

Events & Festival

Application Procedures



WEYMOUTH
TOWN COUNCIL

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.

- The Event, Festival or Activity organiser approaches Weymouth Town Council. **events@weymouthtowncouncil.gov.uk** to initially outline their event proposal and discuss their preferred location and date.
- A relevant application form will be sent to you.
- The organiser will complete, sign and return the application form generally 3 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.
- The relevant officer records and acknowledges the application. An initial review of the documentation is undertaken during this period including compliance with Council Policies.
- If applicable, your application will be circulated to other services within the Council for evaluation, approval or otherwise.
- In some circumstances the application will be subject to public & stakeholders consultation including Ward Councillors, Friends 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.
- 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 and Charges (Net)
Charity Events	From £127.10 (inclusive of VAT) per event per day
Non-Commercial Events	From £310.70 (inclusive of VAT) per event per day
Commercial Events	From £466.00 (inclusive of VAT) per event per day
Build & breakdown days – 50% of the above rates.	
Please note: All charges within the Council's scale of charges are subject to an annual inflationary increase unless otherwise agreed by Committee.	

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:

- Produce an Event Management plan that is proportionate to the level and scale of the activities to be carried out.
- 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.

- 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.**
- 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.
- 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.
- 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.
- The file will then be closed and kept on record in accordance with the Councils records policy.

Weymouth Town Council
Commercial Road,
Weymouth, Dorset,
DT4 8NG

events@weymouthtowncouncil.gov.uk

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