



Lambeth

EventLambeth

Events Guide for Outdoor Events



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Welcome

Organising an event can and should be fun, but it is also a time-consuming and complex task. It is important that you know what to expect and understand your obligations as an event organiser, which is why we have created this helpful guide to give you all the information you need to make your event a success.

Any event in a Lambeth park, open space or street must be approved by EventLambeth, who issue Park Event Permits and Street Event Permits to successful applicants.

In this guide you will find all the information you need to organise an event in Lambeth. We have included guidelines, suggestions, links, documents and contacts for various organisations that will help you with planning your event. We recommend you read this guide so you know what will be required from you as an event organiser.

We are committed to supporting events that contribute to our vibrant culture, environment and economy by working with event organisers, partners and services. We want to make your experience of putting on an event in Lambeth a pleasurable one.

'The Purple Guide', published by the Events Industry Forum and supported by the Health and Safety Executive (HSE). The guide is available by subscription from www.thepurpleguide.co.uk. Further information on health & safety law can be found at www.hse.gov.uk. We look forward to working with you on your event.



Section 1: Lambeth event application process

EventLambeth facilitates events in Lambeth parks, open spaces and streets. The team is professional, friendly and experienced and will guide you through the process – from your initial application through to the debrief after the event. Our service ensures that you adhere to all legal and statutory requirements and necessary lead times to deliver an event that is safe and successful.



Applying to hold an event in a Lambeth park, open space or street.

We consider applications for all types of events (fetes, street parties, fundraisers, music concerts, sporting events, festivals and more), from all sections of the community. Most event organisers typically fall into one of the following categories:

- Community & Charity Events
- Commercial Events
- Promotional & Marketing Events
- Fun fairs and circuses.

If you feel your event does not fit into any of the above categories please call EventLambeth who will be happy to discuss this with you. Telephone 020 7926 6207.

How to submit a Lambeth event application

Our online event application form can be found at <http://www.eventlambeth.co.uk/organising/>

All events will be assessed on the details given in the application, so it is important that this contains as much relevant information as possible. We will help guide you through this process and may ask for additional information if required.

When you have completed the application form with as much information as possible, please submit it and make the appropriate processing application fee (see [page 5](#)).

Please note: applications cannot be processed without the correct application fees. On receipt of your application a member of the events team will contact you with payment details.

Please see [page 15](#) for application timeframes for small, medium, large and major events.

Lambeth has many parks, open spaces and streets that make great event locations.

See [page 21](#) for a full list of locations



Lambeth Events Safety Advisory Group

All organisers of large events and some medium events are required to present to the Lambeth Events Safety Advisory Group (LESAG) before a conditional agreement notice is given by EventLambeth. These meetings take place on a monthly basis.

Membership of LESAG includes the following organisations who oversee public safety:

- London Borough of Lambeth
- Metropolitan Police Service
- London Fire Brigade
- London Ambulance Service

LESAG will consider the event proposal in detail and the meeting gives key partners the chance to raise specific objections or concerns on the event proposal.

Once you have presented to LESAG the group has five working days to respond with comments, concerns or recommendation before a decision is made. The event organiser will be notified of the decision in writing.

Community consultation

As part of the event application process all major, large and some medium sized event organisers will be required to present their proposal to the relevant friends groups or management advisory committee for the park or open space concerned. We will

provide guidance and work with you to address any concerns or objections they raise before a final decision is given and confirmation of a Park or Street Event Permit is issued.

Friends groups

Friends groups are made up of local people who work together to protect and improve the appearance, facilities, conservation, value and safety of their local park or open space, and to raise its profile and sustain interest in its use.

We value their expertise and work co-operatively with them to achieve a fair balance of events across all Lambeth's green spaces. We also support and waive application and site hire fees to park friends groups for co-operatively produced events.

Management Advisory Committees

A Management Advisory Committee (MAC) has an official advisory role and operates as a partnership between friends groups, the council and other relevant stakeholders (e.g. sports clubs, event organisers, contractors), mainly for large open spaces where there is a need to ensure as many interest groups as possible are involved to maximise representation and equality of opportunity.

A MAC makes recommendations for the support and upkeep of that open space, through sharing information and promoting good practice. They also make representations to external bodies regarding local concerns and issues so that a general consensus of all groups is represented.





Fees and payments

Hiring a Lambeth park or open space to hold an event incurs fees. Charges are based on the size of your event and the nature of your event.

The processing application fee is a set, one-off charge to process your application, however other fees vary.

For more information on our base fees and charges please see the Events fees and charges on [page 36](#) or email events@lambeth.gov.uk. For an itemised quotation please contact EventLambeth on 020 7926 6207.

Processing event application fee

This is a set fee to process the event application. This needs to be paid on applying through EventApp. Non refundable.

£25 community and charity events
 £100 commercial events
 £100 promotional & marketing events
 £100 fun fairs and circus

Administration fee

This is paid by the applicant once event approved at stage one in order to secure the date and the administration resources. This is the minimum amount that will be charged.

Event permit fee & extra event days

This event permit fee is charged for one day to hold your event in Lambeth. Extra operational event days are charged in addition.

Build and de-rig fees

This is charged in addition to the event permit fee and covers the cost of using the space for building or de-rigging your event.

Parks investment levy

This fee is ring-fenced and invested back in to the park, open space or if a street based event to the local business improvement district. This is non refundable.

Damage deposit

To ensure any damage or litter caused by the event to the venue location or its infrastructure is reinstated. This is refundable post event subject to site condition checks.

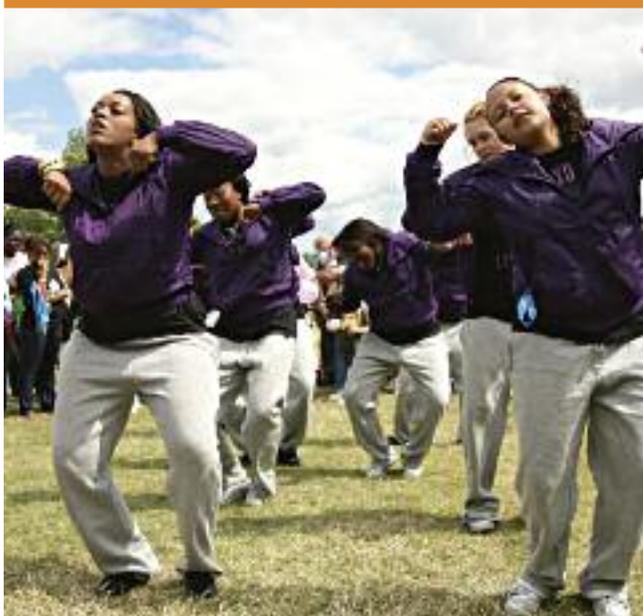


Section 2: Planning, managing and delivering your event

Lambeth has 64 parks and open spaces of which the majority host a wide range of commercial and community events throughout the year, including concerts, commercial events, fun fairs, cultural events, local fêtes and sponsored walks. There are plenty of venues within the borough and we believe we are able to fit your needs. Contact us to discuss your proposals and see where might be suitable.

See [page 21](#) for a full list of parks and open spaces suitable to hold an event in. On [page 27](#) you will also find an event management plan template to assist you in delivering your event.





Planning your event

It will help you to be clear about why you are holding your event. What do you most want to achieve? This will help you decide what your event should be. A concert, a fun day...or something else?

You also need to know who your audience is. Remember your audience/ attendees when making decisions. What will they need and want? Given these things, when would it be best to hold your event? Once you have determined these initial details you should then look at venues.

Points to consider when planning your event

- Consider the timing and duration of your event. When are your attendees most likely to arrive? Is your venue easily accessible?
- Do check any planned transport closures with Transport for London, www.tfl.gov.uk.
- Is the event free or ticketed and how will tickets be sold or booked?
- Always remember your budget, as costs can escalate quickly.
- Try contacting someone with experience in running your type of event, for tips and advice at an early stage.
- If you are proposing to use one of our parks, open spaces or streets you need to discuss the event with one of our professional event officers, who will guide you through the application process.
- Depending on the content of your event you may also need to contact other areas of the council.
- Depending on the scale and type of event, applications may need to be submitted a year or more ahead for the necessary planning steps to be completed.
- Allow time for the statutory authorities (e.g. police, fire and ambulances services and local authority) to make arrangements for support.

Choosing your venue

When looking for suitable venues, remember it may be difficult to find a venue to accommodate all your needs. It will help if you are prepared to be flexible. When looking for a venue you need to consider:

Size

Can the venue safely accommodate the number of people you expect to attend? Our Event Officers will help you choose an appropriate venue.

Location

Will it work for your attendees/audience? Are transport links adequate for the day of your event?

