



NORWICH
City Council

City Centre Promotional Sites

Booking Form and Information

contact

Norwich City Council

events team

on 01603 212219 or 212138

City Hall

Norwich

NR2 1NH

e: events@norwich.gov.uk

Please keep this booklet for your reference

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Promotional site for small exhibition units – commercial and non-commercial. Located off Gentleman's Walk pedestrianised thoroughfare in the heart of Norwich. The sites can be booked for promotional, arts and community use. It is advisable to book well in advance as the sites are extensively booked. **It is recommended that the sites are viewed before booking to ensure that it is appropriate for the event/activity and you can fit your units on there.** Refunds will only be considered up to three weeks before the event/activity date.

Commercial	Single day fee	£300 per day
	3 days	£275 per day
	over 3 days	£250 per day
	7 days plus one day free as above.	

Non-commercial activities	for 1 x 6ft information stall	£25
	Larger units	£150 per day

Site for non-commercial information stalls – directly off Gentleman's Walk. Suitable for community groups to have small information stalls to promote local issues and organisations. These are charged at £25 per day.

Brigg Street site is the paved area opposite Top Shop. The area available for hire is 4.1m x 7.3m and is suitable only for small exhibition units, single car displays and stands etc. We will require a picture of your unit to ensure that it is suitable for this area.

A plan of the site is included on page 13 of this pack.

Hire Fees

The fee levied for the hire of the area will be at the discretion of Norwich City Council and will depend on the nature of activity and space required.

Booking

In order to book either site you must:

- Read the 'Use of Sites General Guidelines' below
- Fill in the booking application form enclosed and return it completed to the Event's Office, Norwich City Council, City Hall, St Peter's Street, Norwich, NR2 1NH, f: 01603 212010, e: events@norwich.gov.uk, at least one month before the activity date.

If your application is successful we will:

- Inform you of the hire fee
- Send you two copies of contracts to sign and return one to us along with a copy of your public liability insurance.

If your application is not successful, we shall inform you within one week of your application. The Council reserves the right to refuse any application for the hiring of the site without being required to give any reason for such refusal.

Please ensure the contract and conditions of hire are given to the site manager as evidence of permission of use for the area. Without it Council Officials or the police will have the authority to move you off the site.

Organisations will be required to abide by the terms of any agreement entered into with Norwich City Council.

Use of area

Activities should not be disparaging to other cultures, or preach religious or cultural intolerance.

Activities should be sympathetic to other users of this area. Members of the public must be able to go about their lawful business without being harassed. Access to any other stalls must not be obstructed or obscured.

The Hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking and any other fund raising/income earning activities without the prior written consent of the Council.

Access

Participants must not cause obstruction to entrances, pavements, adjoining shop windows or access routes and roads.

Vehicles

No vehicles, caravans, trailers or stalls are allowed on site without agreement from Norwich City Council.

Vehicular access for loading and unloading is permitted before 9.30am and after 5pm Monday – Sunday.

Risk Assessment

You must complete a Risk Assessment for your event - see page 9 for 'Seven Steps to a Successful Risk Assessment' and the Risk Assessment Form to guide you.

Care of Venue

The Hirer must at all times take good care of the site and will be responsible for any damage to the site or any part of it or any equipment or other property of the Council whether forming part of the hire or not.

The property of, and any litter created by the Hirer and the Hirer's agents must be removed at the end of the period of hire.

Management of Activities

The Hirer is responsible for the supervision and control of activity participants, officials, visitors and spectators.

Sound Amplification

The Hirer shall ensure that no noise nuisance shall be caused to occupiers of properties surrounding the site or users of the immediate surrounding area of the Venue. The use of any public address system at the site must be first agreed in writing by the Council and must be operated so as not to cause a noise nuisance.

Electricity

The Hirer shall obtain approval from the Council for the use of generators at the Event. PAT test certificates must be provided. Generators must be operated in a safe manner and segregated from the public or protected by suitable covers or barriers, so as to prevent access by members of the public.

All generators shall be earthed at their neutral point by means of a suitable earth electrode.

The hirer shall ensure that residual current is mounted to protect the entire electrical installation and shall conform to the relevant British/European standard.

Structures

All structures and stages must have structural safety tests by an independent engineer.

Special Permission and Licences

Under the Licensing Act 2003 it is likely that a Temporary Event Notice (TEN) or Premises License will be required for any of the following licensable activities:

- The sale by retail of alcohol;
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- The provision of regulated entertainment; and
- The provision of late night refreshment

Regulated entertainment, subject to specified conditions and exemptions, includes:

- a) A performance of a play;
- b) An exhibition of a film;
- c) An indoor sporting event;
- d) A boxing or wrestling entertainment;
- e) A performance of live music;
- f) Any playing of recorded music;

- g) A performance of dance;
- h) Entertainment of a similar description to that falling within (e), (f) or (g)

A TEN can be issued for events for up to 499 people (including staff, stewards and performers) and for a maximum period of four days. Applications must be given to the Police and the Council at least 10 working days before the event in question.

An application for a Premises license needs to be made a minimum of 58 days before your event.

