

London Borough of Barnet

Hiring of Barnet Parks - Events Policy

1. Introduction

The London Borough of Barnet has successfully hosted events in its parks and open spaces for over 10 years, these events vary in size and duration from small community days such as School Sponsored Walks held in Sunny Hill Park which have around 50 attendees up to the East Barnet Festival held in Oak Hill Park which has up to 10,000 attendees.

This document sets out the policy in relation to the hiring of parks and open spaces for organised events. It is needed in order to promote a varied calendar of events that are held in the right locations, with the appropriate frequency, and so that they are carried out safely. Any body or individual looking to make an Event Booking be it for Commercial, Charitable or Private use must adhere to the requirements of this policy and its supporting documents.

This Policy does not apply to Sporting Activities (e.g. Football/Rugby Matches, Running Clubs and Fitness Classes/Programmes etc) these should be organised through the Councils Sports Lettings Team 020 8359 7828.

2. Event Classification

The London Borough of Barnet defines an Event in one of its parks as a pre-organised activity within a designated area that has with a controlled attendance. There are a number of different types of events all these events are charged in accordance with the pricing structure.

Commercial event: Any event not organised by the community or not for profit making organisations for an audience/attendees; a maximum number is identified. Such events include:

- ❖ Fun fairs and circuses
- ❖ Festivals
- ❖ Concerts
- ❖ Markets
- ❖ Corporate events

Charitable and Community events:

Charitable events are organised by a charitable organisation or not for profit organisation who can demonstrate the charitable or not for profit nature of the event. Events run by a commercial company for charitable fund raising would normally fall into this category e.g. fun run.

Community events are small scale event organised by a community or voluntary group for the benefit of the local community and/or the parks and open spaces that does not exceed one day in duration. Such events include:

- ❖ Community days
- ❖ Fetes

❖ Picnics

Private events: An event such as a wedding or private party. Appendix A – 1.0 sets out the restrictions that are applied to each park for Private Events. The following parks have been identified as pilot sites for private events. Should there be demand for additional sites then further consultation will be completed.

- Hendon Park (NW4)
- Scratchwood (NW7)
- Edgwarebury Park (HA8)
- Princes Park (NW11)

3. Frequency and Maximum Number of Events

It is expected that the majority of events will be within the period 1st April to 30th September. This will vary depending upon seasonal difficulties with ground and weather conditions.

In order to control the maximum number of events held in each park in a 12 month period each event is allocated a number of event points depending on its size as detailed below;

Events	Pts
Fun Fairs (up to 12 rides)	3
1-500 persons	1
501-1,000 persons	2
1,001-2,500 persons	3
2,501-5,000 persons	4
5,000 + persons	5

Each park has a maximum number of points per year as detailed in (Appendix A – 2.0) with the exception that there will be no more than three Fun Fairs in each park per year.

4. Consultation

Once the event has been confirmed and the relevant forms and payments have been received the event will be published on the Council's web page in order to ensure residents are made aware of any activities that are happening in their area.

5. Pricing

The charges for events are reviewed annually and published in the Environment and Operations Fees and Charges schedule.

There will be a set fee calculated on the basis of space required and the length of time of the event.

A 90% discount will be applied to the commercial rate for community events and a 75% discount will be applied to the commercial rate for charitable events.

6. Event Conditions

Terms and conditions of hire are detailed in the Terms and Conditions document alongside the event booking document, they will form the contract

of hire. In addition to the terms and conditions of hire the following also applies.

Application notification requirements:

Once the event has had agreement in principle by the Greenspaces service the event documents including insurance, the required fee, relevant Health and Safety forms (Risk Assessments, Method Statements, Travel Plans etc) included in the events application pack need to be registered. The Greenspaces team will provide details of timescales. If the application pack is not completed correctly including the supporting documents (Insurance, Risk Assessments etc) then the event confirmation will be delayed as the Council must be satisfied that any event taking place will be safe and well managed.

Deposit

A separate deposit cheque or cheques will be requested in advance of the Event. The deposit will be held to cover any damage or loss or as part payment of any necessary making good. The Hirer will be liable for the full costs of any such damage or loss should this exceed the deposit.

Pre and post inspection

A member of the Greenspaces team will inspect the event site before an event to ensure it is still suitable and safe for the event a second inspection is completed after the event to ensure any damage is recorded. The organiser should be present so that any issues or damage that is present can be properly documented by both parties.