Facilities

Is the ground suitable and accessible for all your attendees? Is there a water supply? Is the access suitable for the infrastructure you will be using?

Availability

Is the venue available for your build and break down days as well as your event days?

Other events

Are there any other local or national events which may have an impact on your attendance and general planning?

(This list is not exhaustive and our event officers can provide guidance on other factors to consider.)

Your event management team

Delivering a safe and successful event requires good communication and team work. The following list outlines the key responsibilities of your event management team.

Event Manager\Event Director

Responsible for overall delivery of the event, co-ordination between relevant authorities and they are ultimately accountable.

Site Manager

Responsible for overseeing build, event operations, breakdown and managing any logistical issues that may arise.

Stewards/Security Manager

Responsible for deployment, crowd management, welfare of staff and dealing with any event related incidents.

Health & Safety officer

Responsible for the health and safety of all persons engaged in the event. This role must be undertaken by a competent person. You may be requested to employ a professional company to provide this service, depending on the details of your event.

Devise and circulate a list of the contact details for everyone involved in delivery of the event. This list should be incorporated into the event management

plan and will be very useful for the overall management of the event.

Site preparation and event management

For all events there must be plenty of space for the public to move around stalls, rides, performance stages, arena and exhibition areas, and to have unobstructed routes to exits for public safety purposes.

There must be suitable lighting throughout the site, including emergency lighting, if the event is planned

to go on after dark. Ensure that there are enough event stewards on the day to assist in the smooth running of the event. These people need to be readily identifiable (high-visibility vests, tee-shirts with clear logos, etc). They need to be fully briefed on the event and familiar with the emergency procedures, site layout and 'the what' and 'where it is all happening'. They need to communicate with ease with the organiser in an emergency and vice versa.

Please ensure that outside of the fenced areas of the event site, the public has free access to all available footpaths and cycle routes.





Items not permitted at events

Glass items are banned. These items include all alcohol containers including small glass containers of alcohol for personal consumption. Broken glass is a nuisance and danger to park users and their animals. In addition to glass our terms and conditions provide a list of the items not permitted at events, including, but not limited to, petrol generators, illegal drugs, weapons.

Provision of water

You must provide free drinking water on site to all visitors. Generally mains water supply can be provided at a fee, but if this is not possible then water bowsers should be hired. You will need to ensure the water supplies have been tested for bacteriological safety, with enough time to ensure an alternative if required. If you are unable to hire water bowsers, as a last resort, plastic bottled water should be used.

Provision of sanitary facilities

You will need to provide an adequate number and type of toilets for the number of people expected, including provisions for people with disabilities. Park toilets cannot be relied upon as there can be no guarantee they will be available for use for your event. You will need to source and book your own temporary units for your event. Arrange for all the toilets to be serviced regularly to keep them fully operational, clean and hygienic throughout the event. Provide directional signs to indicate the location of the toilets and provide adequate lighting where necessary if the event continues into the evening.

People with disabilities

You must ensure that reasonable provisions have been made and facilities are available to enable people with disabilities to gain access, see and take part in the attractions and activities at your event in accordance with the Equalities Act 2010. Make sure that the ground conditions in the public areas and access pathways are suitable for people with poor mobility and any carers, as well as families with toddlers and pushchairs. We can provide advice and guidance on how to make your event more accessible.

Information point

Provide a location where enquiries can be made about lost children, lost property and for information about the event. Provide site maps at the entrance and around the site and signs that indicate other activities, attractions and facilities.

On the day of your event

Establish a control point which will act as a main base from which to manage the event, to monitor and direct resources as needed. From here you will be able to carry out checks to ensure all is in place, looking for snags and unexpected circumstances, e.g. failure of a contractor to deliver enough toilets.

Check the weather forecast, test your communications and check that the local authority is satisfied with the set up.

During the event your safety officer will arrange to undertake checks of safety arrangements, such as the stability of staging, marquees, and other structures, and that stewards and security arrangements are being adequately briefed, managed and controlled.

After your event

Having now run a successful event it is worthwhile holding a further meeting where you can record the organising group's views on what went well, what could be improved on and how, so that the planning of your next event will build on the last.

Managing waste at your event

Every event of any size will generate waste. This could include:

- paper and cardboard packaging and food and drink containers

- food waste from food concessions and event attendees
- plastics and metal cans
- human waste
- waste water.

As an event organiser it is solely your responsibility and liability to ensure that an appropriate waste management plan is put in place for your event. This will ensure that the venue you have chosen is left in the same condition as when you took over the site.

You will need to provide an adequate number of rubbish and recycling bins around the site where they will be most required. Make arrangements to regularly empty the bins, to satisfactorily dispose of the rubbish at the end of the event and recycle as much of the waste as you can. If you are planning a large event we would recommend that you employ a waste management company to ensure that all waste is managed carefully to minimise the risks and concerns associated with its accumulation, collection and final disposal.

We are committed to reducing waste and improving on green initiatives by insisting event organisers leave the site as they found it. We would encourage the use of biodegradable and compostable cutlery and food packaging to reduce the level of waste going to landfill. The use of plastics, polystyrene and environmentally unfriendly disposables will be liable for penalty charges.



Does your event require a licence?

If your event has any of the following you are likely to require either a Temporary Events Notice (TENs) or a Premises Licence:

- the sale by retail of alcohol
- musical performance (acoustic or amplified)
- dance, plays and theatrical performances
- film showings (except educational films)
- indoor sporting events (this includes events in marquees that have spectators).

Please note some activities such as massage may also require a special treatments licence.



On initial application we will advise you of the type of licence required. As a general guide, if your event is under 499 people you will require a TEN. If it exceeds 499 people then you will require a Premises Licence.

For more information about licence applications, visit www.lambeth.gov.uk/licensing or telephone 020 7926 5000.

If you undertake licensable activities without obtaining a licence then you are liable for prosecution.

Please note: The licensing process can take up to three months to complete so it is advisable to seek advice in the initial planning stages of your event.

We advise you not to promote your event, start to sell tickets or pay for contractors and services for your event, until your licence has been granted and issued.

Other statutory requirements to consider

Along with contacting EventLambeth the licensing team should also notify the following departments and organisations at an early stage in the planning of your event and keep in touch with them as your plans proceed. Their experience and advice will be invaluable to you.

Please note that some areas of Clapham Common the statutory requirements will be dealt with by Wandsworth Council. Please speak to EventLambeth for more information.

Lambeth Food, Health and Safety Team

Our food safety team will be able to advise you on food safety and hygiene as well as provide training. Environmental health officers may wish to carry out an inspection of the catering facilities provided at the event. They will also require you to get each caterer to complete an outdoor catering questionnaire and send it to them, along with supporting documentation, at least 42 days (6 weeks) before the event.

For more information, email foodhealthandsafety@lambeth.gov.uk or telephone **020 7926 5000**.

Please see our website (www.eventlambeth.co.uk) for a copy of the outdoor catering questionnaire.

Temporary Structures

Under the London Building Acts (Amendment) Act 1939 Part IV Special and Temporary Structures

Section 30, you will need to apply for consent to erect any temporary structures at your events.

Special/temporary structures include, but are not limited to, the following:

- Marquees and large tents
- Flag poles
- Scaffolding for camera platforms (outside)
- Free standing signs
- Scaffold cable supports
- Floodlight towers
- Seating
- Radio relay / transmission assemblies
- Observation towers and platforms
- Chain link fencing over 3 metres high
- Petrol station canopies and illuminated free standing signs
- Machinery supporting structures (e.g. conveyors, silos, cladding, platforms)
- Flues and ducts freestanding or attached to a building
- Freestanding staircases
- Hoists & lifts attached to buildings
- Bridges connecting buildings
- Covered ways
- Adventure playground structures
- Extension stages for concerts and events (outside)
- Garages
- Spectator stands
- Temporary scaffold (not building site)
- Lifting beams
- Scaffolding and timber structures
- Satellite dishes >1.5 metre diameter
- Free standing walls > 2 metres high
- Plant screens on support frames
- Plant on supporting structures attached to
- buildings
- Advertising hoardings

Please speak to Lambeth Building Control for further information. If you have any queries regarding the charges, please contact us on 020 7926 9000 or email buildingcontrol@lambeth.gov.uk.

Metropolitan Police Service

Contact the police events officer local to the event site and confirm the details of the event in writing, including provisional layout, with the entrances/exits, and the number of people expected. They will give you advice and may assist with crowd control, public order and emergency access.

For more information telephone **020 8649 2870** or email **LXMailbox-.Operations@met.pnn.police.uk**

London Fire Brigade

Contact the fire safety officer local to your event site. They will give advice on fire safety matters, including:

- how the emergency services will be called
- marshalling of spectators and traffic in emergency conditions
- local access for emergency vehicles
- provisions of on-site fire-precautions
- fire fighting arrangements.

