



WARWICK DISTRICT EVENTS MANUAL

A step by step guide for events organisers

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Our parks

- 1** St Nicholas Park
- 2** Victoria Park
- 3** Pump Room Gardens
- 4** Jephson Gardens
- 5** Abbey Fields

Definitions

WDC – Warwick District Council

Event Organiser – The person organising the event

Event Officer – WDC employee to assist the event organiser

Licensing Authority – WDC

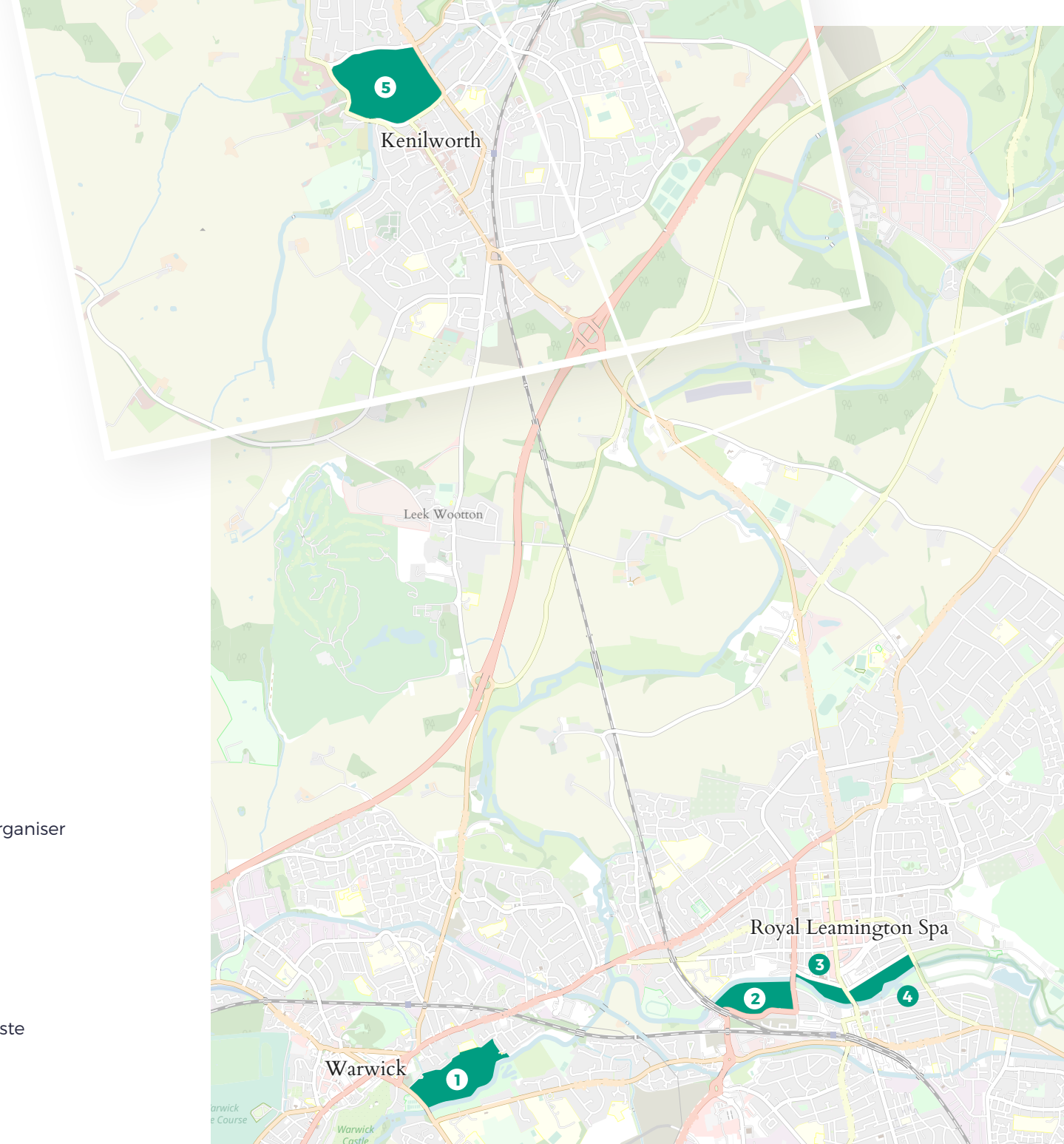
Licensing Department – WDC

TEN – Temporary Event Notice

SAG – Safety Advisory Group

SIA – Security Industry Authority

Waste Co-ordinator – The person appointed by the Event Organiser responsible for managing event waste



“We aim to coordinate high quality community events, which are safe, well organised and an enjoyable experience for all.”



This document has been written during 2020-2021 by Warwick District Council. It is designed to give general advice and guidance when organising safe events in Warwick District.

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Introduction

Warwick District Council is keen to support events across the district and to work together effectively with Event Organisers to ensure they run as smoothly and safely as possible.

Whether sports, leisure, arts or culture related, our diverse programme of Events showcase the vibrant opportunities the area has to offer, delivering the Councils objectives to support local businesses and communities, generating economic growth for the region and its towns.

Home to the popular towns of Royal Leamington Spa, Kenilworth, Warwick, Whitnash and the surrounding area; Warwick District's attractions include magnificent castles, historic civic squares and gloriously landscaped parks. With a mix of both independent and brand name retailers and restaurants.



Warwick District is a popular location for a wide range of events, from national sports championships to half marathons and festivals, the district has seen a considerable growth in these over recent years. Every year the district stages over 100 civic, cultural, community, sport and leisure events.

To hold an event in Warwick District the organisers will need an Event Licence from the District Council. This Event Manual will help you by outlining the steps to follow, for the safe and legal operation of your event.

How to use this guide

Thinking about organising an event? Each event is unique and will need different levels of management, services and provisions. But, all events share elements in common, so we advise you to use the information gathered here as a basis for planning your event.

If you are considering organising an event, please remember to start planning at an early stage, these are the timescales we work to:

Event Application Timelines

Notification of a New Event	6 Months before the event
Notification of a Returning Event	5 Months before the event
First Draft Documentation	3 Months before the event
SAG (if required)	2 to 3 Months before the event
Final Documentation	28 days before the event

Getting started

Warwick District Council aims to support you through the process of delivering safe and successful outdoor events, from initial application through to the event debrief.

Give yourself as much time as possible to plan and organise your event. Organisers should allow approximately 6-9 months for planning and applications. Organising a successful event is a complex process and can need multiple partners working together to create a detailed plan. Without in-depth planning it's possible to miss things. This guide will help you through the process.



What?

Define your type of event: will it focus on: promotion, community, corporate or markets?

The format of the event will depend on these answers; its concept, timing and duration, key elements of the event such as catering, music and location.

Where?

Warwick District Council has many different outdoor venues available. Before choosing which is the most appropriate for your event, please consider: Size, Capacity, Services that your event requires and the Impact on the potential site.

Think about the effect on the local community too – such as noise and traffic.

How accessible is public transport to the venue and what's the general access to the site like? Are there enough public footways and parking for the numbers you plan to attend?

Please see the Event Site Plans and Park Protocols, pages 16 - 21.



When?

Choosing your date

Check with Warwick District Council's Events team about what other events are taking place. Please consider that summer is a busy time, with many events taking place.

Some events will require a Safety Advisory Group (SAG) meeting prior to being given the go ahead. Your Events Officer will tell you whether this is necessary for your prospective event.

Who?

Knowing your audience

Create a profile of your potential customers/event attendees. Think of this as the people who are most likely to attend your events. Then focus your marketing efforts on reaching them.

Consider your audiences experience; infrastructure required, appropriate signage, welfare and accessibility, transport needs.

How?

Before submitting an application

If you have a particular venue in mind, please consult with the Council's Events team. They will advise if your selected site is appropriate and available for your preferred dates.

