

**BRAUNSTONE TOWN COUNCIL**

**OFFICER DECISION TAKEN UNDER DELEGATED POWERS**

**USE OF PARKS AND OPEN SPACES FOR AN EASTER EGG HUNT &  
ST GEORGE'S FANCY DRESS COMPETITION**

**14<sup>TH</sup> FEBRUARY 2024**

**Background to the Decision**

Lin Burrows, Braunstone Community Life, submitted an application for the use of Franklin Park on Saturday 20<sup>th</sup> April 2024 for an Easter Egg Hunt and St George's Day Fancy Dress Competition. Setup from 9.30am and vacation of premises at 2.00pm with start time and finish of event being 10.30am – 1.30pm. A copy of the application is attached as Appendix 1.

Full details of the event had been submitted on the form.

**Authority for Decision**

Policy & Resources Committee on 27th October 2016 approved a scheme and application process for community groups and third-party organisations who wish to run community events on the Town Council's Parks and Open Spaces (minute 44 2016/2017).

Under the Town Council's Scheme of Delegation, specific delegation 9 enables the Chief Executive & Town Clerk "to authorise casual or seasonal lettings of land or premises belonging to or under the control of the Council".

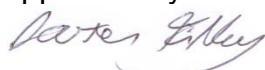
**Alternative Options Considered and Rejected**

No alternative options were considered.

**Decision**

That the application received from Braunstone Community Life for an Easter Egg Hunt and St George's Day Fancy Dress Competition, as attached at Appendix 1, be approved.

Approved By:



Darren Tilley

Date: 14<sup>th</sup> February 2024

**Reason for Decision**

This community event for children and offered the opportunity for the community to be involved in a community event.

## **List of Background Documents**

None

**NOTE:**

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

**EQUALITIES ACT 2010**

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.



**BRAUNSTONE TOWN COUNCIL**

**APPLICATION FORM TO HIRE PUBLIC OPEN SPACE**

Name of applicant BRAUNSTONE COMMUNITY LIFE ( [REDACTED] )

Address of applicant ... [REDACTED]

Postcode [REDACTED]

Telephone No(s) [REDACTED]

Email [REDACTED]

**If applying on behalf of an organisation please state:-**

Name of organisation BRAUNSTONE COMMUNITY LIFE

Position of hirer CHAIR

Object / Aims of organisation TO HAVE EVENTS (FREE MOSTLY) TO ENHANCE THE SOCIAL LIFE OF THE AREA.

Purpose for which the open space is required EASTER EGG HUNT AND ST GEORGE'S DAY FANCY DRESS COMPETITION.

Date/s required SAT 20th APRIL 2024

Open Space where event is to take place FRANKLIN PARK

**What type of event is this?**

- |                 |                                     |                    |                          |
|-----------------|-------------------------------------|--------------------|--------------------------|
| Civic Event     | <input type="checkbox"/>            | Registered Charity | <input type="checkbox"/> |
| Commercial      | <input type="checkbox"/>            | Religious Event    | <input type="checkbox"/> |
| Community Event | <input checked="" type="checkbox"/> | School             | <input type="checkbox"/> |
| Fund Raising    | <input type="checkbox"/>            | Local Authority    | <input type="checkbox"/> |

If other, please describe .....

**Times of event**

Set up Time 09:30 am Time Premises will be vacated 2pm

Start and finish time of actual event From 10:30am to 1:30 pm

Is the event free to attend? Yes  No

If charging for attending the event, the hirer must acknowledge that the public have free right of access to the park/open spaces but this does not preclude the hirer from charging entry to part of the park/open space where the event is taking place.

**Use of sports pavilions**

If your event is taking place on Mossdale Meadows and Shakespeare Park will you require use of the pavilions for toilets, changing rooms or function room? Yes  No

If yes, have you checked that the premises will be available on the day of the event before proceeding with the application? Yes  No

If you wish to use the pavilions on the parks it is the responsibility of the applicant to book the premises by contacting our Customer Service Advisors at Braunstone Civic Centre, 0116 2890045 or enquiries@braunstonetowncouncil.org.uk

**Specific Event Details**

Please indicate yes or no which of the following items/events you are including in your event. Please note that some of the items below may not be permitted or will require a licence to operate so please ensure you include everything you are planning to arrange. Additional items may not be added after the application is approved without further written consent. The following items marked with \* will need a fully completed risk assessment submitting to the Town Council before approval will be given for the event to go ahead