For more information, email **SWPerformanceManagement@london-fire.gov.uk** or telephone **020 8555 1200**.

London Ambulance Service

The London Ambulance Service should be informed of any medium, large or major events. They will assist with the planning of first aid provision. For smaller events the voluntary first aid societies may be able to

arrange attendance and provide first aid cover. You may have to pay for this service.

For more information, email **ppi@londonambulance.nhs.uk** or telephone **020 8598 6539**.

Assessing the risk

To meet the council's requirements you must carry out a risk assessment to:

- identify all possible hazards (anything that could cause harm to anyone) and decide who might be harmed and how)
- check the risks (the likelihood and effects of hazard happening) and decide on the action you will take to minimise the risks
- work out how you will put your planned action into practice and keep a written record of your event safety plan.

Make a short written assessment of each of the attractions and/or activities that make up the whole event, from setting it up, running it and taking it down. Identify all the possible hazards that could occur. This job should be done by the designated safety officer, who will need the support of the whole organising committee, to ensure that this is carried out effectively.

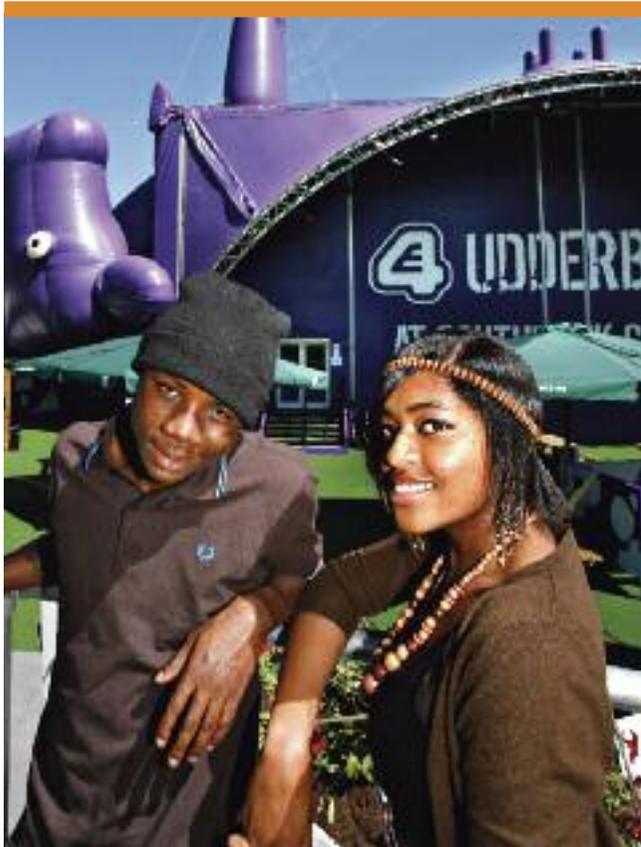
If you are planning to have activities that are not supplied directly by your organisation, for example,



at a fun fair, ask the providers for their risk assessment and insurance policy. Your safety officer will then need to review this to ensure that the risks are acceptable to you/minimised sufficiently.

As part of your risk assessment consider the effects of the weather on your planned event.

Further advice can be found on **page 33**.



Public liability insurance

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during the event. You must be insured against this risk via a public liability insurance policy.

It is a Lambeth Council requirement that this insurance be arranged with a minimum limit of indemnity of £5 million for each occurrence. In many instances a greater level of cover may be needed especially for large events. This insurance needs to cover the whole period of the event from start to

finish including build and de-rig. If you do not have this cover any claim could be made against the event organisers and their private finances.

You can also consider other forms of insurance for the event, for example, an all risk cover against damage to the venue or against bad weather causing financial loss or event cancellation. As part of hiring a Lambeth park or open space, we will require copies of all the insurance documents.

Contractors' insurance

If you are using specialist contractors, you should check that the contractor has their own public liability insurance and that the contractor complies with any policy terms and conditions. If necessary, ask to see a copy of their policy. We may also require a copy.

Insurance claims

It is essential for event organisers to have an accident reporting system. In the event of any injury or damage to property, full details of the incident must be written down, and the matter must be reported to your insurers without delay.

Your event budget

Different events quite naturally require different levels of finance. However, the following list is an overview of key budgetary elements that need to be considered when planning an event in our parks, open spaces and streets:

- cost of venue hire
- licence fees
- security, health and safety costs
- welfare (including toilets and first aid)
- public liability insurance for your event for cover up to the minimum requirement of £5 million required to hold an event in Lambeth
- production and entertainment costs
- marketing and publicity
- policing costs (subject to the type of event as advised by the police)
- other expenses (including transport, fuel, fencing, utilities, signage).

If it all goes wrong, be prepared

In addition to carrying out risk assessments on the event, you must also consider what could go wrong on the day and draw up a contingency plan to deal with each emergency or contingency.

This written plan should include details of what you intend to do in the event of an emergency such as a fire, accident, crowd disturbance, bomb scare, adverse and inclement weather, the need to evacuate the site, etc.

It is extremely important that your contingency plan is discussed and agreed with all the emergency services, and that they are given a copy of the finished document.

Section 3: Making your event happen

In this section we have everything you need to make sure you complete the required application information within the required timelines. This is your one stop shop to planning your event in Lambeth, including guidance and information on our parks, open spaces and streets, event management planning, risk assessments and the costs that are incurred to hire parks, open spaces and streets.

Application timeline

We know how long it can take to organise an outdoor event and that is why we have put together some basic timeframes in order for you to ensure you have allowed time for the planning and delivery of your event. Please note that we require a minimum advance notice prior to the event date to be able to process your application.

- Small events 0–1,000 people – two to six months notice before the event date.
- Medium events 1,001–5,000 people – four to eight months before the event date.
- Large events 5,001–20,000 people – six to ten months before the event date.
- Major events 20,000+ people – six to twelve months before the event date.

All days are noted as working days Monday to Friday. This is guidance and timeframes can vary depending on the application.

Timeframe and Step by Step Guidance for your Event Application

STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2–6 Months	MEDIUM EVENTS (<5,000 people) 4–8 Months	LARGE EVENTS (<20,000 people) 6–10 Months	MAJOR EVENTS (20,000+ people) 6–12+ Months
STAGE ONE: APPLICATION AND TECHNICAL ASSESSMENT					
1	Event Application Once your event application is submitted on EventApp and received by EventLambeth a copy of your submission is automatically sent to you, the event organiser. Submission of your application infers acceptance of the EventLambeth terms and conditions for hire. For information please visit our website www.eventlambeth.co.uk/organising/planning-your-event/	1 day	1 day	1 day	1 day
2	Acknowledgement of your application EventLambeth will send the event applicant an acknowledgment to request payment for the application and advise timelines and guidance.	2 days	2 days	2 days	2 days
3	Technical Assessment All applications are considered by the events team. When assessing an application the team consider all the information submitted against the requirement to deliver a safe and appropriate event in Lambeth using an event evaluation scoring matrix. Provisional acceptance or rejection, or requirement for further information depending on the outcome of the matrix assessment, will be sent to the event organiser. If further information is required this stage will take longer. The applicant will also be sent a charge sheet detailing the charges for their event based on the application.	5 days	10 days	15 days	28 days

For information on event planning toolkits, support and funding please check out our Support section on our website www.eventlambeth.co.uk/organising/support/useful-links/

STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2-6 Months	MEDIUM EVENTS (<5,000 people) 4-8 Months	LARGE EVENTS (<20,000 people) 6-10 Months	MAJOR EVENTS (20,000+ people) 6-12+ Months
STAGE ONE: APPLICATION AND TECHNICAL ASSESSMENT					
4	<p>Head of Events Decision</p> <p>If the application is considered to be viable and the charges accepted, the events team will let the organiser know and request more detailed documentation. This is the provisional approval by the Head of Events at Stage One of the event application process and includes notification of fees and charges that will be required and due dates for payment.</p>	5 days	5 days	5 days	5 days
STAGE ONE: Guide number of working days required		13 days	18 days	23 days	36 days



STAGE TWO: HEALTH & SAFETY ASSESSMENT					
5	<p>Health & Safety Assessment</p> <p>When judging an event application officers consider all the critical information needed to deliver a safe and appropriate event in Lambeth. Health & Safety Management Plans and Risk Assessments will be required to support your event application. All small and medium event applications are assessed for health & safety and guidance is sought from the LESAG on a case by case basis depending on the matrix score of the event assessment. All high risk medium, large and major event organisers will be required to present their proposed event to the Lambeth Events Safety Advisory Group (LESAG) before their application can move to Stage Three of the event application process.</p>	2 days	2 days	7 days	28-84 days (for Major events extensive engagement with stakeholders may be required before LESAG attendance)



Terms and Conditions

EventLambeth will issue the event organiser with a copy of the Terms and Conditions attached to the conditional agreement. These have already been accepted on submission of the event application. There may be additional event specific conditions placed on the conditional agreement given to you based upon the feedback from the LESAG and EventLambeth.

STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2-6 Months	MEDIUM EVENTS (<5,000 people) 4-8 Months	LARGE EVENTS (<20,000 people) 6-10 Months	MAJOR EVENTS (20,000+ people) 6-12+ Months
STAGE TWO: HEALTH & SAFETY ASSESSMENT					
6	<p>Lambeth Events Safety Advisory Group (LESAG)</p> <p>The LESAG meetings take place once a month and they will consider the event proposal in detail and the meeting gives key partners the chance to raise objections or concerns on the event proposal. Event organisers are required to submit documentation for circulation to the LESAG at least 5 working days beforehand. Failure to do so may result in attendance being postponed to the next meeting. Once you have presented to the LESAG, the group has 5 working days to respond with comments, concerns or recommendations before a decision is made. The event organiser will be notified of the decision in writing that the event application has been either accepted, accepted with conditions or rejected.</p>	7 days	10 days	30 days	30 days
7	<p>Health & Safety Assessment Decision</p> <p>If your event application has been accepted or accepted with conditions at Stage Two, then the event application will move to Stage Three. This is in the form of a conditional agreement which details any event specific conditions and fees. On acceptance of the Conditional Agreement and payment of fees and charges you are then bound by our terms and conditions for hire.</p>	5 days	5 days	5 days	5 days
STAGE TWO: Guide number of working days required		14 days	20 days	42 days	63-119 days



STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2-6 Months	MEDIUM EVENTS (<5,000 people) 4-8 Months	LARGE EVENTS (<20,000 people) 6-10 Months	MAJOR EVENTS (20,000+ people) 6-12+ Months
STAGE THREE: COMMUNITY ENGAGEMENT, EVENT DECISION & LICENCES					
8	<p>Local Public Engagement</p> <p>If the LESAG approves the event the event organiser will then need to consult with any appropriate Management Advisory Committee or Friends Group. This is the local public engagement process and gives relevant community groups an opportunity to feedback about event applications through an event pro-forma.</p>	Not Applicable	Only Applicable to High Risk	21 days	21 days
9	<p>Engagement Completed</p> <p>If your event application has been accepted at Stage Three, then the event application will move to Stage Four. If your event application has objections then it will remain at Stage Three until all concerns have been addressed.</p>	Not Applicable	Only Applicable to High Risk	5 days	5 days
10	<p>Senior Management Decision</p> <p>The LESAG findings and the outcome of the local public engagement will be reported to senior management to discuss and agree with the Cabinet Member. If the event is approved by both the LESAG and Senior Management then the event applicants will be invited to apply for the relevant licences. That will allow them to hold their event. (Approximately 6-8 weeks to secure licence – if no objections are received from the general public). If the licence is granted then the event organiser will continue to work with, and be monitored by EventLambeth to ensure the delivery of a safe and successful event.</p>	Not Applicable	Only Applicable to High Risk	10 days	10 days



28 day period for objections. If no objection then the licence will be granted. However if objections are received a further three months could be required to fulfil process.

STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2–6 Months	MEDIUM EVENTS (<5,000 people) 4–8 Months	LARGE EVENTS (<20,000 people) 6–10 Months	MAJOR EVENTS (20,000+ people) 6–12+ Months
STAGE THREE: COMMUNITY ENGAGEMENT, EVENT DECISION & LICENCES					
11	<p>Applying for a licence Event organisers will then be invited to apply for any licences that are necessary for them to hold their event.</p>				
	<p>Temporary Event Notices (TENs) TENs can be used to allow licensable activities to be carried out on a one-off or occasional basis. They are the most appropriate type of authorisation for small-scale, one-off events, such as community, school and charity fundraising events, at which it is intended to sell or supply alcohol, provide regulated entertainment, or sell hot food/drink between 11pm–5am. TENs can only be used for events where no more than 499 people (including staff and performers) are expected to attend.</p>	10 days	Not Applicable	Not Applicable	Not Applicable
	<p>Premises Licence A Premises Licence is a licence, granted in respect of a specific location, that authorises the licence-holder to carry out a combination of the following licensable activities:</p> <ul style="list-style-type: none"> • the sale by retail of alcohol • the supply of alcohol by a club to club members and guests; • the provision of regulated entertainment (including plays, films, indoor sports, music and dancing); • the provision of entertainment facilities; and • The sale of late night refreshment (hot food or drink supplied between 11pm and 5am). <p>Premises Licences may also be used in respect of one-off events at which more than 500 people are expected to attend.</p>	28–90 days	28–90 days	28–90 days	28–90 days



EventLambeth will publish all confirmed events on our events calendar website, social media pages and where available local billboards within parks and open spaces.

STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2-6 Months	MEDIUM EVENTS (<5,000 people) 4-8 Months	LARGE EVENTS (<20,000 people) 6-10 Months	MAJOR EVENTS (20,000+ people) 6-12+ Months
STAGE THREE: COMMUNITY ENGAGEMENT, EVENT DECISION & LICENCES					
12	Licence decision If the relevant licence/s are granted then the event organiser will continue to work with, and be monitored by, EventLambeth event officers to ensure the delivery of a safe and successful event.	On Going	On Going	On Going	On Going
STAGE THREE: Guide number of working days required		10-90 days	28-126 days	64-126 days	64-126 days

STAGE FOUR: FINAL DECISION & EVENT PERMIT					
13	Event Management Plans & Documents The event organisers will be required to produce an event management plan, risk assessment, site map, event safety plan, public liability insurance policy (minimum £5 million cover) and a copy of the licence as part of the event plans at least 30 days before the event takes place which will need to be checked by EventLambeth officers.	30 days prior to the event			
14	Confirmed Events – Issue of Permits and a DBI (Detailed Booking Information) Once all checks are complete and the documentation has been approved, the applicant will be issued with the Event Permit and a DBI for their event to take place. This document should be available at the event in case anyone should request to see it. A copy of the DBI will also be sent to key stakeholders.	10 days prior to the event			



STEP BY STEP	DESCRIPTION	SMALL EVENTS (<1,000 people) 2–6 Months	MEDIUM EVENTS (<5,000 people) 4–8 Months	LARGE EVENTS (<20,000 people) 6–10 Months	MAJOR EVENTS (20,000+ people) 6–12+ Months
STAGE FOUR: FINAL DECISION & PERMIT					
15	<p>Site Handover to Applicant</p> <p>Once you have been issued with your Event Permit, you may be required to arrange a suitable time for EventLambeth to perform a pre-event venue assessment and site handover with you. This will be held at the venue with EventLambeth officers and key stakeholders.</p>	Set Up Day	Set Up Day	Set Up Day	Set Up Day
16	<p>Site Handover to EventLambeth</p> <p>On the day you plan to leave the venue, you may be required to arrange a suitable time for EventLambeth to perform a post-event venue assessment and site handover back to the Council. This will be held at the venue with EventLambeth officers and key stakeholders.</p>	After the Event	After the Event	After the Event	After the Event
17	<p>Post Event Evaluation & Debrief</p> <p>Once you have held your event, we will ask you for some feedback on how it went, who were your audiences and what did your attendees think of the event, this will be in the form of a post event survey. For most events we may also request a debrief meeting with you to discuss in detail any concerns or issues raised.</p>	After the Event	After the Event	After the Event	After the Event
<p>Total minimum number of working days or equivalent weeks or month required to process your event application</p>		<p>37–117 days (8 –24 weeks or 2–6 months – depending on the size of the event and activities)</p>	<p>66–164 days (14–33 weeks or 4–8 months)</p>	<p>129–191 days (26–39 weeks or 6–10 months)</p>	<p>163–281 days (33–57 weeks or 6–12+ months)</p>

Event planning timeline (dependent on the size and nature of your event you may be required to submit your application up to 12 months in advance)





Parks and open spaces suitable for events

There are 64 parks and open spaces in Lambeth, with 44 suitable for events. In this section, find out about our wide range of attractive, well maintained locations suitable to hire out for events.

Accessibility guide

Every venue is unique and different in how accessible it is, however to help you choose the most suitable location for your event we have assessed each venue based on the following:

Excellent: This venue is well served by public transport, with a large number of visible access points. It contains a large network of flat hard standing pathways suitable for wheelchairs and pram. Disabled access is good with few steps or steep ramps, or alternative points of access. Signage is clear and well located both within and around the site. Sites tend to have good provision of public toilets or cafes but only if they are relatively large.