Licences

A public entertainment licence or a temporary events notice may be needed if the event consists of music, dancing, singing or similar. Please contact the Licensing Department on 020 8359 7471. A fee may be charged for a licence.

Vehicles in the Park

Vehicles will not be permitted within the parks or open spaces unless agreed with the Council prior to the event as set out in the Event Terms and Conditions.

7. Policy Review

The Greenspaces Events Policy will be reviewed every two years. The fees and charges will be reviewed and updated annually within the Environment Planning & Regeneration Fees and Charges Report.

Appendix A

Event Guidelines**1.0 – Private Event Restrictions**

Following table sets out the restrictions that apply to each park for Private Events. The restrictions are set by the parks location, surroundings and residents concerns;

Restrictions for Private Events	Hendon Park (NW4)	Scratchwood (NW7)	Edgwarebury Park (HA8)	Princes Park (NW11)
Maximum Attendance	500 Persons	1,000 Persons	500 Persons	100 Persons
Hire Time	Unrestricted up until 11.00pm	Unrestricted	Unrestricted up until 11.00pm	Unrestricted up until 11.00pm
Maximum Hire Length (including set up and take down)	Max 12 hours	Unrestricted	Max 12 hours	Max 12 hours

2.0 - Event Points Allocation

The table below sets out the total number of Event Points allocated to each park and the types of events that can be held in each park;

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Barnet Hill OS	EN5	5		✓			
Barnet P.F	EN5	23	✓	✓	✓	✓	
Basing Hill Park	NW2	10	✓	✓	✓		
Belmont Open Space	EN4	5		✓			
Bethune Recreation Ground	N11N20	15	✓	✓	✓		
Bigwood	NW11	10		✓	✓		
Bittacy Hill Park	NW7	10		✓	✓		
Bounds Green/Fairview OS	N11	5		✓			
Boysland OS	HA8	15		✓	✓		
Brent Park	NW4	5		✓	✓		
Brook Farm/Wyatts Farm	N20	25		✓	✓	✓	
Brookside Walk	NW11	10		✓	✓		
Brunswick Crescent Playground	N11	5		✓			
Brunswick Park / Waterfall Walk	N11	18		✓	✓		
Central Square	NW11	10		✓	✓		
Charter Green	N3	5		✓			
Cherry Tree Wood	N2	15	✓	✓	✓		
Chiddingfold	N12	5		✓			

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Childs Hill Park	NW2	10		✓	✓		
Clarefield Park	NW2	10		✓	✓		
Claremont Road OS	NW2	10		✓	✓		
Clitterhouse PF	NW2	18	✓	✓	✓	✓	
Colindale Park	NW9	5		✓			
Coppetts Wood	N10N11 N12	3		✓			
Copthall P.F	NW4NW 7	20	✓	✓	✓	✓	
Court Way OS	NW9	5		✓			
Cranbrook Road OS	EN4	5		✓			
Cromer Road OS	EN5	5		✓			
Dame Alice Owens Grounds	N20	10		✓	✓		
Deansbrook Rec	HA8	5		✓			
Edgwarebury Park	HA8	18		✓	✓		✓
Friary Park	N12	18	✓	✓	✓		
Friern Bridge Open Space	N11	10		✓	✓		
Friern Park	N12	10		✓	✓		
Grange Playing Fields	EN4	10		✓	✓		
Greenhill Gardens	EN5	5		✓			
Hadley Common (Green)	EN5	15		✓	✓		
Hadley Ridge	EN5	5		✓			
Halliwick Rec. Ground	N10	10		✓	✓		
Hampstead Heath extension	NW11	20		✓	✓	✓	
Harcourt Avenue OS	HA8	5		✓			
Hendon Park	NW4	18	✓	✓	✓		✓
Highlands Gardens	EN5	5		✓			
Holland Close OS	EN5	5		✓			
Hollickwood Park	N10	10		✓	✓		
Jubilee Gardens	EN5	5		✓			
Kennard Road OS	N11	5		✓			
King George V P.F	EN5	20		✓	✓		
King Georges Field	EN5	20		✓	✓		
Lawrence Green	NW7	5		✓			
Lincoln Avenue OS	N14	5		✓			