Produce an Event Management Plan

This can be written using our Event Management Plan template, available here: **www.warwickdc.gov.uk/eventdocs**

Creating this document is essential to show you have considered and planned your event appropriately.

All communications with the Council and other partners will be based on the Event Management Plan, so it must be clearly and thoughtfully written. Your plan will enable them to understand your event, offer guidance and be fully informed.

Please note that some events will only need to complete an Event Application Form, your Events Officer will advise you which is appropriate for your event.



Event Classifications

When event applications are made to Warwick District Council for an event, the event will be classified into one of the following event types. This classification will be decided at the discretion of the WDC Events Officer and may affect any of the following:

- Whether an application is accepted or not
- The level of application and hire fees charged
- The nature and duration of consultation to be undertaken

Local Charitable/Community events

Community events are defined as any event, festival or street event organised by charities, not-for-profit, community or voluntary groups that directly benefit the residents and stakeholders of Warwick District and does not provide commercial benefit to a profit-making organisation.

Small/Local Commercial events

Commercial events constitute any event or activity that has a commercial benefit to a profit-making organisation. As a guideline, the following are general examples of commercial events:

- Experiential sporting events that are not local club run but require advance tickets
- Corporate events or product launch
- Private lets e.g. a wedding reception or private party
- Festivals, Concerts, local touring theatre or cabaret and small local commercial events
- National charity/fundraising events

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Bond

The Bond is designed to help protect our parks and open spaces from damage. Please liaise with our Events Team to discuss the level required for your event.

The Bond will be refunded after the event assuming that the:

- Site is left free of event litter
- No damage has occurred to the venue
- In our parks there has been no breaches of the parking and stall protocol
- All keys are returned
- All WDC equipment is returned, in the condition lent

A discussion about any deductions will happen at the post-event site inspection. WDC would of course prefer to return the Bond in full. So it's important that the Event Organiser oversees the event and manages the site to a high standard.



Choosing a Site Location

There are a number of locations across the district which may be used for events. A WDC Events Officer will be able to help you determine the suitability of the location and time of year in which the event is to be held.

Royal Leamington Spa	Warwick	Kenilworth
Jephson Gardens	Pageant Gardens	Abbey End
Pump Room Gardens	Market Square	Abbey Fields
Victoria Park	St Nicholas Park	
Mill Gardens	Myton Fields	
The Dell		
*Road closures are considered on an individual basis for each town		

Event site plans are available

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Events in Parks & Open Spaces

A wealth of wonderful parks are on offer as locations for possible events. Warwick District Council is very proud of its parks and open spaces and these are carefully managed by the WDC Green Spaces team. When used for events, it is hoped that there will be no damage to these important community spaces. We will arrange a site visit with WDC's Green Spaces team. The aim of this is to discuss protection of the site during both the event, and in the setup and take-down of all equipment.

Event Organisers are responsible for putting preventative measures in place to eliminate and minimise foreseeable damage, including wet weather contingencies. You will discuss this further with your Events Officer during the planning of your event. Event sites will be signed over to event organisers on the first day of tenancy and then a site inspection will take place on the last day of tenancy to assess for any damage.



Responsibilities of Stewards

When accessing sites, stewards are required to control all access points and direct vehicles safely into position. The land must be treated with care and respect whilst considering that it is an open, public space. Not all paths are capable of taking vehicles and in some cases weight restrictions will apply.

Stewards should also remind drivers of WDC's parking and stall protocols. This shows where parking and stalls are allowed and where they are not. Throughout the event, WDC will monitor activities.

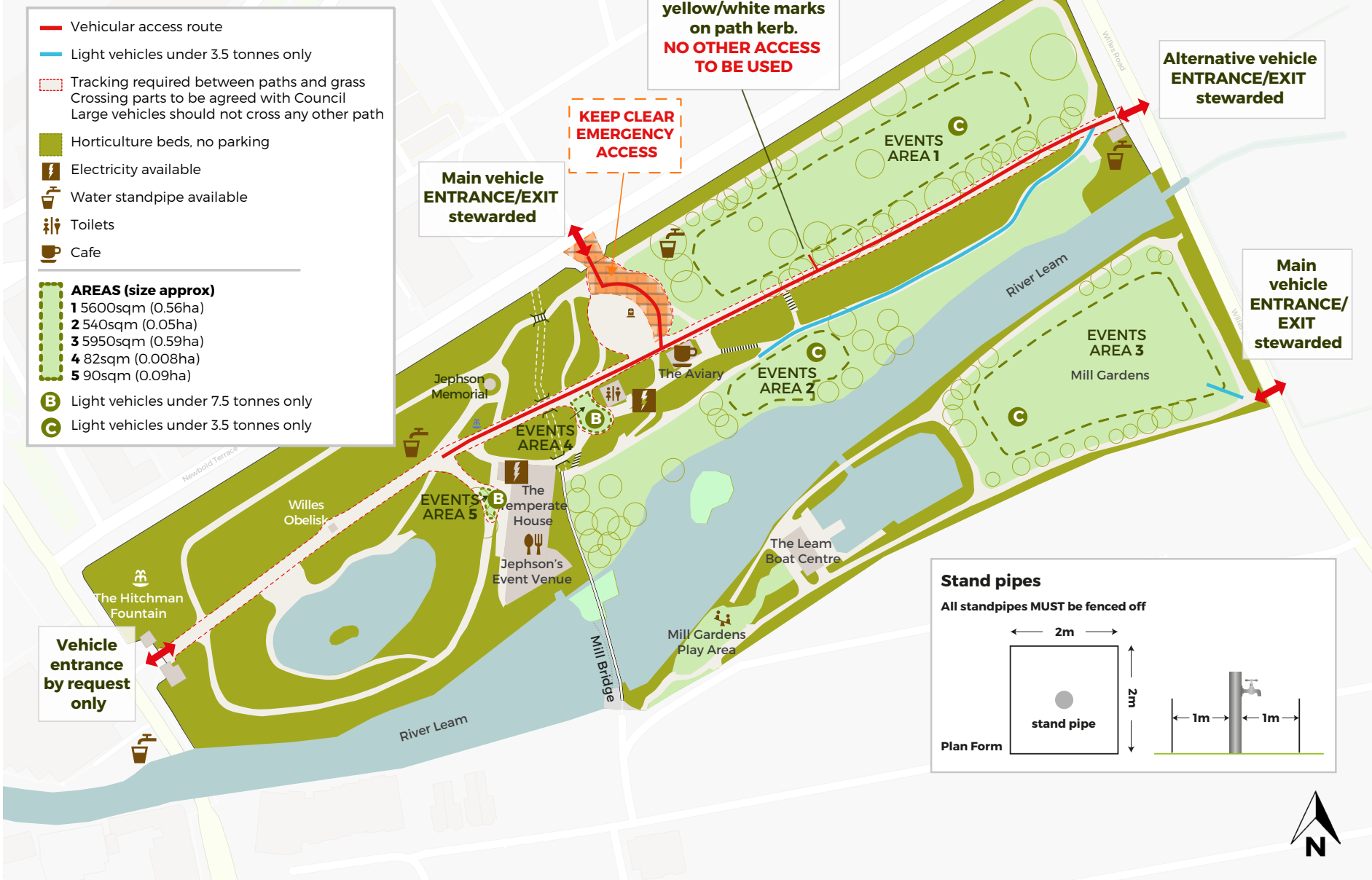
Please remember the parking protocol applies to all vehicles, including trailers. WDC will only permit refrigerated vehicles to remain on site, all other vehicles **MUST** be removed off site, during the duration of the event. Event Organisers have to remove everything before the event starts.

NOTE: In the event of severe weather (actual or predicted), or other unforeseen force majeure, permission to use a park may be withdrawn if unacceptable damage is likely to occur.

‘Whether sports, leisure, arts or culture related, our diverse programme of Events showcase the vibrant opportunities the area has to offer.’