Good: This venue has good public transport links, although not to all entrance points. There are a limited number of access points or gates, although they are normally well positioned and visible. The site contains flat hard standing pathways but there may be some steps or steep ramps which may restrict disabled access to certain routes, there is clear park signage at main site entrances although there may be no or limited internal directional signage. There may be toilets or cafes on site, but please check first.

Fair: Public transport to the venue may be limited or confined to one key entrance. Not all of the site is served by flat hard standing pathways and access for wheelchairs or prams may be restricted

to certain areas or require some assistance. Some sites have entrance signage but no internal directional signage. Sites tend not to have toilets or cafes, although these may be available nearby off site.



Lambeth parks and open spaces suitable for events

Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
1 Agnes Riley Gardens	Atkins Road, SW12 0AH	15,100	4,046.62	1,000	Yes	Restricted
2 Albert Embankment Gardens	Albert Embankment, SE1 7TP	4,200	4,046.62	499	No	None
3 Archbishop's Park	Carlisle Lane, SE1 7LE	39,300	4,046.62	2,000	Yes	None
4 Brockwell Park	Brockwell Park Gardens, SE24 9BJ	519,900	51,990.00	50,000	Yes	Restricted
5 Clapham Common	Windmill Drive, SW4 9DE	775,400	77,540.00	40,000	Yes	Restricted
6 Cleaver Square	Cleaver Square, SE11 4EA	1,700	1,700	499	No	Restricted
7 Elam Street Open Space	Gordon Grove SE5 9DT	8,900	4,046.62	499	Yes	Restricted
8 Emma Cons Gardens	The Cut, SE1 8LN	900	900	200	Yes	None
9 Grafton Square	Grafton Square, SW4 0DA	3,100	3,100	499	Yes	Restricted
10 Hatfields Green	Hatfields, SE1 8DH	3,500	3,500	499	Yes	Restricted
11 Hillside Gardens Park	Hillside Road, SW2 3HL	15,000	4,046.62	499	Yes	Unrestricted
12 Holmewood Gardens	Holmewood Road SW2 3NA	6,400	4,046.62	499	Yes	Restricted
13 Kennington Park	St.Agnes Place SE11 4BE	143,900	14,390.00	10,000	Yes	Restricted
14 Kennington Oval	Kennington Road SE11 4PP	2,000	2,000	499	No	None

Lambeth parks and open spaces suitable for events

Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
15 Knight's Hill Recreation Ground	Tivoli Road SE27 0EE	16,400	4,046.62	1,000	Yes	Unrestricted
16 Old Paradise Gardens	Lambeth High Street SE1 7JR	7,600	4,046.62	499	Yes	Restricted
17 Lambeth Walk Open Space	Fitzalan Street SE116QU	25,400	4,046.62	200	Yes	Restricted
18 Larkhall Park	Courland Grove, SW8 2PX	54,700	5,470.00	5,000	Yes	Restricted
19 Loughborough Park	Moorland Road SW9 8UA	12,900	4,046.62	2,000	No	Restricted
20 Max Roach Park	Villa Road, SW9 7ND	27,500	4,046.62	499	Yes	Restricted
21 Milkwood Community Park	Milkwood Road SE24 0HZ	7,500	4,046.62	1,000	No	Restricted
22 Norwood Park	Salter's Hill, SE19 1EA	142,800	14,280.00	5,000	Yes	Unrestricted
23 Pedlar's Park	Vauxhall Walk, SE11 5JT	5,000	4,046.62	499	Yes	Restricted
24 Rush Common	Brixton Hill, SW2 2AA	37,100	4,046.62	1,000	No	Restricted
25 Ruskin Park	Denmark Hill SE5 8EL	147,000	14,700.00	2,000	Yes	Restricted
26 St. John's Church Gardens	Waterloo Road SE1 8UE	4,000	4,000	100	Yes	None
27 St. Luke's Church Gardens	Norwood High Street SE27 0HY	3,100	3,100	499	Yes	Restricted
28 St. Mark's Churchyard	Kennington Park Road SE11 4PP	5,300	4,046.62	100	No	None

Lambeth parks and open spaces suitable for events

Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
29 St. Mary's Church Gardens	Lambeth Palace Road SE1 7JH	1,300	1,300	499	Yes	None
30 St. Matthew's Gardens	Brixton Hill SW2 1RJ	5,300	4,046.62	499	No	Restricted
31 Slade Gardens	Stockwell Park Road SW9 0DB	19,700	4,046.62	499	Yes	Restricted
32 Vauxhall Pleasure Gardens	Vauxhall Walk SE11 5HL	31,200	4,046.62	499	Yes	Restricted
33 Stockwell Memorial Gardens	South Lambeth Road SW8 1UQ	1,400	1,400	499	No	None
34 Streatham Common	Streatham Common South, SW16 3BX	261,200	26,120.00	15,000	Yes	Unrestricted
35 Streatham Green	Streatham High Road SW16 6HE	1,800	1,800	200	No	None
36 Streatham Memorial Gardens	Streatham Common North, SW16	2,000	2,000	499	No	None
37 Streatham Vale Park	Abercairn Road SW16 5AL	22,000	4,046.62	2,000	Yes	Unrestricted
38 Trinity Gardens	Trinity Gardens SW9 8DR	499	499	499	No	Restricted
39 Ufford Street Recreation Ground	Ufford Street SE1 8QD	2,000	2,000	499	Yes	Restricted
40 Valley Road Playing Fields	Curtis Field Road SW16 2LZ	7,100	4,046.62	499	Yes	Unrestricted

Lambeth parks and open spaces suitable for events

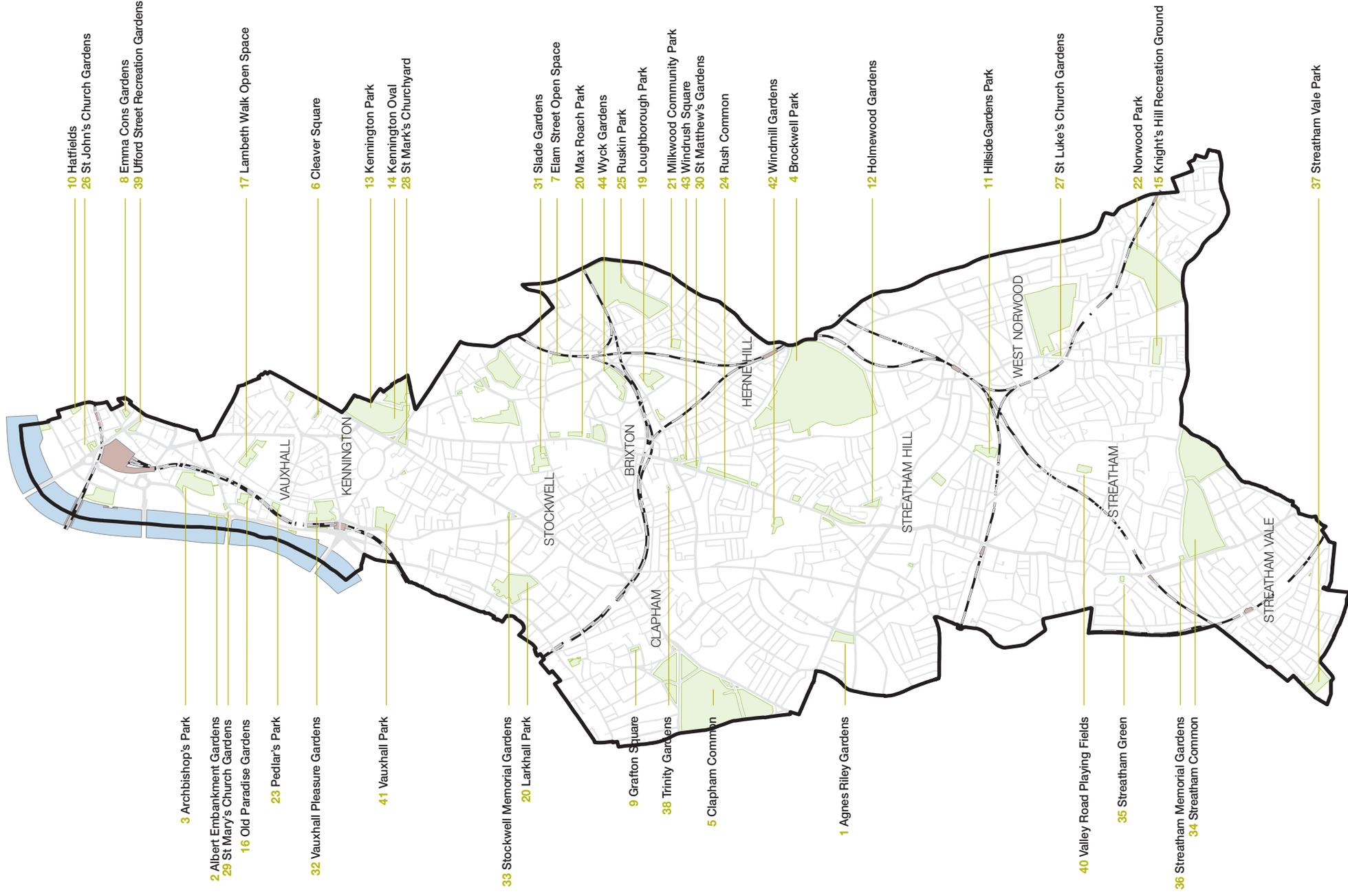
Name	Address	Area (m2)	Event space (m2)	Maximum people capacity	Water standpipe access	Parking (around site)
41 Vauxhall Park	Lawn Lane SW8 1JY	31,700	4,046.62	2,000	Yes	Restricted
42 Windmill Gardens	Blenheim Gardens SW2 5EU	15,600	4,046.62	499	Yes	Restricted
43 Windrush Square	Effra Road SW2 1JQ	3,400	3,400	3,000	Yes	Restricted
44 Wyck Gardens	Millbrook Road SW9 7JD	18,800	4,046.62	499	No	Restricted



