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Organising Events in Lincoln’s Green Spaces

The Green Spaces are ideal places to hold your own event, from community picnics to concerts and festivals. We welcome requests from groups, businesses, and organisations to organise their own events and activities.

This guide has been written for people who would like to hold safe and successful small and larger events.

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### **Notes for event organisers**

An [Application Form](https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=eu-8-ixNMkqsQqAAydsWt77YtjFfisBBmQ0nqp8Sgl5UNktNWEZMSFJGWE5CWEgzR0FPNVdRU085US4u) must be completed for all events held within Lincoln’s Green Spaces. The Green Spaces which can be used with in the city are the following.

* Hartsholme Country Park
* Boultham Park
* Lincoln Arboretum (Suitable for smaller events)
* South Common
* West Common

Completion of the application form does not confirm permission for the event to take place.

### **Health and Safety**

It is the responsibility of the organisers of an event to ensure that adequate arrangements are made to protect the safety of participants, spectators, and all others likely to be in the vicinity.

You must have Public Liability Insurance and carry out a Risk Assessment. If you need help completing a Risk Assessment, contact [hartsholmecp@lincoln.gov.uk](mailto:hartsholmecp@lincoln.gov.uk)

### **Event management plan template**

For those holding large events an [Event Management Plan Template](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.lincolnshireresilienceforum.org%2Fwp-content%2Fuploads%2F2024%2F02%2FLESP-Event-Management-Plan-Template-2024-v1.docx&wdOrigin=BROWSELINK) should be included along with the application. A copy of your plan will be required by the City of Lincoln Council, and the Safety Advisory Group (SAG). We will need multiple copies of all your documents, as stated in the checklists.

### **Fees**

There maybe a charge to hold your event in the green spaces depending on the nature of the event.

### **First aid**

An agreed level of first aid, paramedic and medical facilities should be provided at the organisers expense.

### **Accidents**

The event organisers should advise the Ranger on duty before the end of the event of any accident to a participant, spectator or third party.

### **Evacuation**

In all cases where a crowd is placed in a confined space, either indoors or outdoors, an evacuation procedure should be part of the Risk Assessment appraisal and plan.

### **Fire arrangements**

Consultation with Lincolnshire Fire & Rescue should take place when organising a larger event. They can advise on any fire safety, detection, and control arrangements necessary for your event.

### **Byelaws**

Please be aware that the site Byelaws may prohibit part or all the events. Copies of the Byelaws are available online.

### **Temporary structures (including electrical loading)**

Any marquee, tent or temporary structure erected as part of an event should be the following

* Suitable for the purpose intended,
* In good condition
* Erected by competent persons.
* Flame resistant

Any structure which is load bearing should be erected in strict compliance with Health and Safety Legislation.

Where there is a fire safety implication (e.g. outdoor cooking using LPG bottles) Lincolnshire Fire and Rescue Service should be consulted.

Where electricity is required within the event this should be provided by generators. If any mains electricity is used it should be installed by a competent electrical contractor. All electrical systems should be protected by a suitable residual current devise (RCD) with a rating of 30MA.

### **Industry certification**

If you are hiring attractions for the day, please ensure that any industry certification is provided. You will need to provide proof of these.

This includes any PAT test certificates, and other requirements such as a PIPA certificate for inflatable items. It is the event organisers responsibility to ensure compliance.

### **Children at your event**

If you are taking responsibility for children, it is advisable to have the parents or guardians written permission. If the activity lasts longer than two hours, the parent or guardian must remain with the child if under eight.

Children’s activity leaders will need to be DBS checked, as should any children’s entertainers. You should also make provision for lost children during the event.

### **Information/signs**

Organisers should provide sufficient signage for it to be available around the venue. These could include the following

* Lost/found children
* Lost/found property
* Toilets
* Exits
* Multi-lingual notices

Any temporary signs on the highway will need to be approved by the highway’s authority.

### **Publicity**

In your publicity for the event please use the full titles of the Green Spaces

* Hartsholme Country Park
* Boultham Park
* Lincoln Arboretum

The Rangers will endeavour to display and share on social media any posters/flyers which you supply in advance.

### **Cancellation**

Please email [hartsholmecp@lincoln.gov.uk](mailto:hartsholmecp@lincoln.gov.uk) as soon as possible if the event is to be cancelled.

### **Stewards**

Organisers will be expected to provide enough stewards to cater for the size and nature of the event. It is essential that organisers ensure that their stewards are well informed.

### **Communications**

A sound, reliable system of communication should be in place prior to the commencement of an event. Stewards and organisers must be able to communicate effectively. A jointly staffed office should be established to provide joint communication between all participating organisations**.**

### **Environmental issues**

Organisers should have regard for environmental issues. Consideration should be given to whether the venue or highway is environmentally suitable for the type of event proposed.

Attention should be given to the concerns of residents in respect of noise, litter, and traffic. Consideration should be given to toilets, hot/cold drinks, communication systems, lighting, tents, and any other environmental issues.

### **Food hygiene**

If any part of your event involves preparation or serving of food and drink for sale or to give away, please email [environmental.health@lincoln.gov.uk](mailto:environmental.health@lincoln.gov.uk) in advance of the event.

When using professional caterers please ensure that they are registered under the Food Safety act 1990 and ask for written evidence. Your caterers must have received training in food hygiene to ensure that they are providing and preparing food that is safe.

### **What happens next?**

Your documentation needs to be sent to [hartsholmecp@lincoln.gov.uk](mailto:hartsholmecp@lincoln.gov.uk) . If necessary, your application may need to be considered by the Safety Advisory Group.

Ultimately permission will be granted by the Open Spaces Officer. We will endeavour to contact you within one month of receiving the application.

For further information please also look at the [Event Organisers Handbook](https://www.lincolnshireresilienceforum.org/wp-content/uploads/2022/01/LESP-Event-Organisers-Handbook-2024-v1.pdf)