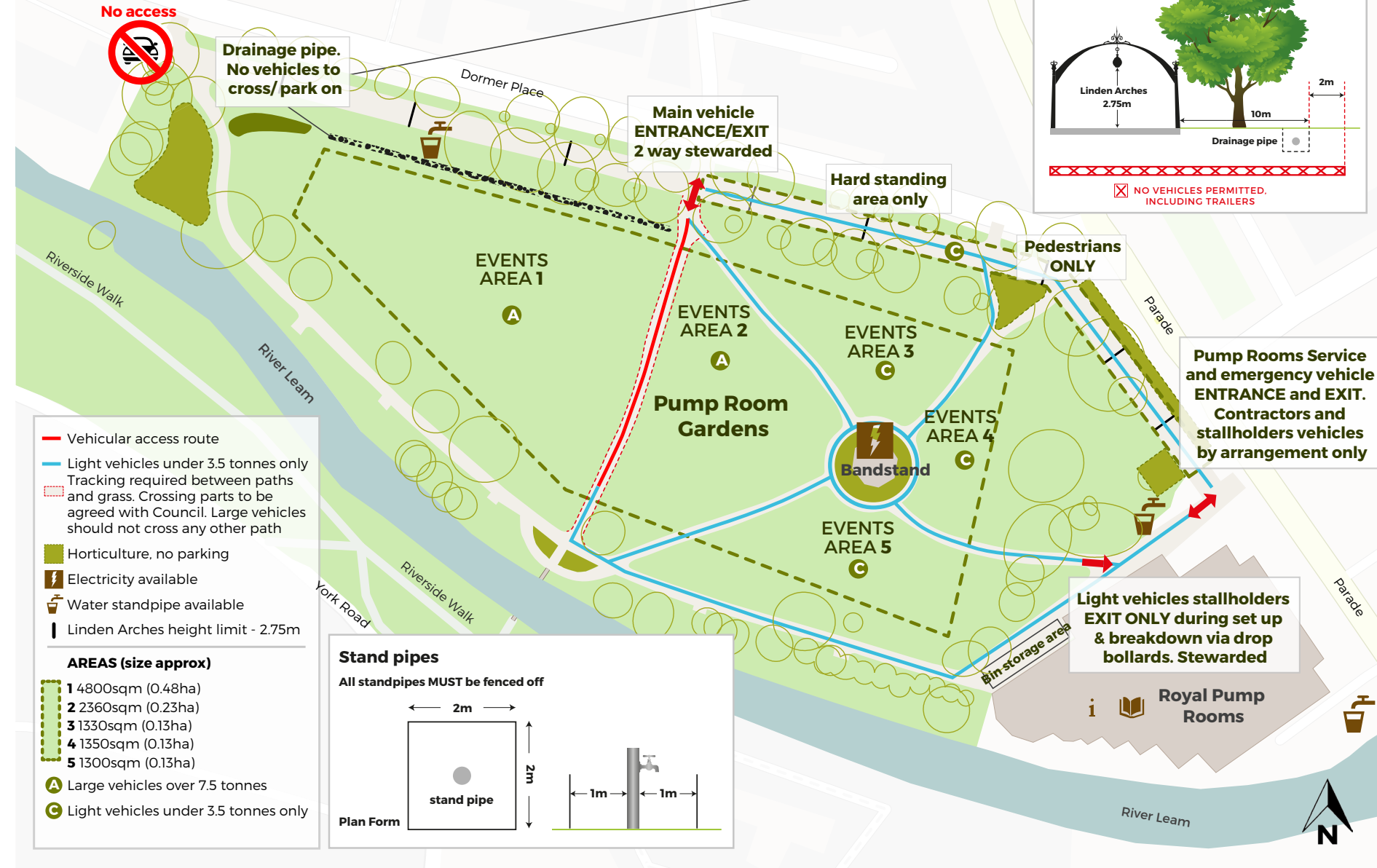


Jephson Gardens – Events site plan

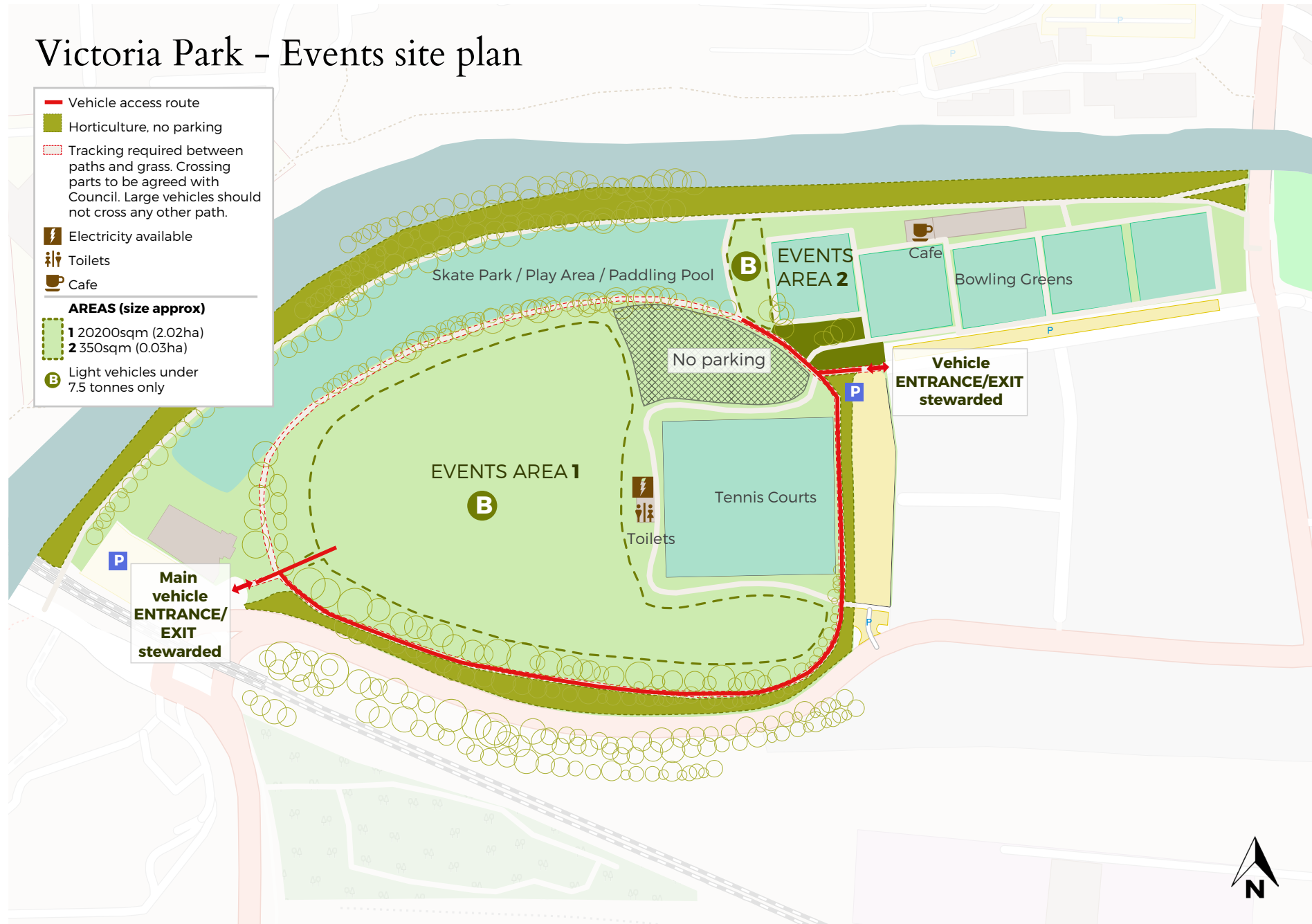


No vehicles under tree canopies. For parking and stall set up information — see separate diagrams.

