



## A guide to hiring parks in Lichfield District

From concerts and festivals, to fishing competitions and sporting events, Lichfield District Council's parks are a great place to hold your event.



This guide tells you how to book, and what you need to do to make sure you organise a safe and successful event - from planning through to the post event feedback.

01543 308867

[www.lichfieldhistoricparks.co.uk](http://www.lichfieldhistoricparks.co.uk)

**Lichfield**  
district council  
[www.lichfielddc.gov.uk](http://www.lichfielddc.gov.uk)

## Look no further!

If you are thinking about planning an event in a beautifully maintained outdoor setting, look no further than Lichfield District Council's parks and open spaces, which includes Beacon Park.

We welcome a range of events - from music festivals, circuses and sports galas through to family fun days, charity fun runs and more.

This guide gives you advice about how to book one of our parks, what considerations to make, and how to deliver your event in a safe way, from planning through to the post event feedback.



## What to consider when planning your event

When at the planning stage, discuss your ideas with others - form a committee, share out the tasks and responsibilities, including fundraising, marketing, health and safety, and project planning.

Research your event ideas, including checking out other events nearby to avoid clashes. A good resource is **[www.visitlichfield.co.uk/events](http://www.visitlichfield.co.uk/events)**.

You need to be aware of the responsibilities of organising an event.

The HSE website has some very useful safety information at [www.hse.gov.uk](http://www.hse.gov.uk).

You will also need to look into the licensing and legal responsibilities of holding an event.

To find out more about local authority licenses visit [www.lichfielddc.gov.uk/licenses](http://www.lichfielddc.gov.uk/licenses).



## Tell us about your event

Contact us to discuss your proposals and the availability of your chosen park. This is a good opportunity to get some advice from our experienced staff. However, remember the parks are really popular so make sure you contact the team to save the date as soon as possible.

We will advise you on how to complete your park hire booking, including:

- Filling in a park hire booking form
- Completing an event management plan
- Completing a risk assessment
- Ensuring you have public liability insurance (minimum £5 million)
- Giving you a copy of the site plan

Call Lichfield District Council's parks team on **01543 308867** or email [parks@lichfielddc.gov.uk](mailto:parks@lichfielddc.gov.uk)

## Complete your booking

Firstly read our **Park Hire Terms and Conditions**, there maybe some key areas that will have an impact on your ideas for your event.

Make sure you complete and return your booking form as soon as possible. At the very latest, we need it two months before the date of your event, although the earlier the better!

Remember this is a booking **request** form, so do not recruit services or confirm your event before we confirm the booking.



A great day out for all the family 

 **Beacon Park**  
A Lichfield Historic Park

From a large play area and an 18-hole golf course, to pond dipping and lots of ways to stay active, there is plenty to see and do at Beacon Park.

 **Children's Trail**

Pick up the Swinfen Broun Brass Rubbing Trail from the Ranger Station for just 50p!



[www.lichfieldhistoricparks.co.uk](http://www.lichfieldhistoricparks.co.uk)



## Make a plan

Safety is fundamental to the success of your event and, as the event organiser, effective planning is essential.

Discuss your ideas and plans throughout the planning stages, not only with Lichfield District Council and the emergency services, but other local organisers. This can help you avoid unnecessary expense and problems closer to or during the event.

Things you may need to consider, such as noise and waste disposal, are highlighted in our event booking form.

Review your first aid plans. Remember to add employees, volunteers and event attendees in your first aid, medical and ambulance needs assessment. Visit the HSE website to find out more about first aid at events - [www.hse.gov.uk](http://www.hse.gov.uk).



Check your toilet requirements. You will need to estimate how many people your event is likely to attract and provide adequate toilet facilities. Please refer to the HSE guidelines on how many toilets should be provided per estimated crowd size - [www.hse.gov.uk](http://www.hse.gov.uk).



Plan the big clear up and take down to make sure you leave the site as you found it. This often takes longer than expected, which needs to be accounted for in the event plan. Event organisers are reminded they are accountable for the site until it is cleared.

## Assess the risks

As the event organiser, you will be held liable by law for the safety of your staff and volunteers and everyone who attends the event.

You need to identify potential hazards and decide, with help if you need it, on what precautions you are going to put in place.

You need to do a risk assessment to make sure you are ready for anything that might happen. Complying with health and safety laws is a must if you are hiring council land.

Risk assessments identify any potential hazards at your event and how you will deal with them if they happen. They are not always large documents, small events may only be a page or so long. It's really important they are relevant and contain realistic ways of controlling/mitigating the risks.

Plans should be put in place, as part of the risk assessment process, detailing how you would deal with an emergency, including personal accidents, lost children, adults at risk, staff/volunteer training or adverse weather conditions.

## Getting the right insurance cover

All events in parks must hold a valid public liability insurance policy for a minimum £5 million.

You may also need employer's liability to cover your event staff and others linked to the event. You will be advised to obtain evidence of anyone helping/working at the event, from stall holders to performers, to ensure they are adequately covered for their activities, protecting the event.

## Site plan

Creating a site plan, which details the event areas - along with the location of toilets, first aid points, emergency exits, car parking, fire extinguishers, litter bins and skips - is an essential part of running events, for the organisers, emergency services, park management and the event attendees.

You might need other landowners' consent if the event crosses boundaries. We can only give consent for the part of an event that takes place on the council's parks.

You may need a traffic management plan looking at the impact the event will have on the highway and neighbouring properties, how many vehicles to expect, how cars will be directed to your event, where cars will park and will this impact on emergency services.

Depending on the type and size of your proposed event you may need to apply for a premises licence and/or attend a safety advisory group (SAG). This is where you meet with various agencies, including the police, fire service and ambulance service, to help you deliver an event that is as safe as it can be.





## Checklist

- ✓ Think about your event - does it clash with any other local events?
- ✓ Contact Lichfield District Council's parks team to find out how to book a local park.
- ✓ When you get confirmation of your park booking, start planning the event and recruiting services.
- ✓ Have you done a risk assessment and got public liability insurance?
- ✓ Have you found out if your event needs to be licensed?
- ✓ Have you created your site plan and booked first aid, bins, toilets etc?

Good luck and happy planning!

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