



FACTSHEET 9

Holding an Event

An event can be anything from a street party or a school fete to a demonstration or a public meeting. Events of any kind usually involve some sort of public gathering and can often involve the hiring of premises, or the sale of food/drink. As a result there may be quite a few legal implications to consider.

Successful events can take a great deal of planning and preparation. Listed below are some of the considerations you need to keep in mind when planning any kind of event.

1: What does your governing document say?

The first thing you need to do when planning an event is to refer to your organisation's governing document (for most, this is called the Constitution). You must check that what you have planned fits in with your stated Objects and the powers that you have to carry out those Objects. If the Constitution makes any restrictions on the kind of event that you can hold then you must abide by these restrictions. Your group may wish to discuss making changes to the governing document in order to be able to stage events in the future.

Once you have checked that you are acting within the remit of your governing document, the planning of the event can be split into four basic sections; Practical considerations, risk assessment, laws and licences.

2: Practical Considerations

There are many things to consider before you contemplate organising an event. This is not an exhaustive list but should help you to explore most of the issues you may face.

- What will the benefit to your organisation be and is it worth it when compared to the time, effort, cost etc?
- Have you got a plan? Who do you need to involve to develop the plan? Would it be helpful to form a separate event sub-committee? Who is your Event Manager? Who is your Safety Officer?
- Consider what you want the event to achieve. How will you know the event has been successful? Can the success be measured in some way? If so, make provision to record your success right from the start of the planning process.
- Is there a budget for the event? If not, can you apply for a grant and if so, how long will it take to find out if the bid is successful? What happens if the bid is unsuccessful? Are there any initial costs? Will costs be incurred on the day of the event and if so, how will these be met?
- Who will the event be aimed at? How will you publicise it to the potential beneficiaries?
- Where will the event be? What will the venue cost? Is it accessible physically and geographically to the group you want to reach? Is public

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transport available to help people to reach the venue? Who is responsible for opening the venue and locking it after the event? Who will clear/clean up after the event? Will the event be indoors or outdoors? Can any activities be affected by the weather? Do you have to inform local residents or companies about the event to minimise the impact of the event on the local community?

- How big will the event be? Does it need to attract a certain number of people to break even? Will you charge an entrance fee? What are the parking arrangements? What will you do if a lot more/less people arrive than expected?
- When will the event be? Are there any (similar/nearby) events that you must avoid clashing with? Do you have enough staff/volunteers to organise/run the event?
- If an emergency situation arises, how will it be dealt with? Does your Safety Officer know who to contact and how? Remember that your Safety Officer must not have another role during the event and should also be clearly identifiable at the event.

Assuming that your group has considered and discussed the possibility of holding an event and decided to pursue the matter further, you must then consider the legal requirements.

3. Risk Assessment

Responsibility

ALL events must comply with safety standards. The event organiser/s is responsible for the safety of EVERYONE at the event and that includes the public, members of your organisation and employees.

A Risk Assessment must be carried out to;

- Identify all possible hazards and decide who might be harmed and in what way
- Calculate the risk of anything happening and decide upon the action needed to minimise the risk
- Decide how to put your plan into practice. You must keep a written record of your plan (a safety manual).

You must also carry out a risk assessment

based on the people attending your event. e.g. if young children are attending, can they come to harm by leaving from unmanned/open access points, can they knock over hot drinks, are socket points covered up, etc

Any temporary structures that are erected should be carefully assessed, especially if they are load bearing.

Will the weather have an adverse affect the event? e.g. if it is indoors, will the floors be dangerously slippy and if so are warning signs available?

There is a free leaflet called 'Five steps to Risk Assessment' and although it is aimed at reducing risks in the workplace, the same principles apply to events. It also contains a useful chart to help note risks and the action taken to reduce those risks. The leaflet is available from;

 <http://www.hse.gov.uk/pubns/indg163.pdf>

For further advice on risk assessment, contact;


 HSE Infoline 0845 345 0055


 www.hse.gov.uk

Dudley Safety Advisory Group

This group has been set up to advise on safety matters in an attempt to ensure that public safety is maintained at all events held in the borough - however large or small.

All organisers are encouraged to consult with the advisory group. For further information please contact;

 01384 814736

 www.dudley.gov.uk/community-and-living/event-safety/dudley-safety-advisory-group


First Aid

First Aid facilities need to be provided that are appropriate to the attendance. If you don't have your own First Aid staff, you may wish to call St John Ambulance to see if they can provide you with suitably qualified people.

The cost (if any) of providing cover for an event can only be determined once you have

completed and returned a St John Ambulance questionnaire.