Pump Room Gardens – Events site plan



No vehicles under tree canopies. For parking and stall set up information — see separate diagrams.



No vehicles under tree canopies. For parking and stall set up information – see separate diagrams.



No vehicles under tree canopies. For parking and stall set up information – see separate diagrams.

Abbey Fields – Events site plan

Site is Scheduled Ancient Monument - restrictions apply.

- Vehicular access route. No other paths to be used
- Light vehicles under 3.5 tonnes only
- Hedge
- Tracking required between paths and grass
- Crossing parts to be agreed with Council
- Large vehicles should not cross any other path
- No parking
- Horticulture beds, no parking
- Toilets

AREAS (size approx)

- 1 5000sqm (0.5ha)
- 2 4800sqm (0.48ha)
- 3 4500sqm (0.45ha)
- 4 8000sqm (1.8ha)
- 5 1600sqm (1.6ha)
- 6 2300sqm (0.23ha)
- 7 1100sqm (0.1ha)

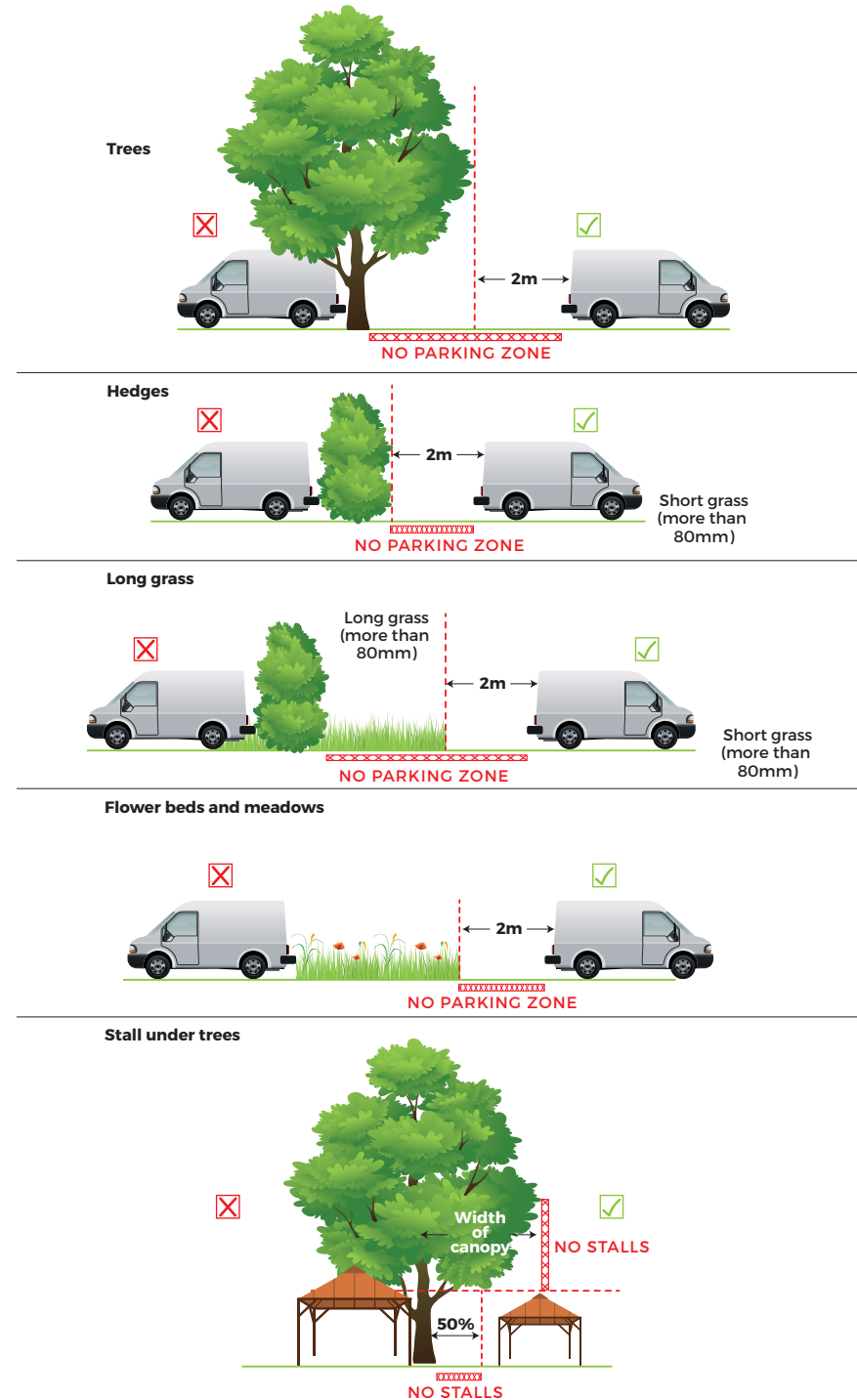
A Large vehicles over 7.5 tonnes

B Light vehicles under 7.5 tonnes only

C Light vehicles under 3.5 tonnes only

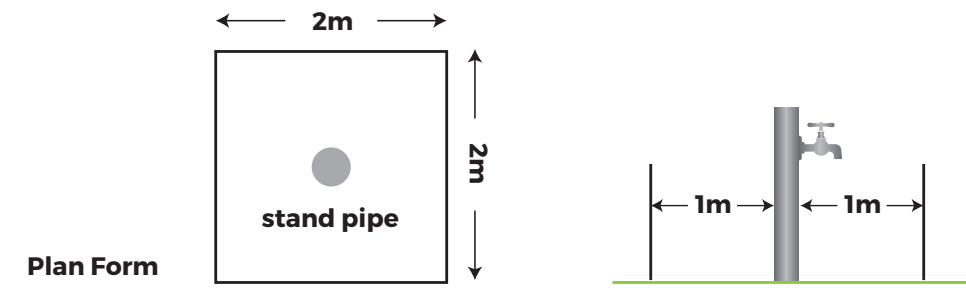


No vehicles under tree canopies. For parking and stall set up information – see separate diagrams.

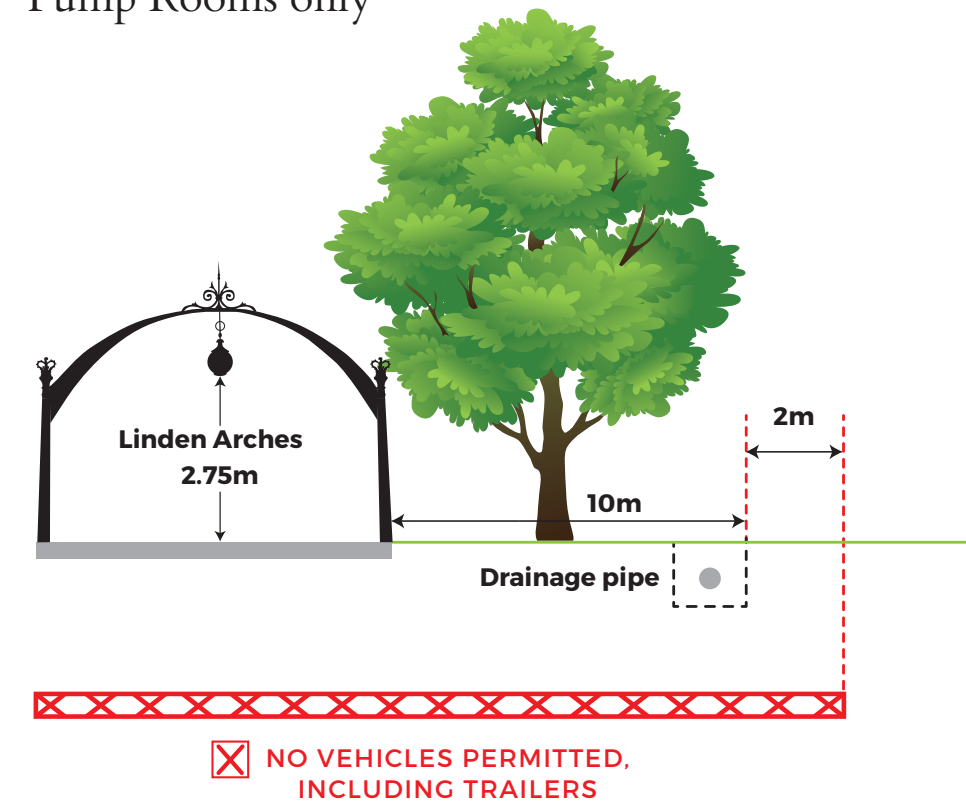


Stand pipes

All standpipes MUST be fenced off



Pump Rooms only



Documentation

Once we accept an Event Application and agree to the venue and date, the Event Organiser must complete and submit to your WDC Event Officer the first draft documentation 3 months before the event:

- Please submit your Event Management Plan, to include*:
 - Risk Assessment
 - Public Liability Insurance
 - Site Map
 - Medical Plan
 - Lost Child and Adults at Risk Policy
 - Waste Management Plan
 - A Traffic Management Plan

*Your WDC Event Officer will tell you what we need for your particular event.

A copy of the Event Management Plan template for you to use is available to download at:
www.warwickdc.gov.uk/eventdocs

Send your completed Event Management Plan to **events@warwickdc.gov.uk**. Your WDC Events Officer will then consult with both internal and external stakeholders for comments on your plan, please allow up to 1 month for this consultation.

Please note: If objections are raised and are not addressed by the Event Organiser, then the event will be declined. Failure to meet timelines will result in your event being cancelled by WDC.

Checklist



Produce an Event Management Plan

This can be written using our Event Management Plan template, available here:
www.warwickdc.gov.uk/eventdocs

Creating this document is essential to show you have considered and planned your event appropriately.

All communications with the Council and other partners will be based on the Event Management Plan, so it must be clearly and thoughtfully written. Your plan will enable them to understand your event, offer guidance and be fully informed.

Please note that some events will only need to complete an Event Application Form, your Events Officer will advise you which is appropriate for your event.



Safety Advisory Group (SAG)

Providing the consultation does not raise any concerns, the Business Support and Events Team, in partnership with the Safer Communities Team, will decide whether a Safety Advisory Group (SAG) meeting is required.

The aim of the SAG meeting is to give Event Organisers guidance and advice. Depending on the size of event and concerns raised, we encourage Events Organisers attend the SAG meeting, to go through the issues. We record all meetings and circulate minutes to all members of the group. Further information about the SAG: www.warwickdc.gov.uk/sag

The Safety Advisory Group has representatives from the following stakeholders:

- Emergency Planning
- Police, Fire and Ambulance Services
- Safer Communities
- County Highways
- Environmental Health
- Licensing
- Health and Safety
- Insurance and Risk

Once all stakeholders are satisfied that the event can go ahead safely, permission will be granted in the form of an Event License.

NOTE: The Event Organiser must meet all costs of services provided by other parties. For example: road closure, suspension of car parking bays, relocation of taxi ranks, extra toilets and equipment hire, as these costs are not covered by WDC.

Legal Requirements & Permissions

Risk Assessment: Health and Safety

As an Event Organiser your first priority when planning an event is to minimise any risk to attendees, visitors, staff and exhibitors. A Risk Assessment must be completed for your event, this evaluates the potential risks that may cause harm to anybody involved with your event. You will need to address any potential risks and reduce or eliminate them. There is comprehensive government legislation and guidance which applies to events available here: www.hse.gov.uk/event-safety/

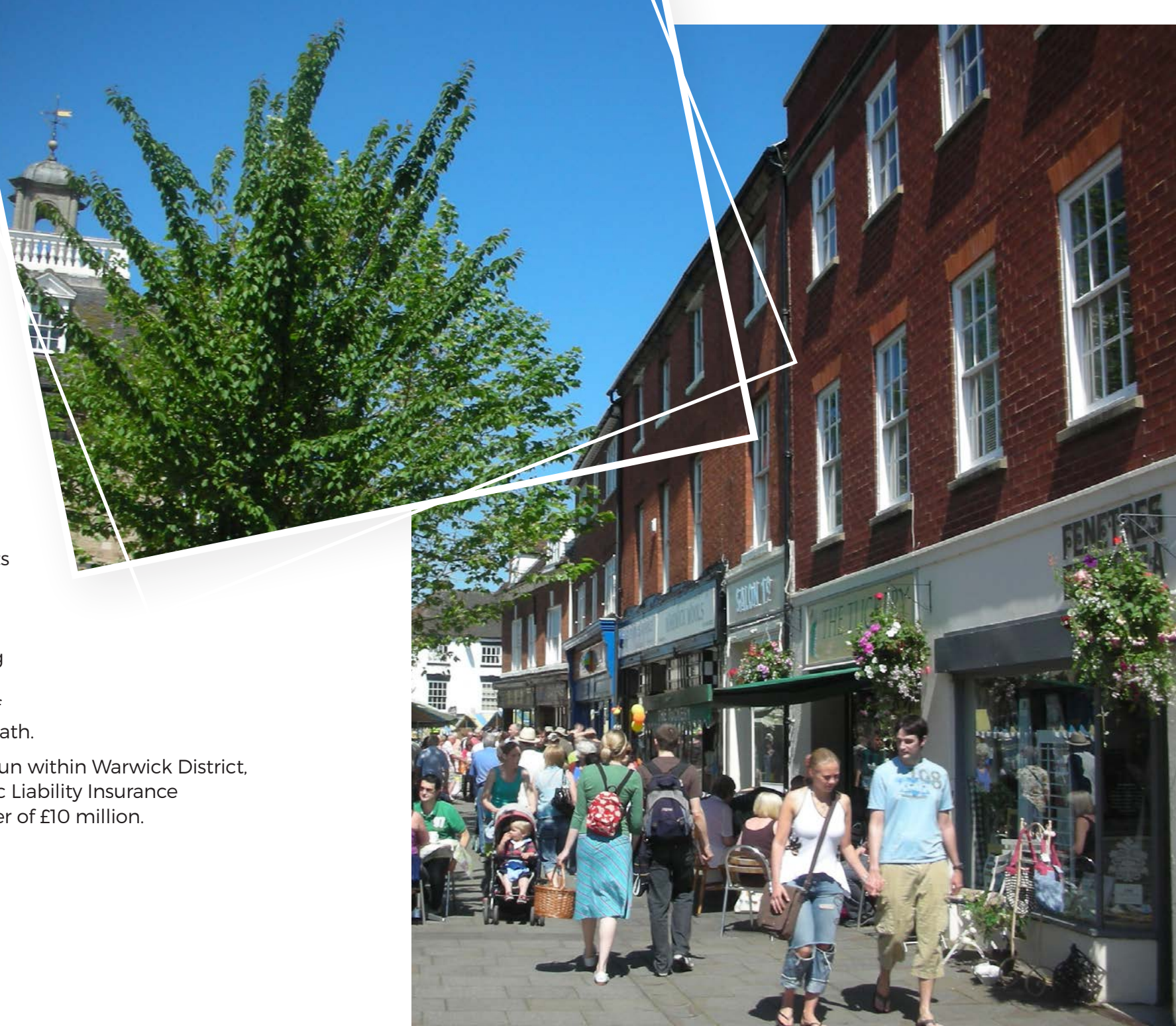
A template risk assessment document is available here, or you may wish to use your own: www.warwickdc.gov.uk/eventdocs

This is in accordance with Health and Safety Regulations. In some cases - depending on the size and shape of the structure - an officer from WDC Building Control will visit, to ensure the safe operation of the structure.

