

# Tullamore Town Council



## Terms & Conditions for use of Lloyd Town Park by State Agencies and Community & Voluntary Organisations

The Council may consider applications for use of the Town Park by State Agencies or 'not for profit' Community & Voluntary Organisations holding community family focussed events, to which the public are invited free of charge. The Town Park is not suitable for commercially orientated events which require entrance fees and the Council will be happy to recommend other organisations who may be in a position to offer a more suitable venue for this type of activity. This is to ensure that regular park users who do not wish to participate in organised activities or events continue to have full unimpeded access to this public park.

Increasing litigation coupled with onerous health and safety requirements have necessitated the introduction of certain mandatory requirements which must be complied with before an application to use the park can be considered. It should also be noted that **the event organiser takes full responsibility for the park for the duration of the approved event** and is expected to operate the venue with the same duty of care to park users as is the case for the local authority. Where an event entails a number of different organisations coming together or involves a number of different participants, sub-contractors or agencies, **one organisation must take overall responsibility for making the application and providing one event specific insurance policy** extended to cover all activities, equipment etc for the duration of the event.

Details of these requirements are summarised below. However this list **is not exhaustive** and additional requirements may have to be complied with in certain instances if deemed necessary by the local authority. **Please read the following notes in conjunction with the completion of the Application Form**

1. The park was provided to cater for passive recreational family oriented activity and only events in keeping with this ethos will be considered. **Activities deemed high risk by the Council will not be permitted under any circumstances even if insurances can be obtained**

2. An application form must be fully completed and submitted to the Council with accompanying documentation **at least four weeks before the proposed event,** to allow the Council and its Insurers sufficient time to assess and consider the application and request any further information. However it is advisable to lodge an application well in excess of this time frame. The organisation making the application will be known as the 'event organiser' and must appoint an event co-ordinator who will be responsible for liaising with the Council. Details of the Event Committee members must also be provided.
3. The event organiser must undertake and submit **with the completed application** a risk assessment of the venue which must be undertaken by a competent risk assessor. This assessment must confirm that the park is a suitable venue for the proposed events and that there are no identifiable risks or evidence of any latent defects within the curtilage of the park and its infrastructure. This is important as the event organiser is taking overall responsibility for the park for the duration of the event.
4. A detailed draft event programme must be submitted **with the completed application form** setting out the date(s), times and range of activities proposed, anticipated numbers attending events and target audience. The Council may request amendments to the programme if certain activities are deemed unsuitable or inappropriate for the venue.
5. The event organiser will have to provide **one overall Public Liability policy** to cover all activities agreed as part of the event programme (No. 4 above) for the duration of the festival. The **minimum limit of indemnity** to be provided to Tullamore Town Council under this policy is **€6.5m in any one occurrence**. It will be a matter for the event organiser's insurers to co-ordinate all individual policies for specific equipment and activities not covered under the main insurance policy (*e.g. stages, bouncy castles or services sub-contracted out by the main organiser*) and assess their adequacy, jurisdiction, certification and specification. A copy of the event organiser's basic insurance policy will suffice at the initial application stage, as the draft Event Programme will have to be discussed and agreed with the Council and the event organiser's policy can then be extended if necessary to cover specific activities or equipment.

A copy of the public liability insurance policy with all relevant extensions will have to be submitted to the Council no later than two weeks before the event is due to take place. **The Council is not in a position to accept indemnities under any insurance policy other than the event organiser's insurance policy.**

Event organisers are also strongly advised to check with their insurance company in relation to employer liability insurance to ensure that cover is in place for all those working for them at the event either on a paid or voluntary basis.

**Please make your insurance company aware of these requirements at the event planning stage**

6. A detailed Event Safety Management Programme must also be submitted with the initial application. This must cover the following matters although this list is by no means exhaustive :
  - *Event details*
  - *Event management structure and details of designated responsibilities including the overall Event Co-ordinator and Health & Safety Officer*
  - *Event safety management including procedures for crowd control, traffic management and car parking (which is limited on site), risk assessment of events, activities, temporary structures/installations, environmental issues including litter management, facilities for persons with disability, medical cover and first aid points, stewarding/marshalling, fire safety & equipment, egress routes, general emergency arrangements, welfare facilities (e.g. additional toilets)*

By way of information there are two power points in the Park which are three phase and have a 60 amp output.
7. The Council reserve the right to request a separate Health and Safety Plan for an event or part of an event if deemed necessary
8. Events will not normally be permitted outside normal Park opening times which vary on a seasonal basis. **If permission is given for an event outside normal opening hours all associated costs incurred by the Council will have to be met in full by the event organisers**
9. Normal litter management, cleaning services and maintenance of public toilets in the Park will be carried out by the Council. However where large number of attendees at an event are anticipated, event organisers may be asked to provide at their own expense supplementary litter/recycling receptacles and additional toilet facilities
10. Trading, commercial activity or sale of food in the Park will not be permitted. The Park is located in close proximity to local shops and restaurants which can adequately cater for the needs of park users
11. It will be a matter for the organisation holding the event to consult with local Gardai and Fire Services to ascertain any requirements they may have to meet with regards to the event. Similarly if the assistance of the Civil Defence or other voluntary agencies is being sought to assist with stewarding or medical assistance at events, applications will have to be made by the event organisers to the agencies in question. Relevant contact details for these are provided at the

end of this document. Evidence of this consultation will be required by the local authority as part of the application process. The Council may also request the event organiser to consult with additional bodies or local residents if deemed necessary by the nature of the event.

12. Any security services engaged by the event organisers must be licensed and registered with the Private Security Authority (PSA) and evidence to this effect submitted with the application.
13. As the Park caters for children, organisers of events must have in place policies and procedures to protect and safeguard children. It is the responsibility of the event organisers to ensure that all those involved in the event that could have direct contact with children (e.g. face painters, clowns, stewards etc) have been thoroughly vetted, have gone through the necessary Garda Clearance procedures and are familiar with the event organiser's Child Protection Policies.
14. Please note the Park is covered under the Tullamore Town Council's Intoxicating Liquor In Public Place Bye-Laws and any attempts to bring alcohol into the Park will result in the confiscation of the alcohol and the imposition of a fine
15. The Council reserves the right to cancel events at any stage of the process where concerns arise relating to the safety, health and welfare of attendees or the integrity of the Park infrastructure due to adverse weather conditions occur
16. Completed applications must be submitted to :-  
**The Town Clerk**  
**Tullamore Town Council**  
**Town Hall**  
**Tullamore**

**Contact Details for Other Agencies**

Tullamore Gardai	-	(057) 9321305
Fire Services	-	(057) 9327410
Civil Defence	-	(057) 9327429

**Updated August, 2011**