

Iwerne Courtney & Stepleton Parish Council

Use of the Glebe Event Preparation Guide May 2016

1. Thank you for choosing the Glebe in Shroton to host your event!
2. The location you have chosen to hold your event is on Parish Council owned land held in trust for the Parish of Iwerne Courtney & Stepleton.
3. These notes have been compiled exclusively for community events to be held on the Glebe.
4. The Glebe is a village green with a highly prized collection of mature trees in the heart of the village surrounded by private residences, with an excellent children's play area and is adjacent to the main road through the village. The Parish Council purchased the Glebe from North Dorset District Council in 2012 to preserve this precious village amenity space for continued use by the Parish community through efficient and responsible stewardship by the Parish Council.
5. The Parish Council aims to provide suggestions or a checklist that would help you in staging your event in a safe and organised manner.
6. Events come in all shapes and sizes. They can range from small street parties, fairs & galas, firework displays, hot air balloon launches, music concerts, parades, events on the highway and certain religious events.
7. Any of the suggested topics below are meant to assist and advise you about holding an event. The list is not exhaustive nor is it to be used as a substitute for existing statutory technical guidance documents, but should be read in conjunction with them.
8. Topics that you might need to consider if proposing using the Glebe, Shroton for your event:
 1. Event safety
 2. Your team and the event plan
 3. Time scales
 4. Insurance & Risk assessment
 5. Licensing issues
 6. Contractors and performers
 7. Health & Safety issues including First Aid and electrical safety
 8. Information and signs
 9. Security & stewards
 10. Fireworks & pyrotechnics
 11. Emergency planning
 12. Trading standards and clearing the site

13. Your organisation or community group is responsible for informing the Parish Council of your proposed event in good time – for the co-ordination of other prospective users and to ensure the grass cutting contractor is advised of your event.
14. Your organisation/group is responsible for applying for the appropriate external permissions and licences, assuring these organisations; that your event will be safe and that you have planned for all eventualities.
15. Your organisation/group is advised to seek professional advice on what applications may be required, i.e. sale of alcohol/road closures etc., and the appropriate timescale for applications.
16. Your organisation/group is responsible for providing the event as described, in any of your publicity for making sure that the public are in a safe environment during the event and that their welfare will be looked after.
17. Your organisation/group is responsible for thinking through and planning all aspects of the event in good time beforehand so that your event will run as smoothly as possible and you are able to cope with responsibilities on the event day.
18. It is advisable to keep a list of your volunteers involved in the event.
19. It is advisable that your organisation has considered adequate first aid provision and marshals should also be in place.
20. As the organiser of an event, you will need to comply with common law and assume legal responsibility or what is called "duty of care" under the "Health and Safety at Work etc. Act 1974.
21. Your organisation is responsible for the safety of anyone who attends the event including all committee, staff, hired workers, contractors, and performers and, of course, the public.
22. Your event is your responsibility.

The Parish Council are legally obliged to advise its insurance company of the proposed use of the Glebe by organisations or agencies not organised or connected to the Parish Council.

LK 13/05/16
Parish Clerk
Iwerne Courtney & Stepleton Parish Council