For application form and further information please contact Norwich City Council Licensing Department 01603 212761 / 212760 / 212762.

Further information is available from the DCMS website:
www.culture.gov.uk

The Arts Council have also produced a simple guide to entertainment licensing: www.artscouncil.org.uk

Insurance

The Hirer is responsible for all safety aspects of the site, during or subsequent to the activity and must accept liability for any loss, damage, injury or death due to their activity.

The Hirer agrees to take out Public Liability Insurance Cover or Third Party Risks [including products liability where appropriate] for a minimum of £5 million per claim, (five million pounds) and produce evidence of such insurance.

- Event date
- Activity location
- Name of activity
- Date/time to enter site for preparation
- Date/time the site will be vacated after the event
- Event start time each day • Event finish time each day
- Do you intend to utilise or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted at all sites).

Information stall	<input type="checkbox"/>	Live music	<input type="checkbox"/>
Exhibition unit	<input type="checkbox"/>	Live entertainment	<input type="checkbox"/>
Motor vehicles (Please note: cars are not permitted to park)	<input type="checkbox"/>	Marquees	<input type="checkbox"/>
Simulators	<input type="checkbox"/>	Portable generator	<input type="checkbox"/>
Sampling	<input type="checkbox"/>	Portable Staging	<input type="checkbox"/>
Raffle/lottery	<input type="checkbox"/>	P.A. System	<input type="checkbox"/>

Other: (please specify)

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Note:

Please supply as much information as possible on all of the items above.
After this application has been submitted, no additional items may be included without the express consent of the appropriate department.

Section Three – Insurance

- Event Organisers are required to hold a current policy of Insurance in respect of Public Liability or Third Party risks (including products liability where appropriate). The relevant limit of indemnity shall be an amount approved by the Council’s Risk and Insurance Section and Legal Section. Under no circumstances shall this be less than £5 million and the Council reserves the right to require a higher limit if deemed necessary.
- Organisers will be required to produce evidence of their insurance cover with return of contracts.

Note: All documentation must be produced at least 14 days before the Event. Failure to comply may result in the Council refusing to grant permission for the holding of the event.

Section Four – Application

Please send this completed form, together with any supporting documentation to the following:

The Events Office
Norwich City Council, City Hall, St Peter’s Street, Norwich NR2 1NH.
f: 01603 212010 e: events@norwich.gov.uk

- We will assess your application within ten working days.
- We will advise you if your application is successful and what the costs and any specific conditions will be.
- We will send you two contracts to sign, one must be returned to Norwich City Council along with a copy of public liability insurance.
- An invoice will be issued which must be paid a minimum of 2 weeks prior to the event.

If permission is granted for this event, I hereby agree to comply with the conditions set out in this form, the advice notes in the booklet, and any departmental terms and conditions and all reasonable instructions given by any authorised Officers of the Council.

I have read and understood these conditions and agree to be bound by them.

Signed

Date

Position in organisation

You must do a risk assessment for your event, however small the activity. You must complete and record the findings of your risk assessments. There is a risk assessment form to help you attached to this booklet. The notes below are supposed to help you understand how to fill the form in. They are only a guidance. You must ensure that on the event day, the risk controls are in place. **The risk assessment is for your information and should NOT be returned with your application, unless requested by the Council.**

Areas to consider

With a colleague, walk around the area where your activity will take place.

Look for any obvious hazards:

eg; glass on the ground, obstructions, low hanging branches, trip hazards, is the area suitable for the activity etc?

Imagine the setting up of the activity and identify any hazards that could occur:

eg; movement of vehicles on site, hazards involved in the erection of structures, damaging underground structures etc.

Imagine when your activity is set up and people start arriving : what are the hazards?

eg; tripping over obstacles, extreme heat or cold, unsafe structures collapsing, unsafe electrical appliances and installations, unsupervised generators, potential food poisoning, bad lighting, movement of vehicles, build up of litter etc.

Imagine the end of your activity and clearing the site, what are the hazards?

eg; risks associated with fading light, money on site, movement of vehicles, unhygienic conditions etc.

Areas to consider

The following are examples of areas to consider:

- Type of event.
- Potential major incidents.
- Types of attendees such as children, elderly persons and the disabled.
- Crowd control, capacity, access and egress and stewarding.
- Provision for the emergency services.
- Provision of first aid.
- Fire, security and cash collection.
- Health and safety issues.
- Exhibitors and demonstrations.
- Amusements and attractions.
- Structures.
- Waste management.

Assessing the risk

The extent of the risk arising from the hazards identified must be evaluated and existing control measures taken into account. The risk is the likelihood of the harm arising from the hazard. You should list the existing controls and assess whether or not any further controls are required. The following should be taken into account:

- Any information, instruction and training regarding the event and the activities involved.
- Compliance with legislative standards, codes of good practice and British Standards.
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable.

Further action necessary to control the risk

Classify risks into high, medium and low.

For each risk consider whether or not it can be eliminated completely. If it cannot, then decide what must be done to reduce it to an acceptable level. Consider the following:

- Removal of the hazard.
- Preventing access to the hazard.
- Implement procedures to reduce exposure to the hazard.
- Find a substitute for that activity.