Check out our venue calendar on our website which can provide guidance as to the availability of our Parks and Open Spaces. This is a live calendar and subject to change. Any date with a colour against it is not available to book as we already have an event.

<http://www.eventlambeth.co.uk/organising/choosing-your-venue/>

Lambeth parks and open spaces suitable for events





Event management

The event management plan is a document that is unique and specific to your planned event. This document will serve several purposes. As a clear written plan, the event management plan can be considered as the blueprint to the event – how the event will be safely executed and delivered. As a working document it can be amended and updated as necessary in the lead up to the event.

Opposite is a useful template that can be adapted for any event.

Event management plan Introduction

Date of event

Location

Event title

Outline of event – programme of event

Who the event will be aimed at

Times of event open to the public

Approx number of attendees

Advertising/promotion used

Event management plan Organisation

Event structure chart- roles and responsibilities

Contact numbers of key personnel

Boundaries of site

Event management plan Crowd Management

Access/exit points

Fencing

Signage

Security/stewarding (numbers and positions)

Communications (between staff and public; staff and staff)

Traffic management plan

Event management plan Infrastructure

Staging

Power

Only diesel generators are permitted in Lambeth parks and open spaces

Lighting

Tentage – Marquees/gazebos

Other structures

Event management plan Facilities

Car parking/public transport arrangements

Medical/first aid provision – include details of the nearest hospital emergency department

Information/lost children and vulnerable adults

Food/refreshments

Hygiene certificates need to be obtained from all traders serving/selling hot cooked food; Food hygiene questionnaire and associated documentation needs to be completed by traders and submitted to Lambeth food safety team 020 7926 6110.

Toilets

Detail what provision and quantities

Waste management

Disabled facilities

Event management plan Build/breakdown

Plan of works, deliveries

Site supervision/security

De-rig schedule

Event management plan Fire, safety and emergency procedures

Access for emergency vehicles

Fire fighting equipment

Emergency rendezvous point

Evacuation procedures

Risk assessment

Event management plan Noise management

Noise levels

Method of dealing with complaints



Risk assessment

The purpose of a risk assessment is to identify hazards which could cause harm, assess the risks which may arise from those hazards and decide on suitable measures to eliminate, or control, the risks.

Why does an event need to be risk assessed?

- As an event organiser, you have a duty of care to the public (or attending guests) to ensure that your event is run in a safe and appropriate manner.
- A thorough risk assessment ensures that you have thought through the safety implications of the activity or event and have taken all possible steps to eliminate or reduce risks where appropriate.
- A risk assessment is not a guarantee that nothing will go wrong, but using the information and findings from it will significantly reduce the chance of problems occurring.
- If anything does go wrong, a good risk assessment will prove that you as the event organiser had done your best to predict and remove any risks. This could make a significant difference in any resulting legal proceedings.

Five steps to risk assessment

Step one: Identify the hazards

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

- Walk around your workplace and look at what could reasonably be expected to cause harm.
- Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you.

- Visit the HSE website (www.hse.gov.uk). HSE publishes practical guidance on where hazards occur and how to control them.
- If you are a member of a trade association, contact them. Many produce very helpful guidance.
- Check manufacturers' instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
- Have a look back at your accident and ill-health records – these often help to identify the less obvious hazards.
- Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

Step two: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed. That doesn't mean listing everyone by name, but rather identifying groups of people (e.g. people setting up stands or passers-by).

In each case, identify how they might be harmed. For example, shelf stackers may suffer back injury from repeated lifting of boxes.



Remember:

- Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards.

- Cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time.
- Members of the public, if they could be hurt by your activities.
- If you share your workplace, you will need to think about how your work affects others, as well as how their work affects your staff – talk to them and ask your staff if they can think of anyone you may have missed.

Step three: Evaluate the risks and decide on precautions

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything ‘reasonably practicable’ to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice on the HSE website (www.hse.gov.uk).

So first, look at what you’re already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there’s more you should be doing to bring yourself up to standard. In asking yourself this, consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities (e.g. first aid and washing facilities).

Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents is a low-cost precaution considering the risks. Failure to take simple precautions can cost you a lot more if an accident does happen. Involve staff, so that you can be sure that what you propose to do will work in practice and won’t introduce any new hazards.

Step four: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after people and your business.

Writing down the results of your risk assessment, and sharing them with your staff, encourages you to do this.

When writing down your results, keep it simple, for example 'Tripping over rubbish: bins provided, staff instructed, or 'Fume from welding: local exhaust ventilation used and regularly checked'.

We do not expect a risk assessment to be perfect, but it must be suitable and sufficient. You need to be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low
- you involved your staff or their representatives in the process.

If you find that there are quite a lot of improvements that you could make, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. Health and safety inspectors acknowledge the efforts of businesses that are clearly trying to make improvements. A good plan of action often includes a mixture of different things such as:

- a few cheap or easy improvements that can be done quickly, perhaps as a temporary solution until more reliable controls are in place

- long-term solutions to those risks most likely to cause accidents or ill health
- long-term solutions to those risks with the worst potential consequences
- arrangements for training employees on the main risks that remain and how they are to be controlled
- regular checks to make sure that the control measures stay in place
- clear responsibilities – who will lead on what action, and by when.

Remember, prioritise and tackle the most important things first. As you complete each action, tick it off your plan.

Step five: Review your risk assessment and update if necessary

It makes sense to review what you are doing on an ongoing basis. Regularly review where you are, to make sure you are still improving, or at least not sliding back.

Look at your risk assessment again. Have there been any changes? Are there improvements you still need to make? Have your workers spotted a problem? Have you learnt anything from accidents or near misses? Make sure your risk assessment stays up to date.

When you are running a business it's all too easy to forget about reviewing your risk assessment – until something has gone wrong and it's too late. Why not

set a review date for this risk assessment now? Write it down and note it in your diary as an annual event.

Regularly check your risk assessment and, where necessary, amend it. If possible, it is best to think about the risk assessment when you're planning your change – that way you leave yourself more flexibility.

Risk assessment template

For more information about risk assessments or templates please visit the Health & Safety Executive website <http://www.hse.gov.uk/risk/controlling-risks.htm>



Events fees and charges

Hiring a Lambeth park, open space or street to hold an event incurs fees. Charges are based on the size of your event and the nature of your event. The processing application fee is a set, one-off charge to process your application, however other fees vary.

The events fees and charges has been set out to give you a basic overview of what to expect in costs that will be charged. We have put together some example costing to give you an idea of how the charges are applied, however all quotes vary on application and some venues are at premium rates of hire. Prices are quoted on application for commercial events.

For more information or to ask for a quote please contact us.

EventLambeth

Telephone: 020 7926 6207

Email: events@lambeth.gov.uk

Web: www.eventlambeth.co.uk



Prices are quoted on application for all commercial events. POA

Commercial Park Events

(defined as an event which is not a non-profit community or statutory group or a registered charity, which benefits the community)

Number of Attendees	Event Application	Administration fee	Park Event Permit	Extra event days	Build/de-rig days	Damage deposit	Investment Levy*
Small (1)	Up to 500	£100	POA	POA	POA	£500	£0.20
Small (2)	Up to 1,000	£100	POA	POA	POA	£500	£0.20
Medium	Up to 5,000	£100	POA	POA	POA	£2,500	£0.30
Large (1)	Up to 10,000	£100	POA	POA	POA	£5,000	£0.40
Large (2)	Up to 20,000	£100	POA	POA	POA	£5,000	£0.40
Major	Over 20,000	£100	POA	POA	POA	£10,000	£0.50

* per person per day



Event Application fee This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

Administration Fee This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. Price are quoted on application.