For further information please contact;

 0121 553 4253 / 0121 236 6660

 terry.murfin@wmids.sja.org.uk

 www.sja.org.uk

4: Laws

You must always consider which laws may affect the legitimacy of the event that you wish to hold. We can't cover every eventuality here but some examples are given below.


Public meetings


If you are paying to hire a venue to arrange a meeting, the venue should be aware of the reason for the booking and have suitable insurance cover in place.

If the event is outdoors, you will need to seek permission from the appropriate authority or land holder if it is on private property. You may also need permission from the Police.

Should any roads need to be closed or traffic diverted, there are numerous conditions imposed by Dudley MBC that must be met and you may need to give at least two months notice.

For further information please contact;

 01384 815437


 www.dudley.gov.uk/community-and-living/event-safety/organising-an-event-on-the-highway/road-closures

March/Procession

If you are organising this type of event then you must inform West Midlands Police in writing at least fourteen days in advance and provide the following information;

proposed date, route, starting time, the number of people involved, if any vehicles will be used and the contact details for at least one organiser of the event.

For details of your nearest station;

 0845 113 5000

 www.west-midlands.police.uk

Festival/Party

These events must abide by the same rules as for public meetings. Also if food is to be prepared/sold then food hygiene laws must be checked and complied with. If alcohol is to be served/sold, a Temporary Events Notice is required (see below). Finally copyright law, relating to the performance of music, which is covered below, will also apply.

Temporary Events Notice


A Temporary Events Notice (TEN) can be used to authorise relatively small-scale ad hoc events held in or on any premises involving no more than 499 people at any one time.


The premises user must, no later than 10 working days before the day on which the event is to start, give duplicate copies of the notice to the relevant licensing authority, together with the fee of £21. In this instance the licensing authority is Dudley MBC.

A copy of the notice must also be given to the relevant chief officer of police no later than 10 working days before the day on which the event is to start.

There is a lot of detail that needs to be taken into account that cannot be included here.

For further details please contact;

 01384 815489 / 01384 817812

 www.dudley.gov.uk/business/licences-and-street-trading/licensing-act-2003/copy-of-background-to-the-licensing-act-2003

 http://www.culture.gov.uk/what_we_do/alcohol_and_entertainment/4056.aspx

Music

By law under the Copyright, Designs and Patents Act 1988, if you use music in public (i.e. outside of the home), you require the permission of every writer or composer of the music you intend to play. The purchase of a licence from the Performing Right Society enables you to meet this requirement.

There is a very complicated tariff system used to calculate the cost of the permit but for the vast majority of cases where pre-recorded music (not

a live band or artist) is used at community events, the cost is based on the capacity of the room.

The minimum charge is £27.99 including VAT (valid until 30/06/09) based on a room capacity of up to one hundred people. For rooms with a capacity in excess of one hundred, the cost is calculated as follows;


£8.36 inc VAT up to 100 people

Plus £2.11 inc VAT for each 25 people capacity thereafter

e.g. room capacity is 260 people, charge would be

$£8.36 + (7 \times £2.11) = £17.64$ therefore minimum charge of £27.99 applies.

For further details, contact the Performing Right Society ;

 0800 068 4828

 events@prs.co.uk


 www.prsformusic.com


Gambling/Gaming

You are required to be registered for raffles, tombolas, and any event that involves the sale of tickets and an element of chance. The proceeds of which must be for charitable purposes or participation in or support of athletic sports or games or cultural activities in respect of lotteries etc held, setting out the amount collected, given in prizes and the deducted expenses. All lotteries etc, held under this registration must have properly printed tickets, showing the registration number, the promoters name and address and the name of the Council that has registered the charity.

If, however, the raffle tickets are sold and the raffle drawn on the same day, as for example at dinner dances or garden fetes, then a certificate of registration is not required.

For details, please contact Dudley M.B.C.

 01384 815380

 <http://www.dudley.gov.uk/index.asp?pgid=41887>

Can you make your event greener?

What is a green event?

Broad guidelines for a greener event are that it

should be organised electronically, minimise carbon emissions for travelling delegates and speakers, save energy, practice recycling, and adopt environmentally-thoughtful measures wherever practical and possible. Here are a few ideas;

- Use websites and emailing lists to promote the event
- Print programmes on both sides on recycled paper
- provide paper recycling bins to be placed in all main areas of the conference and by the exit doors
- Encourage public travel or car sharing

FURTHER HELP

Dudley Council for Voluntary Service
7 Albion Street
Brierley Hill
West Midlands
DY5 3EE

 01384 573381

www.dudleycvs.org.uk