

EVENTS

FAQ's

Q: I want to hold an event. What do I need to do?

A: Please email the request to hold your event to the members of staff below and a public event application will be emailed to you, together with the terms and conditions including fees and charges information:

vicki.england@ambervalley.gov.uk (Town Centres)

jennifer.fernandez@ambervalley.gov.uk (Council parks and land)

Please include the theme of the event, expected audience numbers and the location, date and time you wish to book.

Alternatively forms can be downloaded from:

<https://www.ambervalley.gov.uk/community/events/events-on-council-land>

Q: What documents do I need to provide?

A: The completed application form, a copy of your public liability insurance certificate, site plan and risk assessment. Also Music Licence if playing music – live and/or recorded.

Q: How much notice do I need to give?

A: Three months prior to the date of the event. If your proposed event is scheduled closer than this, you may still apply but the Council retains the right to refuse, based upon the consultation period.

Q: What happens when I have sent you the completed form?

A: Once your application has been received it will be processed by the Council and go out for consultation. Current applications for events on council land will appear on:

<https://www.ambervalley.gov.uk/community/events/events-on-council-land>

You will receive formal notification in due course, usually within 20 working days.

Q: Will there be a charge?

A: This depends on the location and duration of the event; whether it is a community event; if you are an AVBC partner; any AVBC services are required – you will be advised when your event application form is acknowledged and, if applicable, will be sent an invoice at that time. Unless it is paid, your event will not be approved. The refundable bond will be returned providing there is no damage to the site. Other monies will be returned in the event of cancellation of the event - with the exception of any paid for the Council to carry out preparation services such as grass cutting.

Q: What facilities are available on site?

A: A venue information sheet will be sent to you with the application documentation. This will tell you, among other things, about access, type of surface, buildings and facilities, parking and food concessions.

Q: During the event, what assistance will I have from AVBC?

A: If you require assistance of any description including, but not limited to, unlocking and locking of site, use of electricity or bandstand, opening/closing of toilets, you must make the request when you submit the completed application form.

Should you require road closures orders, food business registration or other licences, this will remain your responsibility to secure these directly from the relevant Council departments. Please be aware that food establishments, including fixed or temporary structures, moveable or demountable premises or structures must be registered with the local authority that covers the home-base of these operations.

Q: My event will include live and/or recorded music. Will there be a charge for this?

A: Yes: PPL & PRS Ltd launched The Music Licence in 2018/19. PPL distributes the licence fees for the use of recorded music on behalf of record companies and performers. PRS for Music distributes the licence fees for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers (for both recorded music and live performances). Unless you hold the appropriate licence and can produce a copy, the Council will recharge the fee they have to pay, in which case you will be invoiced for this payment prior to approval of your event.