

Event & festival

application procedures



Application procedures

Weymouth has a long established history and tradition of hosting Events and Festivals. There is a comprehensive and diverse range of activities; from International events placing Weymouth on the World stage, to community events that have direct links to the well being and cohesion of the local community.

The Event & Festival application procedure is set out to ensure a co-ordinated and effective management approach throughout the Council for events staged on Council land or for areas where the Council has a management responsibility. It is designed to create a good standard and understanding of how each application will be processed in order to maintain efficient communication with each organiser.

- ⑦ The Event or Festival organiser approaches Weymouth Town Council Events Team (01305 239309) to initially outline their event proposal and discuss their preferred location and date.
- ⑦ The relevant section (i.e. Events / Parks) will send out the Event and Festival application form.
- ⑦ The organiser will complete, sign and return the application form generally three months prior to the event date, although this can vary depending on the scale of the proposed activity. Larger major events could take between 6 and 12 months to organise and plan.
- ⑦ The relevant officer records and acknowledges the application within 10 days of receipt. An initial review of the documentation is undertaken during this period including compliance with Council Policies.
- ⑦ If applicable, your application will be circulated to other services within the Council for evaluation, approval or otherwise.
- ⑦ In some circumstances the application will be subject to public & stakeholders consultation including Ward Councillors, Friend's Groups, local trade associations and businesses. This consultation could take up to 28 days and therefore allowances should be made within the event planning schedule.
- ⑦ The relevant officer will advise the organiser in writing if the application is provisionally approved and set out those terms and conditions **with any costs or charges that will be applied to the event/activities.**

| Type of Event or Festival | Fees & Charges (Net) |
|---------------------------|---|
| Commercial Events | £127.10 including VAT per event per day |
| Non Commercial Events | £310.70 including VAT per event per day |
| Charity Events | £466.00 including VAT per event per day |

Build and breakdown days - 50% of the above rates

Following receipt of your application and the various influencing factors including the type, scale of occupied area/s, period of use, time of year, and nature of activities etc the site fee will be determined.

Following confirmation the organiser will need to:

- ⑦ Produce an Event Management plan that is proportionate to the level and scale of the activities to be carried out.
- ⑦ Hold a (or series of) planning meetings with the council and other appropriate authorities (Highways/Harbour/Police etc)

Please note that depending on the size and scale this may take the form of attending a Safety Advisory Group meeting/s to present your Event Management Plan. Safety Advisory Group give Event Organisers access to a variety of specialist knowledge and experience in a meeting type environment.

- ⑦ Following the meetings, the organiser will be required to produce the final copy of the Event Management Plan, event insurance for a minimum of £5 million or such sum that the Council may determine; together with the signed copy of the Council's terms & conditions at least 30 days prior to the event. **Failure to provide any one of these documents will result in the cancellation of the event.**
- ⑦ Upon receipt of the above, the Council and/or statutory/ organisations will review the documentation and if deemed appropriate for the size and scale of the activities the Council will provide final approval for the event to take place in accordance with the event management plan.
- ⑦ If site damage occurs either during set up, the event itself or during breakdown, the organiser must advise the appropriate council officer and the incident will be reported to the council's insurance manager who will then decide what action is required to reinstate together with the cost to carry works out.
- ⑦ A de-brief and evaluation meeting will be scheduled; to review the event with the organiser. This will provide an opportunity to reflect and share valuable information as part of the event management processes.
- ⑦ The file will then be closed and kept on record in accordance with the Councils records policy.

Weymouth Town Council



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