Park Event Permit This fee is charged for the Event Permit for One Day to hold your event in Lambeth. Price are quoted on application.

Extra Event Days This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth. Price are quoted on application.

Build/De-Rig Days This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth. Price are quoted on application.

Damage Deposit Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

Parks Investment Levy Charged at a basic fee Per Person Per Event Day which is invested back in to local park and Parks Service.

Some of the EventLambeth venues are defined as "premium". This means that there are different charges for those. Organisers will be given a bespoke quotation when looking to hire a premium venue.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

Example costing

Large (1) size, seven day Lambeth community event requiring three day build and one day de-rig

Event Application Fee	£25
Administration Fee	£250
Park Event Permit	£5,000
Extra Event Days x 6	£5,000
Build & De-rig Days x 4	£10,000
Damage Deposit	£2,000
*Parks Investment Levy	£28,000
*Discount Applied @ 50%	£14,000
*Discount Applied @ 75%	£15,000
Total charges	£21,275

Community & Charity Park Events

(defined as an event which is not a non-profit community or statutory group or a registered charity, which benefits the community)

Event size	No of Attendees	Application Fee	Administration Fee	Park Event Permit	Extra Event Days	Build/De-rig Days	Damage Deposit	Investment Levy*
Small (1)	Up to 100	£25	£25	£50	£50	£25	£500	£0.20
Small (2)	Up to 500	£25	£25	£250	£250	£125	£500	£0.20
Small (3)	Up to 1,000	£25	£50	£500	£500	£250	£750	£0.20
Medium	Up to 5,000	£25	£100	£2,500	£2,500	£1,250	£1,000	£0.30
Large (1)	Up to 10,000	£25	£250	£5,000	£5,000	£2,500	£2,000	£0.40
Large (2)	Up to 20,000	£25	£350	£10,000	£10,000	£5,000	£3,000	£0.40

* per person per day

Resident Discounts: All Lambeth Community Groups and Charities receive 50% off the Event Permit, Extra Event Days, Build/De-rig Days and the Parks Investment Levy. For Lambeth based Community Groups and Charities that organise Large (5000 +) events there is a 75% reduction on the Event Permit, Extra Event Days and Build/De-rig Days.



Event Application fee This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

Administration Fee This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. This is the minimum amount that will be charged and may increase depending on operational requirements.

Park Event Permit This fee is charged for the Event Permit for One Day to hold your event in Lambeth.

Extra Event Days This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth.

Build/De-Rig Days This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth.

Damage Deposit Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

Parks Investment Levy Charged at a basic fee Per Person Per Event Day which is invested back in to the local park and Parks Service.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

Prices are quoted on application for all promotional and marketing events. POA

Promotional/Marketing Park Events (defined as experiential, promotional, marketing and road show events with the purpose of promoting a product or service to consumer audiences for a private or commercial function)								
Event size	No of Audience	Application Fee	Administration Fee	Park Event Permit	Extra Event Days	Build/De-Rig	Damage Deposit	Investment Levy*
Small	Up to 1,000	£100	POA	POA	POA	POA	£500	£0.20
Medium	Up to 5,000	£100	POA	POA	POA	POA	£2,000	£0.30
Large	Up to 10,000	£100	POA	POA	POA	POA	£4,000	£0.40

* per person per day



Event Application fee This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

Administration Fee This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. Price quoted on application.

Park Event Permit This fee is charged for the Event Permit for One Day to hold your event in Lambeth. Price quoted on application.

Extra Event Days This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth. Price quoted on application.

Build/De-Rig Days This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth. Price quoted on application.

Damage Deposit Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

Parks Investment Levy Charged at a basic fee Per Person Per Event Day which is invested back in to local park and Parks Service.

Some of the EventLambeth venues are defined as "premium". This means that there are different charges for those. Organisers will be given a bespoke quotation when looking to hire a premium venue.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

Example costing

Small size, 14 day funfair requiring two day build and two day de-rig

Event Application Fee	£100
Administration Fee	£150
Park Event Permit	£750
Extra Event Days x 13	£9,750
Build & De-rig Days x 4	£750
Damage Deposit	£1,000
Parks Investment Levy	£1,400
Total charges	£13,900

Funfairs and circuses

Event size	No of Attendees	Application Fee	Administration Fee	Park Event Permit	Extra Event Days	Build/De-Rig Days	Damage Deposit	Investment Levy*
Small	Up to 500	£100	£150	£750	£750	£187.50	£1,000	£0.20
Medium	Up to 1,000	£100	£500	£800	£800	£200	£2,000	£0.30
Large	1,000 plus	£100	£2,000	£850	£850	£212.50	£3,000	£0.40

* per person per day



Event Application fee This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

Administration Fee This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. This is the minimum amount that will be charged and may increase depending on operational requirements.

Park Event Permit This fee is charged for the Event Permit for One Day to hold your event in Lambeth.

Extra Event Days This fee is charged for the additional operational days for an Event Permit to hold your event in Lambeth.

Build/De-Rig Days This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth.

Damage Deposit Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

Parks Investment Levy Charged at a basic fee Per Person Per Event Day which is invested back in to the local park and Parks Service.

All prices are the basic rates and we reserve the right to change and amend without notice.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges, road closures and parking suspensions.

Street Events (Please note these charges do not include road closures costs of Road closures will be quoted on application)

Community Street Events (defined as an event which is a non-profit community or statutory group or a registered charity, which benefits the community)

Type of Event	Event Application Fee	Administration Fee	Street Event Permit	Extra Event Days	Damage Deposit	Notes
Street Parties	£25	N/A	N/A	N/A	N/A	Application Fee Only
Clean Ups	£25	N/A	N/A	N/A	N/A	Application Fee Only
Street Events	£25	POA (Price on Application)	Dependant on charity or community, numbers attending and officer time utilised.			
Rally/Demonstration	£25	N/A	N/A	N/A	N/A	Application Fee Only

Commercial Street Events (defined as events with the purpose of making money or where a venue is hired for a private or commercial function)

Number of Attendees	Event Application Fee	Administration Fee	Street Event Permit	Extra Event Days	Damage Deposit	Notes
Small up to 500	£100	First 15 officer hours included – any further time needed would be charged at £25 per officer	£500	£500	50% of Permit Cost	Minimum Permit Charge £500 Per Day
Medium up to 5,000	£100	First 30 officer hours included – any further time needed would be charged at £25 per officer per hour.	up to £5,000	up to £5,000	50% of Permit Cost	Minimum Permit Charge £1,000 Per Day
Large up to 20,000	£100	First 50 officer hours included – any further time needed would be charged at £25 per officer per hour.	up to £20,000	up to £20,000	50% of Permit Cost	Minimum Permit Charge £5,000 Per Day
Major over 20,000	£100	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	POA (Price on Application)	Over 20,000 people, dependant on the scale of the event, estimated time required by officers to process the application.

Street Events

Promotional / Marketing Street Events

(defined as experiential, promotional, marketing and road show events with the purpose of promoting a product or service to consumer audiences for a private or commercial function)

Audience Numbers	Event Application Fee	Administration Fee	Street Event Permit	Extra Event Days	Damage Deposit	Notes
Small up to 1,000	£100	£250	£1,100	£1,100	50% of Permit Cost	Minimum Permit Charge £500 Per Day
Medium up to 5,000	£100	£1,250	£2,750	£2,750	50% of Permit Cost	Minimum Permit Charge £1,000 Per Day
Large up to 10,000	£100	£2,500	£6,500	£6,500	50% of Permit Cost	Minimum Permit Charge £5,000 Per Day



Event Application fee This is an administered fee to process the event application form. This needs to be paid on applying through EventApp. Non Refundable.

Administration Fee This is the charge paid by applicant once event approved at stage one in order to secure the date, and the administration resources. This is the minimum amount that will be charged and may increase depending on operational requirements.

Park Street Event Permit This fee is charged for the Event Permit for One Day to hold your event in Lambeth.

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Build/De-Rig Days This fee is charged for the additional build and de-rig days for an Event Permit to your event in Lambeth.

Damage Deposit Charged at a basic fee, subject to event pre and post event assessment. Additional costs are applicable if any venue damages or reinstatement exceeds the deposit held. Refundable only subject to terms.

All prices are the basic rates and we reserve the right to change and amend without notice. For all street events road closure charges will be applied.

