

Lee Valley Regional Park Authority

Holding Small and Medium Sized Events in Lee Valley

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1. Introduction

This guide is for people/companies/charities wanting to organise small and medium sized events in Lee Valley.

You are applying to host an event in Lee Valley Regional Park and as such, it is your responsibility to ensure you have all the necessary provisions in place to make your event a success. Lee Valley will authorise use of a particular space and ensure you meet the minimum requirements expected to use the park safely and appropriately.

Examples of small and medium events are:

- Running, walking and cycling events
- Community get togethers
- Community sport competitions
- Performing arts, theatre productions or outdoor cinemas

Should you want to hold a larger scale event within Lee Valley please contact the event team via this email address events@leevalleypark.org.uk

This guide contains details of:

- How to apply to hold an event
- The assessment process of your application
- Lee Valley Bylaws and rules and regulations

2. Applying to Hold an Event or Activity in Lee Valley

You will need to submit an application detailing your planned event or activity that you require permission for. Please ensure that as much detail as possible is included so the Lee Valley Events Team can assess your application appropriately.

Events application form can be found here: <https://www.visitleevalley.org.uk/site-hire-application-form>

The application can be submitted online or downloaded and emailed to events@leevalleypark.org.uk

Please note: If your event requires a TENs (Temporary Event Notice) or a full Premises License, you will need to contact the Licensing Authority to apply for this. Lee Valley Regional Park Authority cannot grant licences for any areas of the Park.

Event organiser's details

Please state who is organising this event. At a later date we will require you to provide the name and contact details of a named individual who will be responsible for the event/activity on the day.

Event details

- Give the event its full name if it has one
- Give the name of the area of the Park that you would like to use
- Give the date and time that you would like the event to take place
- If there are any alternative dates that you would like considered then give details
- Give details of the numbers of people expected to take part or to attend
- State if there is an entry fee and how you intend to collect this

Event proposal

- Exact description of what your event is and its purpose
- Full schedule of activity detailing from the start of occupation until the end and event timings
- If the event is a repeat of a previous event, please provide details of the previous event and details of any way in which the proposed event may differ
- If the proposed activity is a guided walk, sponsored run or walk or similar, give details of the route you would like us to consider
- Include any other information that you think would be relevant to your application

Activity at the event

Please provide as much information on all the headings as you can. Anything not mentioned at this stage may not be considered even after acceptance.

- Temporary structures e.g. gazebos, PA systems, gantries, generators
- Vehicle access
- Road closures
- Drone usage
- Stewarding / security / marshals
- First aid provision
- Portable toilets
- Waste management
- Display banners/promotional material
- Catering
- Live music / performance

Supporting documentation

Please send the following with your application

- Public Liability Insurance Certificate – minimum £10,000,000 per incident. We understand you may not choose to take out Public Liability insurance until you know the outcome of your application. If this is the case, please mention on your application form. You will be required to provide this before your event can take place.
- Site or course plans (if required)

3. Lee Valley Regional Park's Regulations

If you wish to do any of the following as part of your event you must include a request to do so in your application. (This will not guarantee permission being granted, all requests need to be discussed with the relevant Event Manager before they are allowed):

- Bring vehicles into the park (other than on roads that are normally open to the public)
- Bring equipment or infrastructure into the park, e.g. gazebos, mini marquees, tables, generators etc
- Play music in Lee Valley*
- Display banners, posters or similar advertisements of your event or sponsor or charity.
- Run any stalls offering items for sale or literature to take away
- Bring catering units and sell food/drink

* If your event will involve the performance of any musical or dramatic works or the delivery in public of any lecture in which copyright subsists please can you provide this information in the application form.

All event organisers will be expected to do the following:

- Take their waste away with them
- Adhere to the route and site plan agreed prior to the event
- The organisers of most events must take out Public Liability Insurance
- Provide Lee Valley with evidence of your competence at organising events e.g. a method statement and/or a risk assessment
- Ensure that the supervision of children participating in the event is maintained at all times by competent adults
- Provide adequate stewards for the event. Runs, cycle rides and walks will be expected to provide steward marshals for example
- Make arrangements for first aid

Event organisers will not be permitted to do any of the following in Lee Valley:

- Fix items to trees, railings, fences or other structure in Lee Valley
- Cook or barbecue any food in the park, or light any fires, e.g. flaming torches
- Provide alcohol as part of the event unless a licence is obtained from the Licensing Authority to permit this
- Leave items unattended in the Park
- Let the event interfere with any other Park users or obstruct other park users
- Hand out literature other than from a fixed location (e.g. a stall) within an event, if so permitted
- Do bucket collections or similar, i.e. solicit donations from Park visitors
- Balloon releases
- Pyrotechnics

- Disturb any wildlife

4. Application Process

Notice period

For small events, we recommend a notice period of approximately 2 months. For events between April and September, it is advisable to submit your application as early as possible as these dates are particularly in demand and availability is often limited.

Assessing your application

The assessment criteria of your event/activity application includes:

- Is the event suitable for the proposed area of the Park?
- Would the event clash with any other?
- What time of year is it?
- How much lead-time is there?
- Track record of the organiser?

Acceptance of proposal

When we are satisfied that your event can go ahead, we will confirm your event through a Site Hire Agreement which must be signed and returned to us. We will then countersign this and send you a copy back. On the return of this countersigned copy, your event will be confirmed.

Within the Site Hire Agreement, there will be details of the documentation required along with the timeline for this. These documents include but not limit to:

- Event management plan (appendices included)
- Risk assessment
- Route / site plan
- Traffic management plan (if required)
- Stewarding plan (if required)

The Site Hire Agreement and any licences issued by the Licencing Authority must be carried with you on the day of the event, should you be asked by a member of Lee Valley staff.

Fees

- Fees will be discussed after we have assessed your application. Fees generally comprise a fixed fee based on the numbers of people you expect at the event per day.
- In addition to an event fee, you will have to pay for any services that we provide, or for any costs that we incur.
- You may be asked to pay a damage deposit, which will be returned to after a successful completion of your event provided no damage to Lee Valley property has taken place.

5. Contact Details

Lee Valley Regional Park Authority
Events Teams
Email: events@leevalleypark.org.uk