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Littlewood	NW11	5		✓			
Ludgrove P.F	EN5	10		✓	✓		
Lyndhurst Park	HA8	10		✓	✓		
Lyonsdown Rd OS	EN5	5		✓			
Lyttelton P.F	N2	15		✓	✓		
Malcolm Park	NW4	5		✓			
Mansfield Ave / Vernan Crescent OS	EN4	5		✓			
Marsh Close / Marsh Lane OS	NW7	5		✓			
Meadway Gate OS	NW11	5		✓			
Meadway Open Space	EN5	10		✓	✓		
Mill Hill Park	NW7	23	✓	✓	✓	✓	
Moat Mount OS	EN5	18		✓	✓		
Montrose P.F	HA8	18	✓	✓	✓		
Mortimer Close OS	NW2	5		✓			
Mount Grove OS	HA8	5		✓			
Mount Road OS	NW4	5		✓			
New Southgate Rec	N11	15	✓	✓	✓		
Oak Hill Park	EN4	25	✓	✓	✓	✓	
Oak Lane OS	N2	5		✓			
Oakdene Park	N3	10		✓	✓		
Oakleigh Park Ave OS	N20	5		✓			
Oakleigh Road North OS	N20	5		✓			
Oakleigh Road South OS	N11	5		✓			
Oakway OS	N14	20		✓	✓		
Old Courthouse Rec Ground	EN5	15		✓	✓		
Ossulton Way OS	N2	5		✓			
Pavilion Way OS	HA8	5		✓			
Penhurst Gardens OS	HA8	5		✓			
Percy Road OS	N12	5		✓			
Princes Park	NW11	5		✓			✓
Quinta OS	EN5	10		✓	✓		
Raleigh Drive OS	N20	5		✓			
Ravenscroft Gardens	EN5	5		✓			

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Riverside Walk N&S	N12	10		✓	✓		
Riverside Walk/Ducks Island	EN5	13		✓	✓		
Rushdene/Gallants Farm OS	EN4	5		✓			
Rushgrove Park	NW9	10		✓	✓		
Sanders Lane OS	NW7	5		✓			
Scratchwood OS	NW7	20	✓	✓	✓	✓	✓
Shaftesbury Ave OS	EN5	5		✓			
Silkstream Park	HA8	10		✓	✓		
Simmonds Mead	NW7	5		✓			
St Mary's Church Green	EN4	5		✓			
Stanhope Road	EN5	5		✓			
Stonegrove Park	HA8	10		✓	✓		
Stoneyfields Park	HA8	10		✓	✓		
Sturgess Avenue OS	NW4	5		✓			
Sturgess Park	NW4	5		✓			
Sunny Hill Park	NW4	20	✓	✓	✓		
Swan Lane OS	N12	10		✓	✓		
The Meadows OS	HA8	10		✓	✓		
The Mill Field	NW7	10		✓	✓		
Thornfield Avenue OS	NW7	5		✓			
Tudor Sports Ground	EN5	15		✓	✓		
Victoria Park	N3	15	✓	✓	✓		
Victoria Rec Ground	EN4	20		✓	✓		
Vivian Way OS	N2	5		✓			
Warnham Road OS	N12	5		✓			
Warrens Shawe Lane OS	HA8	5		✓			
Watling Park / Cressingham Road	HA8	18		✓	✓		
West Hendon P.F	NW9	25		✓	✓	✓	
West Way OS	HA8	5		✓			
Westcroft Close OS	NW2	5		✓			
Whetstone Strays	N20	18		✓	✓		
Whitings Hill OS / Community Forest	EN5	18		✓	✓		

Park	Location	Allocated Points	Event Types				
			Fun Fairs	Small Events (Up to 500 Persons)	Medium Events (Up to 1,000 Persons)	Large Events/ Festivals (1,000+ Persons)	Private Events
Willifield Green	NW11	5		✓			
Willifield Way OS	NW11	5		✓			
Windsor OS	N3	10		✓	✓		
Woodcroft Park	HA8	10		✓	✓		
Woodfield Park	NW9	20		✓	✓		
Woodhouse OS	N12	5		✓			
Woodside Park	N12	5		✓	✓		
York Park	NW9	5		✓			
York Road OS	EN5	5		✓			

Points are calculated using the following formula; (Park Size Allocation)* + (5pts for an Existing Car Park) + (5pts for a dedicated Event Space [e.g. Amphitheatre]) – (5pts if the Park is classed as a Natural Greenspace) – (10pts if the Park is classed as a Local Nature Reserve) – (5pts if classed for Small Events Only) = Total Event Points

Size of Park in Hectares	Allocated Points
20+	20
10-20	18
5-9	15
0-4	10

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