Public Liability Insurance

Public Liability Insurance is a type of insurance policy that can provide cover for the costs and expenses incurred as a result of a claim made against you. It protects the policy holder from unwanted and/or unaffordable costs and expenses relating to accidental bodily harm, damage/loss of property and even death.

For any event that is run within Warwick District, you will require Public Liability Insurance with a minimum cover of £10 million.



Business & Resident Engagement

Please be aware when planning any event, you will need to think about the impact and inconvenience that your event will have on the local community. This includes residents, businesses, traffic routes and pedestrian walk ways. Once the route/layout has been approved, we ask that you - as the Event Organiser - liaise directly with all businesses and residents to make them aware of your event.

Residents and Businesses must be notified 1 month in advance of the events start date.

The Event Organiser will need to cover the cost of closing any WDC car parks. This is due to the possible need for resident's vehicles to be relocated, due to the high degree of residential parking in Warwick especially. A plan should be put in place to assist residents with any parking issues and to cover the costs for doing so.

We have produced a sample letter template for you to use, which can be found here:

www.warwickdc.gov.uk/eventdocs WDC will require confirmation that this engagement has been completed.

Before, during & after the event

In the week before you are due on site, a WDC Events Officer will meet Event Organisers at the event location to inspect the site, answer questions and agree the final site layout. We will also hand over any keys and instructions. Park Rangers will be on site to monitor and support your event.

After the event, WDC will visit the site to ensure it is left free of event litter and that no damage has occurred. The Event Organiser is welcome to attend.

Accidents, Incidents & Near Misses

If Accidents, Incidents or Near Misses occur during the duration of your event, (which includes the set up and take down), an Accident and Incident Form must be completed and supplied to the Events Officer. Download a copy of the Accident and Incident form here: -

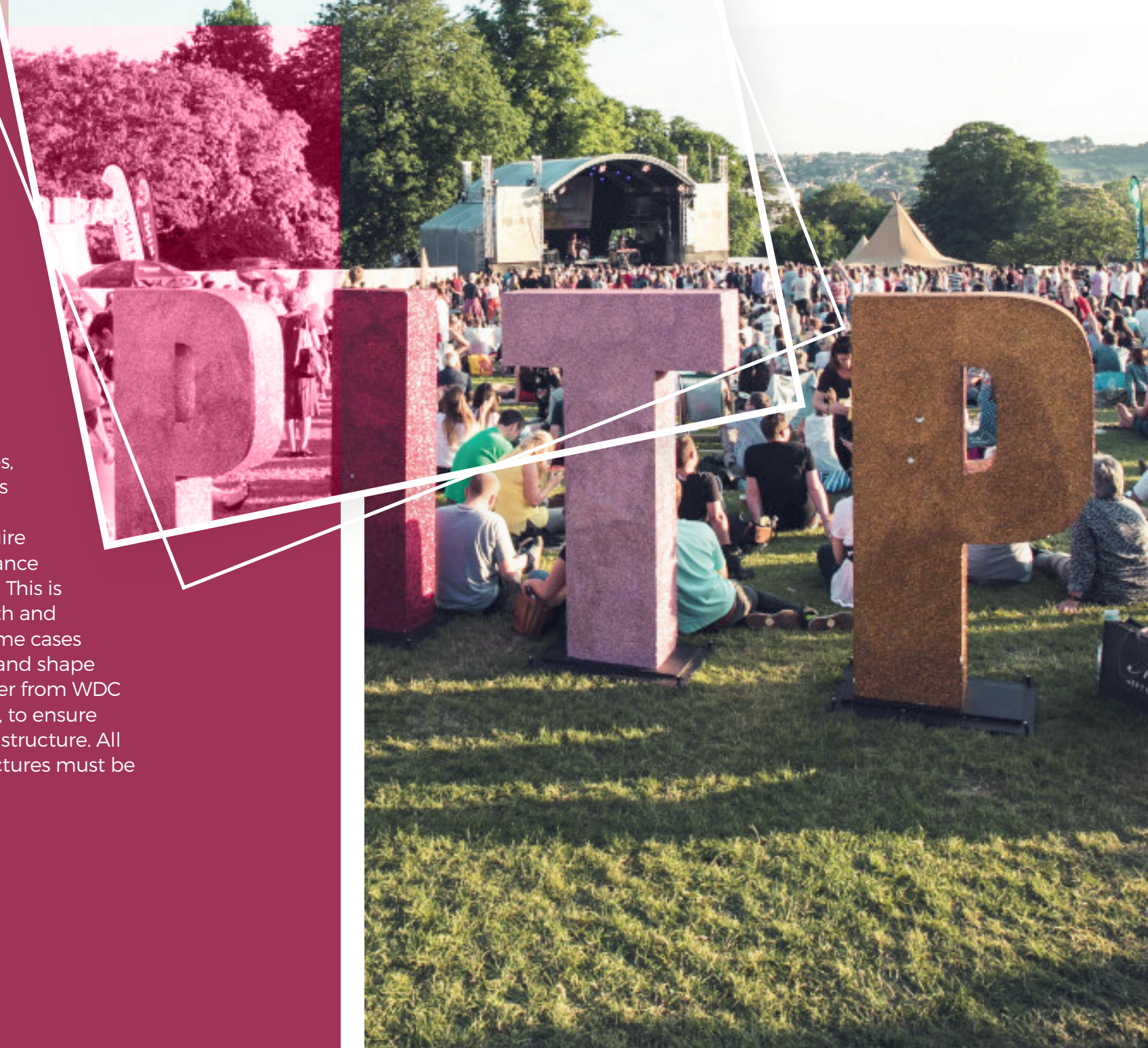
www.warwickdc.gov.uk/eventdocs

Cancellation

WDC reserves the right to cancel an event at any time, (including during the event), this can be due to severe weather, or other unforeseen circumstances. WDC will not be held liable for any costs incurred and the Event Organiser should ensure they arrange suitable insurance.

Temporary Structures

Any Temporary Structures, such as stages or gazebos that are used, or involved within an event, will require a Risk Assessment, Insurance and Method Statements. This is in accordance with Health and Safety Regulations. In some cases - depending on the size and shape of the structure - an officer from WDC Building Control will visit, to ensure the safe operation of the structure. All plans for temporary structures must be submitted for approval.



Traffic Management Plan

Road Closure & Diversion Routes

When running your event within, or on a public highway, Event Organisers will need to consider the impact on the road network. This will include closure of a road and a diversion route to assist road users during your event.

As the Event Organiser, you will need to employ a qualified Traffic Management company, to produce a Traffic Management Plan. You will be responsible for the cost of this for your event. Qualified Traffic Management Stewards need to be situated on all road closure points, to be a visual aid to both car users and visitors.

Suspending Parking Bays, Taxi Rank Relocation & Car Parks

Within your Traffic Management Plan you are required to suspend any car parking bays as necessary, during the running of your event. Your WDC Events Officer will advise you on this. The organisation and payment for these suspensions can be made through Warwickshire Parking Services, who manage all on street parking within Warwick District.

Make applications directly to them via email:

WarwickshireParking@nslservices.co.uk

Should your event close any of Warwick District Councils car parks, or resident parking, then you must cover costs incurred for relocation and loss of income.

Stewards & Security

Event Organisers have a responsibility to ensure that the event is well supervised and the area is safe and welcoming to visitors. If you are expecting a large number of participants or spectators, you may need to employ security officers, stewards or marshals to manage your event area safely.

Security and Stewards roles differ and it is important that Event Organisers understand the differences, so that the correct supervision is in place for your event. This is often confused by Event Organisers, resulting in untrained and unlicensed stewards carrying out the role of SIA licensed security.