- |                     |                            |                         |                            |
|---------------------|----------------------------|-------------------------|----------------------------|
| Marquees            | * <u>1 GAZEBO</u>          | Fireworks/pyrotechnics  | * <input type="checkbox"/> |
| Mobile Stage        | * <input type="checkbox"/> | Laser/lighting effects  | * <input type="checkbox"/> |
| Constructed Stage   | * <input type="checkbox"/> | Bonfire                 | * <input type="checkbox"/> |
| Portable Generator  | * <input type="checkbox"/> | Regulated Entertainment | * <input type="checkbox"/> |
| P.A. System         | * <input type="checkbox"/> | Street Theatre          | * <input type="checkbox"/> |
| Re-enactment Groups | * <input type="checkbox"/> | Barrier/Fencing         | * <input type="checkbox"/> |
| Carnival/Procession | * <input type="checkbox"/> | Lighting                | * <input type="checkbox"/> |
| Animals             | * <input type="checkbox"/> | Toilets                 | <input type="checkbox"/>   |
| Stewarding          | * <input type="checkbox"/> | Security (professional) | <input type="checkbox"/>   |
| Lost persons point  | <input type="checkbox"/>   | Market Stalls           | * <input type="checkbox"/> |
| Food/drink          | <input type="checkbox"/>   | BBQ                     | * <input type="checkbox"/> |
| Fairground rides    | * <input type="checkbox"/> | Alcohol Free of charge  | <input type="checkbox"/>   |
| Raffle/draws        | <input type="checkbox"/>   | Sports                  | * <input type="checkbox"/> |
| First Aid           | <input type="checkbox"/>   | Alcohol for sale        | <input type="checkbox"/>   |
| Inflatables         | * <input type="checkbox"/> |                         |                            |

(bouncy castles etc. It is recommended that any inflatable company that is used, has a minimum of £10million public liability insurance)

If there are any other items/events not listed above that you are arranging please list here

I wish to apply to use public Open Space/Park for the purpose shown above including the items/events notified above

I agree to the enclosed Indemnity and Conditions of Hire and have forwarded a signed copy with this application

I agree to pay the £100 refundable deposit on receiving authorisation for the event to proceed. Please note that the event will not be able to take place until the £100 refundable deposit is received.

**DATA PROTECTION:** by applying for the use of Public Open Space you agree to Braunstone Town Council collecting and processing your personal data to enable us to deal with your application and any other related service request. A copy of the Council's Data Protection Policy and our General Privacy Notice, which sets out more information about the Council's lawful basis for collecting, processing and retaining personal data, are available from Reception or the Council's website.

SIGNED.  .....

DATE

13th Feb 2024



**THE APPLICANT SHALL AGREE TO THE FOLLOWING INDEMNITY AND  
CONDITIONS FOR THE HIRE OF THE OPEN SPACES/PARK**

- 1 All applications for hire of the Open Spaces/Parks shall be made through the Executive Officer & Town Clerk
- 2 During the period of the hiring the hirer shall be responsible for all damages, claims, losses and costs arising out of the use of Open Spaces/Parks, including damage to the surface, plants and shrubs, boundary fences, walls, gates and hedges, seats and tables. The hirer shall also agree in writing to indemnify the Town Council for any claims arising from accidents whether fatal or otherwise to anyone caused as a result of the hiring, except where due to the negligence of the Town Council, and to declare that he/she has insurance cover adequate for that purpose.
- 3 The hirer shall undertake to indemnify the Town Council against the consequences of any unauthorised performance of a copyright work during the period of use of the Open Spaces/Park and to complete the returns required by the Performing Rights Society. The hirer must observe Blaby District Council's licensing requirements for entertainment and sale or giving of alcohol.
- 4 The hirer shall ensure that the activities undertaken in the course of the hiring shall comply with the requirements of relevant legislation and particularly so in respect of the noise levels generated and the possible intrusive nature of such activities.
- 5 The Town Council may cancel any hiring if in its opinion the organisation for which the premises are hired has racist or other policies which in its view are not acceptable, or if the premises are to be used for a purpose which it deems to be unacceptable. In this event, the Town Council shall incur no liability to the hirer.
- 6 The premises shall be vacated at the time stated in the confirmation of booking form. Failure to vacate at the time stated may result in no future events being permitted on the Open Spaces/Park by the organisation,
- 7 The hirer will acknowledge that the public have free right of access to the Open Spaces/Park. That does not preclude the right of the hirer to charge entry to part of the Open Spaces/Park.
- 8 No vehicles shall be permitted on the Open Spaces/Park other than those delivering items essential for the event being planned. In wet weather conditions, in the first instance, vehicles shall only be permitted on the tarmac path. If any damage occurs to the playing surface due to vehicles accessing the Open Spaces/Park during wet weather the Town Council will seek compensation from the organisation hiring the Open Spaces/Park.
- 9 The hirer will provide car parking attendants to manage the number of vehicles using the car parks and ensure that people attending the event due not cause parking issues on public highways or block residents driveways. Visitors to be advised of alternative car park venues in the vicinity that can be used. Organisers of events should encourage visitors to walk, cycle or car-share in their publicity.
- 10 Potential hirers are required to return a signed and dated Conditions of Hire before permission is granted for the use of the Open Spaces/Park.
- 11 The hirer will ensure that the park/open space is cleared of all litter/rubbish after the event and will be responsible for disposing of the rubbish themselves
- 12 A £100 deposit will be payable on receiving authorisation for the event to proceed, which will cover damage/excessive cleaning to the changing rooms and toilets, if used, and any damage caused to the park surface or equipment from the event taking place. If no damage is recorded, the £100 deposit will be returned after the event.

SIGNED

[Redacted Signature]

ORGANISATION

BRAUNSTONE  
COMMUNITY LIFE

DATE

13th Feb 2024