



AMENITIES COMMITTEE **EVENTS POLICY**

Introduction

Marden Parish Council (MPC) organises community events with the main purpose of bringing the community together to inform or to enjoy activities that engage residents of all ages and interests. MPC is aware that in doing so it is responsible for the overall safety of the event and that processes and procedures need to be in place that reflect any guidance provided by government, Maidstone Borough Council, Kent County Council and the Health and Safety Executive. MPC has Public Liability insurance cover to enable it to carry out such events.

Events Provided by MPC:

Organising the Event

Any event is to be managed and overseen by the Village Events Sub-Group who report to the Amenities Committee.

MPC currently plans one annual event – Marden at Christmas. However, the Parish Council may wish to hold other events in the future and this policy will apply to those as well. The events may be held on land for which the Parish Council is the owner or it may be on land/in premises owned by other organisations. Although they may be different in content and context the same rigour of planning applies. They are not designed to be fund raising events but charges may be made to contribute towards any set up and management costs (see also Stall Holder Policy).

The Village Events Sub-Group will meet well in advance of the proposed event to discuss as applicable:

- Appropriate date to avoid clash with other local events and the duration of the event;
- Ensure any money to be spent is within the budget for set up and running costs;
- Booking venue to ensure availability;
- To discuss any charging relevant;
- Delegate to Clerk/Deputy Clerk to liaise with stall holders, third party entertainment, refreshment providers, volunteers etc required for the event;
- To liaise with Clerk/Deputy Clerk to draw up the timetable;
- To discuss advertising strategy using a range of local media, website and social networks;
- To agree contingency plan for outside events if inclement weather is forecast for the day of event.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

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Nearer to the event

The Village Events Sub-Group will meet as and when required to:

- Check on progress;
- To receive a report from the Clerk if any issues have arisen through the risk assessment;
- To agree if a Temporary Events Notice is required (if outside the parameters of the licence for Southons Field).

After the event

The Village Events Sub-Group will meet to discuss any issues and lessons to be learned.

Managing Contributors

Contributors are required to complete an application form and agree to the terms and conditions of the Stall Holder policy, including contingency plans for inclement weather.

The Deputy Clerk will ensure that details are kept of all contributors taking part. This will include contact numbers/emails; details of relevant risk assessment, insurance and food hygiene certificates held.

The Deputy Clerk will ensure that payments for the stalls etc have been made prior to the event.

The Deputy Clerk will write to contributors prior to the event to give precise locations for set up and parking of any necessary vehicles and to provide a copy of MPC's risk assessment and contingency plans for inclement weather.

Events Provided by External Agencies:

MPC, as owner, may permit other event providers to hire Southons Field and/or Marden Playing Field either for a charge for a private or commercial use or free of charge in support of any Marden village community group/organisation where no entry fee is charged. Any request will be at the discretion of the Amenities Committee.

Hirers are also requested to view the Open Spaces & Hiring Policy for Southons Field and Marden Playing Field.

Bad Weather Management For MPC events

In the case of wet weather and/or high winds for MPC arranged outside events the Cllrs on the Village Events Sub-Group will be contacted by the Clerk or Deputy Clerk to have the final say on whether events will go ahead or if to be transferred to an

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alternative venue. These representatives have been given delegated powers by the Amenities Committee to cancel the event or change the venue if deemed necessary. Any decision to cancel or change venue will be made no later than 6.00pm the previous evening.

If the decision is to implement the contingency plan agreed at the planning stage stall holders will be advised as soon as the decision is made and changes will be advertised through social media, e-newsletter and posters.

For external events

In the case of wet weather and/or high winds for third party events on MPC owned land a minimum of two Cllrs on the Village Events Sub Committee and the Clerk/Deputy Clerk will have final say on whether the event will go ahead. These representatives have been given delegated powers by the Amenities Committee to cancel the event or change the venue if deemed necessary.

*Adopted by Marden Parish Council on 11th July 2023
Reviewed/Amended on: 12th March 2024 / 28th January 2025
Review Date: March 2026*

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