Other charges will apply depending on the nature and requirements of the event, these may include, but are not limited to licensing fees, building control charges and parking suspensions.

To help your budget for your event we have also highlighted the additional charges which may also be applicable depending on the type and location of your event. POA (Price on Application) will be quoted to you by the relevant Council department.



Rates for Additional Charges	
Service	Cost
Standpipe installation and Water Testing	£250 +VAT per standpipe
Water in Parks	£1.50+VAT per cubic Metre
Electricity in Parks	Small Event from £50 +VAT per Day (8 hours) depending on infrastructure plugged in Medium Event from £150 +VAT Per day (8 hours) depending on infrastructure plugged in Large Event from £250+VAT per day (8 hours) depending on infrastructure plugged in
Sports Pitch Bookings	Depends on the Pitch and the location bookings made via Greenwich Leisure Limited
Park Cleaning	POA from Lambeth Landscaping the Council's Park Service Operations Team
Street Cleaning	POA from StreetCare Team
Food Trader Assessments	£68.61 per trader (50% discount for community and charity events)
Council Monitoring Officers	Price per hour depends on the time of day. Minimum of 2 officers at a time and 4 hours charged at £25 per officer per hour
Council Noise Monitoring	POA depending on time used and onsite working
Removal of infrastructure to facilitate event	POA from Lambeth Landscaping depending on what infrastructure is moved, duration and whether storage is necessary
Community Safety Enforcement Officers	Charge per hour subject to requirements and availability.
Street Trading Permit	POA via the Lambeth Street Trading Team
Road Closure	Cost of officer time and advertising the closure notice. POA
Parking Suspensions	£40 per bay per day and one off admin charge of £70
Planning Consent	Depending on the nature of consent required
Section 30 Application	POA - based on the amount of officer time required to process the application £150 up front charge
License Applications	Statutory costs depending on scale of licence applied for.

Frequently asked questions



I am thinking of planning an event in a Lambeth park. Do I need permission?

Yes, you need to apply for an event permit to hold an event or run an activity in any Lambeth park, open space or street.

How do I apply for permission and how much notice do I need to give?

An application should be made to EventLambeth in the first instance. We require a minimum of three months notice for small events (fewer than 1000 attendees) medium events a minimum of four to six months (fewer than 5000 attendees) and six to 12 months notice for large and major sized events.

I would like to do some commercial filming and photography in a Lambeth park. Is this classified as an event and do I need permission?

Whilst this activity is not classified as an event, you would need to contact the FilmLambeth Office for a filming permit on [020 7620 0391](tel:02076200391) or info@lambethfilmoffice.co.uk.

I would like to feature music and performance as part of the event. Do I need a licence?

The Lambeth licensing team is responsible for licensing regulated entertainment and alcohol. If you want to provide any of the following as part of your event, you may need a licence to do so:

- sale or supply of alcohol
- provision of regulated entertainment (including plays, films, sports, music and dancing)
- provision of facilities for entertainment
- sale of late night refreshment (hot food or drinks supplied between 11pm and 5am).

The Lambeth licensing team can advise you on whether your event will require a licence. Telephone [020 7926 5000](tel:02079265000) or email licensing@lambeth.gov.uk.

Can I promote my event through Lambeth Council?

Yes. We have an online events calendar that features a full listing of Lambeth events. Once your event has been approved by the events service, the name and date of the event will feature on our website. You can choose to include further details such as contact details etc.

Can I book a park or open space for a small private function e.g. birthday, wedding reception?

Lambeth Council does not allow exclusive and private use of any of its parks or open spaces. However, Myatt's Field Bandstand is licensed for weddings and civil partnerships. Ruskin Park and Clapham Common are available for blessings and vow renewals.

How many events do you allow in Lambeth parks?

Lambeth Council has over 40 parks and open spaces which can be hired for events. We programme multiple events with a maximum of one year's notice. There are no limits to the number of events we hold, however, we do allocate periods of time for reinstatement work which is necessary to ensure that our parks and open spaces remain suitable for use and allow for recreational use.

Can I have food at my event?

Yes you can. You will need to let EventLambeth know and you will also need to fill out a Outdoor Catering Questionnaire which can be found on our website. This will need to be completed at least six weeks prior to your event and sent to the Food, Health and Safety Team.

I would like to organise a street party. Do I need to apply to the Lambeth events service?

Street Parties and events follow a similar application process to all events. Before an application is approved and a street events permit is issued applicants will also require additional permissions including road closures, parking suspensions and street trading permits.

Can EventLambeth recommend suppliers and entertainers for my event?

Unfortunately we cannot recommend specific suppliers other than council approved suppliers.

However there are plenty of useful websites that can provide this information.

Where can I get information on health and safety guidelines if I want to organise an event?

We are more than happy to offer practical information and advice on basic event health and safety matters. We recommend that for further information on the health safety issues around public events you visit www.hse.gov.uk.

For specific and useful event health & safety guidance see The Purple Guide, published by the Events Industry Forum at www.thepurpleguide.co.uk.

I would like to hold an event in Jubilee Gardens on the South Bank. How do I go about this?

Whilst Jubilee Gardens falls within the Borough of Lambeth, we do not manage this open space. For information on the availability of open spaces along the Southbank, please contact the Southbank Employers Group on **020 7202 6900**.



Lambeth Country Show

Do you hire out event equipment?

We do not presently have event equipment for hire. However, there are some services that are obtainable from Veolia, one of the council's contractors. Please contact EventLambeth for further information. Telephone 020 7926 6207 or email events@lambeth.gov.uk.

I am planning a family sports event and picnic in Clapham Common, do I need permission?

You do not require permission to have a picnic in any Lambeth park or open space. However, it is not possible to give picnics exclusive and private use of a space. It is advisable to contact the Lambeth events service particularly if it may involve large numbers of people or music. All we ask is that you respect other park users, the parks wildlife, plants and trees and take your rubbish away with you.

I would like to hire a bandstand to hold an event. How can I do this?

Lambeth has three bandstands, located in Clapham Common, Ruskin Park and Myatt's Fields Park. Our bandstands are available to hire for performances and rehearsals, for both commercial and public events. We welcome applications from local, regional and national groups.

If you would like to hold an event on any of the bandstands telephone 020 7926 6207 or email events@lambeth.gov.uk.

Can I have a BBQ in the park?

BBQs are not permitted in any of Lambeth's parks or open spaces. Traders with BBQs at events are permitted on a case by case basis.

I would like to make a complaint regarding an outdoor event that took place recently, who do I contact?

If you wish to make a complaint, you can do so by:

- sending an email to complaints@lambeth.gov.uk
- calling us on 020 7926 9694.



Useful contacts



Lambeth council departments

EventLambeth

Email: events@lambeth.gov.uk

Telephone: 020 7926 6207

Olive Morris House, Brixton Hill, London SW2 1RL

Lambeth Building Control

Housing Regeneration and Environment,
Phoenix House, 10 Wandsworth Road, London SW8 2LL

Email: buildingcontrol@lambeth.gov.uk

Telephone: 020 7926 9000

Licensing

London Borough of Lambeth, 6th Floor, International
House, Canterbury Crescent, London SW9 7QE

Email: licensing@lambeth.gov.uk

Telephone: 020 7926 5000

Food safety

London Borough of Lambeth, 6th Floor, International
House, Canterbury Crescent, London SW9 7QE

Email: foodhealthandsafety@lambeth.gov.uk

Telephone: 020 7926 5000

Noise and pollution

London Borough of Lambeth

Telephone: 020 7926 5000

Planning

London Borough of Lambeth

Phoenix House, 10 Wandsworth Road, London SW8 2LL

Email: planning@lambeth.gov.uk

Telephone: 020 7926 1180

Trading standards

London Borough of Lambeth

Email: tradingstandards@lambeth.gov.uk

Telephone: 020 7926 5000

External bodies

London Ambulance Service

Headquarters Annexe

8–20 Pocock Street, London SE1 0BW

Visit: www.londonambulance.nhs.uk

Telephone: 020 7783 2000

London Fire Brigade

Lambeth Fire Safety Office

169 Union Street, London SE1 0LL

Email: SWPerformanceManagement@london-fire.gov.uk

london-fire.gov.uk

Telephone: 020 8555 1200

Metropolitan Police

Email: LXMailbox-Operations@met.pnn.police.uk

Telephone: 020 8649 2870



This events guide has been made possible through engagement and consultation with:

Friends of Groups for parks and open spaces

Internal and external colleagues, partners and stakeholders

London borough members of the London Events Forum

Management Advisory Committees for parks and open spaces

Members of local borough community groups

Members of the Lambeth Events Safety Advisory Group (LESAG)

Local Authority Events Organisers Group

Risk assessment information was provided by the Health and Safety Executive.