. Organisers should seriously consider the health and safety implications of using fireworks before the event and whether they are necessary.

Safeguarding & protecting children and vulnerable adults

When working with children and vulnerable adults it is strongly recommended that volunteers and

members of staff are appropriately vetted. Event organisers need to assess staff and volunteer roles to identify whether a full external Criminal Records Bureau (CRB) check is needed or if a self declaration form would be sufficient. Generally, a CRB check is needed for staff or volunteers responsible for children/young people/vulnerable adults or those who come in regular contact with this group and may be the only adult with them. Website: www.crb.gov.uk

Policing

The Policing requirements differ depending on the venue, size and nature of the event. If you require police presence at your event you need to apply to the Derbyshire Constabulary. Telephone **0345 123 33 33** or visit www.derbyshire.police.uk

- Small event on club ground/premises - police do not need to be notified.
- Small event in local park/open space - good practice to notify the local police. The Police Liaison Officer will then distribute the information to the relevant PCs to ensure they are aware of events in their area. Please contact Andy Wright, Police Partnership Sergeant for South Derbyshire with details of your event - andy.wright@south-derbys.gov.uk or **01283 595894**
- Event involving road closures or large numbers - Democratic Services at South Derbyshire District Council must be contacted. Please telephone Paul Spencer on **01283 595722** or email committees@south-derbys.gov.uk at least three months before the road closure is needed.



Parks and Open Spaces

Council owned open spaces

To book any South Derbyshire District Council owned parks, a letter should be written to: **Grounds & Facilities, Civic Offices, Civic Way, Swadlincote DE11 0AH** or via email to: **grounds@south-derbys.gov.uk**. Please contact individual Parish Councils for information regarding booking their parks and open spaces.

The Healthier South Derbyshire Website contains a comprehensive list of recreation grounds, children's play areas and open spaces in the district. Visit **www.healthiersouthderbyshire.org/physical-activity** for more detailed information.



Useful Contacts

South Derbyshire District Council contacts

Leisure and Community Development:

Sport and Youth Development:

01283 228751

sportsdevelopment@south-derbys.gov.uk

Grounds and Facilities: **01283 595782**,

grounds@south-derbys.gov.uk

Community Partnership Officer (for advice on securing funding): **01283 228741**

Environmental Health Officers: **01283 595724**

Waste Management Team: **01283 595795**

Licensing: **01283 595724**

Emergency Planning Officer (for events catering for over 2500 people): **01283 228713**

Other contacts

South Derbyshire CVS: **01283 219761**

www.southderbyscvcs.org.uk

CVS can provide community groups with support in organising events including template documents, committee roles, fundraising and insurance.

Red Cross: **01629 582 171**,

www.redcross.org.uk

St John's Ambulance: **08700 10 49 50**

www.sja.org.uk

Derbyshire Fire and Rescue: **01246 822222**

Derbyshire Police: **0345 123 33 33**

Derbyshire County Council:

08 456 058 058, **www.derbyshire.gov.uk**,
centre@derbyshire.gov.uk

Obtaining alternative versions of this document: If you would like this document in another language, or if you require the services of an interpreter, please contact us. This information is also available in large print, Braille or audio format upon request. Phone: **01283 595795** Email: **customer.services@south-derbys.gov.uk**. This document is also available on the council's website at **www.south-derbys.gov.uk**

South Derbyshire District Council is not responsible for any information supplied by other agencies which is included in this publication.

Further information on all these topics and more can be found at **www.south-derbys.gov.uk/cet**



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