Security staff will need to be licensed by the Security Industry Authority (SIA). Examples of activities carried out by SIA licensed Security include:

- Screening a person's suitability to enter the event or venue. E.g. turning away individuals who are under the influence of alcohol and drugs.
- Searching persons for cameras, alcohol, drugs or weapons.
- Responding to incidents within crowds, or queues to deal with antisocial behaviour likely to result in harm to others.
- Ejecting individuals from a venue or event.

Stewards cannot carry out licensable activities, as they are not licensed by the SIA.

A Steward can:

- Direct the public to seating areas, refreshments, toilet and first aid facilities etc.
- Check tickets and admission.
- Provide safety advice and help to the public.
- Ensure gangways and exit routes are kept clear for health and safety purposes.

Event Organisers will need to define how Security staff and Stewards will receive a full briefing before the event, to ensure that they are aware of their individual roles and responsibilities. Please also consider how Security Staff and Stewards can be identified e.g. the use of different coloured tabards or high-vis vests.

Qualified Traffic Management Stewards need to be located on all road closure points, to be a visual aid to car users and visitors.

Please consult the HSEs purple guide for further guidance on Security staff and Stewards www.thepurpleguide.co.uk/



Street Trading Consent: Trading within Warwick District

Warwick District Council has adopted the Consent Street approach to Street Trading. This means any person who is selling, exposing or offering for sale any article, must hold a valid Street Trading Consent, obtained from the Licensing Department.

Street Trading Consent is the policy that applies to Streets, Roadsides and Private Property. There are different types of Street Trading Consents available, to include: Day Trading, Group Trading and a Yearly Consent for both Static and Traders.

The timelines for submitting an application for Street Trading Consent vary. There are documents required from the applicant, such as an up-to-date basic disclosure, site plans and photographs. Consent will not be issued until all the required documents are submitted, in advance of the event. For further information, please visit:

www.warwickdc.gov.uk/licensing

email the Licensing team:

Licensing@warwickdc.gov.uk,

or telephone: **01926 456705**



Street Collection Permit: Collecting money for charitable purposes

If the aim of an event is to raise money for charity and you wish to collect money or sell items for charity, you will need a Street Collection Permit.

Please submit an application to Licensing as soon as possible if you wish to collect money for charity. Policies, application forms, guidance and fees in relation to applying for all the above can be found on the Councils website, or you can contact the Licensing department direct.

www.warwickdc.gov.uk/licensing

email: **Licensing@warwickdc.gov.uk**, or telephone: **01926 456705**

Temporary Event Notice (TEN)

A TEN is a way to 'notify' the Licensing Authority that you wish to hold a time limited event in Warwick District. The event would be on premises that are not currently licensed, or that existing licences or club certificates do not permit.

The event must be for 499 persons or less (including staff and performers). A TEN would be required for any person wishing to hold an event which includes one, or more of the following Licensable Activities:

- Sale of alcohol, or alcoholic products.
- Late night refreshment - Hot food or drink between 11pm and 5am.
- Provision of Regulated Entertainment - Live or recorded music, films and plays.

A TEN can last a maximum of seven consecutive days and is ideal for one off events, which may run over the course of a weekend. Applying for a TEN is a relatively simple process and must be submitted to the Licensing Authority at least 10 working days before an event, (not including the day of the event or the day the notice is submitted).

TEN continued

Depending on the size and layout of the event, you may be required to submit more than one Temporary Event Notice, please note there are restrictions on the number of TENs that can be granted for a particular site or individual. You will also need to show in your event plan where you want licensed activities to take place. In some cases, this may be the whole of the event area or it may be in separate zones.

Once a notice is submitted Warwickshire Police and Environmental Health have the powers to object to the Notice, preventing the licensable activities taking place. So, it is advisable to speak with Warwickshire Police and Environmental Health before submitting a Temporary Event Notice for an event in our District.



Premises Licence

If your event is for more than 500 people you will need to apply for Premises Licence.

The Licensing Act 2003, covers the sale of alcohol, the provision of late night refreshment, the provision of entertainment by way of live and recorded music, films, plays, dancing, boxing and wrestling, indoor sporting events and provision of facilities for dancing and music.

There are three main types of licence under the Licensing Act 2003 - Premises Licences, Club Premises Certificates and Personal Licences.

www.warwickdc.gov.uk/licensing

Environmental Health & Community Protection

Environmental Health covers a large variety of topics. Two areas that might be involved with your event include: Noise Nuisance and Air Pollution.

Noise Nuisance

Monitoring of sound at events, to avoid Noise Nuisance, is the responsibility of Event Organisers and one of the stipulations of our booking process.

If a complaint is received about Noise Nuisance and upon visiting an Environment Health Officer deems the noise to be unreasonable, regular monitoring of your event may take place. WDC Events team will work with you to ensure that noise levels are kept to a minimum, and to ensure that residents in the immediate area receive prior notice about your event and the activities taking place.

Air Pollution

WDC monitor Air Pollution in the district, we check on emissions from industrial processes and investigate complaints about bonfires, odour nuisance and related issues. WDC also aim to deliver air quality improvements. For more information about all aspects of Environmental Health please visit: www.warwickdc.gov.uk/info/20466/

Food Safety

Each food business must be registered with their Local Authority and will be issued with a food hygiene rating once inspected. As an Event Organiser we ask that you check that all your caterers/suppliers have a Food Safety rating of 3 and above. Use this website to check www.ratings.food.gov.uk/ The latest information on Food Safety, can be found here: www.warwickdc.gov.uk/foodsafety

A list of all catering businesses attending your event must be shared with your WDC Event Officer.

Fireworks

Many people love the excitement of a good firework display but it shouldn't be forgotten that fireworks are explosives and have the potential to cause major injuries.

If you are organising a fireworks display to take place during your event, you will want to ensure that it is planned and organised, with the safety of the crowd as a priority.

Voluntary Firework Display Registration

To help everyone enjoy a happy, accident free event, we have introduced a free voluntary firework display registration scheme which will help organisers of such events to plan and operate a safe firework or bonfire display. www.warwickdc.gov.uk/fireworks

Medical Plan

When holding an event, you will need to review the medical cover needed, taking into consideration the size of the event and number of attendees. You should not rely upon the Emergency Services to cover the event. Please consult the HSEs purple guide to make sure your event is fully compliant.

If you decide to use a professional company to cover your First Aid needs, please book this in advance and payment for this will be covered by Event Organisers. You must obtain a Medical Plan along with Risk Assessments and forward this to WDC for approval from WDC and West Midlands Ambulance Association.



Environment – Sustainability

Sustainability is about protecting our environment from harm as a result of human activities and taking positive action to improve it. There are many ways that people can adopt sustainability, some of which involve making small lifestyle changes. WDC have declared a **climate emergency** to become net-zero carbon as an organisation by 2025, and by 2030 to ensure total emissions in Warwick District as a whole, are as close to zero as possible. To support these efforts, WDC are asking all Events Organisers to put the environment at the forefront of their planning. Here are simple steps you can take to minimise environmental impacts and maximise the 'green' production of your event:

Recyclable and/or reusable sustainable products and materials - using recycled biodegradable cups, plates and cutlery.

Trees & Biodiversity – ensure that adequate arrangements are in place to prevent damage and potential loss of trees and biodiversity within our parks and open spaces.

Waste and recycling – see right for guidelines on Waste Management.

Water and sewage – Ensure a clean water supply at your event by hiring a reliable company to remove your temporary toilet and grey water waste.

Local suppliers – consider sourcing goods and services local to Warwick District.

Green travel – encourage attendees to your events to consider green ways of getting there: **walking, cycling and public transport.**

Warwick District Council has adopted a Plastics Policy and where events take place on Warwick District Council land, these should be single-use plastic free where reasonably practicable.

We are also a member of Plastic Free Leamington & Warwick who have helped put together the following plastic free ideas for Events Organisers.