Record the risk assessment findings

Use the attached Risk Assessment Form to record all significant hazards, the nature and extent of the risks, and the action required to control them. Keep this for future reference or use. You could also refer to other documents you may have, such as manuals, codes of practice etc.

Review and revise

If the nature of the risks change during the planning of the event, the risk assessments will need to be reviewed and updated.

Information

Where the risk assessment has identified significant risks, you must provide information to all those affected, regarding the nature of the risk and the control measures to be implemented.

to be kept by hirer **event risk assessment form**

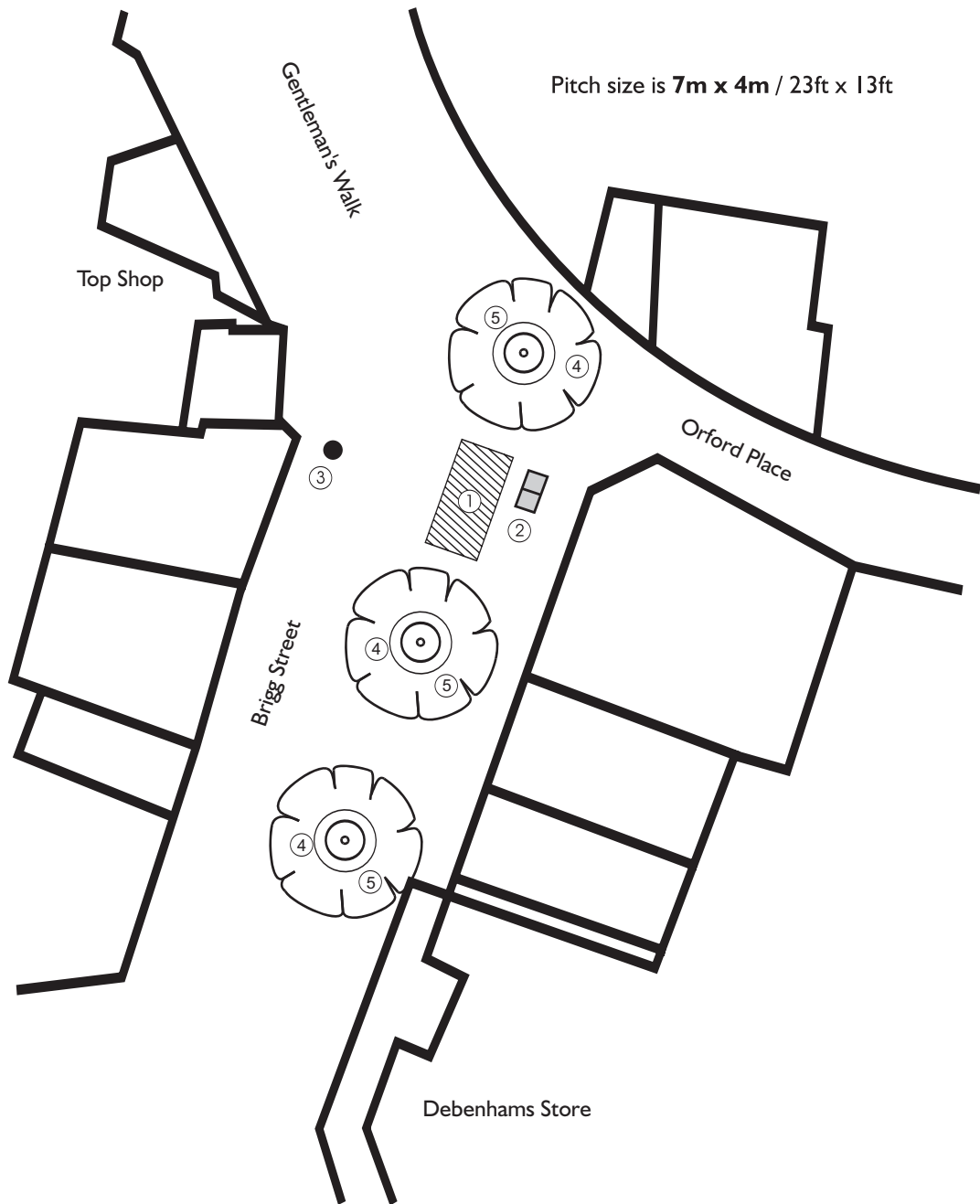
event		date of event	venue	organiser	
hazards identified	persons at risk	risk (high, medium, low)	measures required to control the risk	action taken by (name)	date completed and signature

name of assessor (printed) _____ date _____ (continue on additional sheet if necessary)
 signature _____

sample event risk assessment form

event date of event venue organiser						
hazards identified	persons at risk	risk (high, medium, low)	measures required to control the risk	action taken by (name)	date completed and signature	

name of assessor (printed) _____
 signature _____ date _____ (continue on additional sheet if necessary)



Map of Brigg Street

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K E Y	① Pitch
	② Telephones
	③ Bin
	④ Tree
	⑤ Bench



Brigg Street
(see large scale map)

Norwich City Centre

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