Offer Opportunities & Incentives to change habits –

- Offer food & drink discounts to customer who bring their own cups or eating equipment.
- If you sell alcohol, start a bottle deposit scheme for glassware, or provide reusable hard glasses.
- Remove straws altogether. Have paper ones under the counter for people who have a physical need for them.
- Ensure there is a Refill site nearby for people to fill their own bottles (100+ places available in Warwickshire District so far)

Material Alternatives –

- Remove takeaway drinks cups and lids, offer compostable material ones.
- Give out paper/biodegradable bags instead of plastic bags, for people that don't bring their own.
- Replace bubble wrap with compostable cardboard packaging.
- Ditch the plastic drinks bottles and use aluminium cans instead, the most sustainable for recycling
- Swap plastic takeaway cutlery for wooden, bamboo or corn starch
- Switch polystyrene or plastic food trays/boxes for compostable trays like bagasse
- Use paper plates, or ones made from palm tree or bagasse.

More information about Sustainability & Climate Change including our Plastics Policy is available here: www.warwickdc.gov.uk/sustainability

Offer opportunities & incentives to change habits

OFFER FOOD
& DRINK
DISCOUNTS



START A
BOTTLE
DEPOSIT
SCHEME



REMOVE
PLASTIC
STRAWS



ENSURE
THERE IS A
REFILL SITE
NEARBY



Material Alternatives



COMPOSTABLE
DRINKS CUPS
AND LIDS



PAPER OR
BIODEGRADABLE
BAGS



COMPOSTABLE
CARDBOARD
PACKAGING



ALUMINIUM
CANS



WOODEN,
BAMBOO
OR CORN
STARCH
CUTLERY



COMPOSTABLE
FOOD TRAYS
LIKE BAGASSE



PAPER
PLATES

Waste Management & Recycling Plan for Events

Warwick District Council can provide a waste collection service for events, including the provision of wheeled bins. This service, if required, will only cover PUBLIC waste and will be supplied at a cost to the Event Organiser. If waste collection is needed for TRADERS waste, Event Organisers must provide this separately. Costs for this service will be dependent on the quantity needed.

Event Organisers are not obliged to use our waste management collection service and are free to outsource this facility themselves.

It is the responsibility of Event Organisers to manage the waste created during the event. Ensuring that litter is minimised, bins are used in the correct manner and recycling is maximised. With this in mind, the Event Organiser is required to appoint a Waste Co-ordinator to manage the waste generated at the event.

If WDC is contracted to supply bins for an event, there will need to be a sole point for both delivery and collection. Event Organisers are encouraged to then disperse the bins to high footfall areas for the duration of the event. On completion of the event, bins MUST be returned to the sole point of delivery.



Littering

Event Organisers have a responsibility to prevent littering at their events, especially of marketing materials related to their event. It is not acceptable for flyers, banners and posters to be attached to street furniture to advertise the event. Whilst we understand that Organisers will wish to promote their event and increase footfall, installing marketing materials in this way is often illegal and the material is frequently out, long after the event has finished.

Standpipes

WDC supply standpipes for certain event spaces, please speak with your Events Officer for further information.

Car Parking

While Warwick District Council would like to encourage the use of green transport for visitors to your events, such as walking, cycling and public transport, we recognise the ongoing need for car parking. We manage a number of car parks within the District, which can be used for visitors to your event, it is a good idea to make visitors aware of these:



Kenilworth

- Abbey End
- Square West

Warwick

- West Rock
- Linen Street
- St Nicholas Park
- Castle Hill
- New Street
- Westgate
- The Butts
- St Marys Lands 2 & 3
- Barrack Street - Saturdays only
- Myton Fields - Summer time only

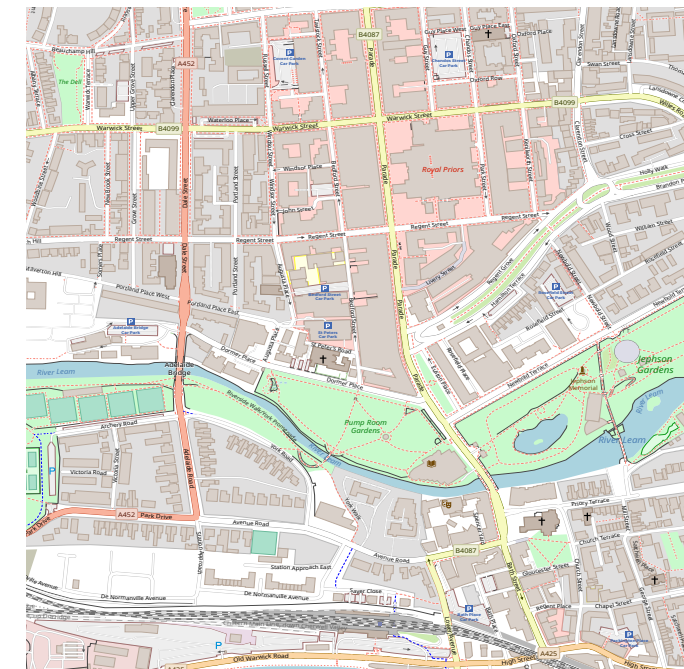
Royal Leamington Spa

- Bedford Street
- St Peters
- Adelaide Bridge
- Covent Garden
- Bath Place
- Packington Place
- Chandos Street
- Rosefields Street

Kenilworth



Royal Leamington Spa



Warwick

Toilet Provisions

When holding an event, you will need to review the Public conveniences at the event. You will need to take into consideration the size of the event, numbers attending and location and decide if you have adequate cover for this. Please consult the Purple Guide (www.thepurpleguide.co.uk/) for your event requirements, additional facilities will be at the Event Organisers own cost.

Equal Opportunities & Accessibility

Warwick District Council is committed to ensuring equality of opportunity for all within the district; especially equality of access to the services we provide across different members of our communities. In relation to Events, this includes:

Accessible marketing materials – to engage with a diverse audience.

Promote equality of opportunity – be open and welcoming to people from all communities and groups.

Take positive steps to foster good relations - between people who share a protected characteristic and those who don't, such as:



disabled and non-disabled people, people from different faith backgrounds, people from different gender and sexual orientations.

Filming

We will need a minimum of two weeks' notice to process your filming application.

Filming in public is permitted unless the landowner in question requires permission to be obtained in advance. Where an event is being filmed then a licence or permit may be required where the organiser's permission is needed.

There is a charge for any Filming in the district for commercial purposes, please see the table on page 11. An exception will be made for charities, students, schools and news interviews (note: permission to film will still be required). Please contact events@warwickdc.gov.uk for more details and how to apply.

Other types of Events: Outdoor Markets

Car boot sales and temporary markets

If you intend to hold a car boot sale or temporary market in Warwick district, even on private land, you will need to notify Warwick District Council. Notice must be given at least 1 month in advance of the proposed car boot sale or temporary market.

In order to notify us please email: events@warwickdc.gov.uk

Applying for a new market

If you would like to hold a new permanent market, you will need permission from Warwick District Council. Applicants will need to show that the proposed new market does not threaten existing markets. New markets must also provide an economic benefit to the district.

All market applications must be received at least 1 month in advance of the proposed date of the first market.

To notify us please complete an application form and email it to: events@warwickdc.gov.uk

Sports Activities

For arranging football, rugby, cricket, park runs, personal training/fitness sessions. Send enquires to culturebst@warwickdc.gov.uk

Traditional Street Parties

For Events Organisers considering holding Street Parties in their local neighbourhood, the www.gov.uk website contains a guide to organising a fete or street party.

WDC requires you to complete this indemnity form 4 weeks prior to your street party date. Please download, complete and submit with your Street Party Application. There are also conditions of consent that need to be read and understood. We recommend that all potential street party organisers read these before making an application.

Please send your completed forms to events@warwickdc.gov.uk

Road Advice

To ensure that your event is not affected by any planned road works we advise you look at www.roadworks.org





INVESTORS
IN PEOPLE



www.warwickdc.gov.uk