

ORGANISING EVENTS IN EAST LINDSEY

Les Commandos Percu + Deabru Beltak - Danbor Talika (Clash of Drums) © Ashley Bird, SO Festival 2017

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Magna Vitae is a Registered Charity. Charity Number 1160156.
A Partner to East Lindsey District Council.


MAGNA VITAE
TRUST FOR LEISURE & CULTURE

INTRODUCTION

DEFINITIONS

'event' noun: A thing that happens or takes place, especially one of importance

'eventful' adjective: Marked by interesting or exciting events

With effect from 1st January 2015, the management and operation of leisure and cultural services in the East Lindsey district was transferred to the Magna Vitae Trust for Leisure & Culture from East Lindsey District Council. This was done to ensure that district residents and visitors will continue to have access to a first class package of leisure and cultural services into the future.

The advice, guidance and support service previously provided to event organisers by the Events Team at East Lindsey District Council, as well as the administration and delivery of the East Lindsey Events Safety Advisory Group (ELESAG) has also been transferred and will now be delivered by Magna Vitae on behalf of East Lindsey District Council.

Whatever event you are planning, large or small, this document, sets out how Magna Vitae, working alongside East Lindsey District Council (ELDC), can assist you to ensure your event runs smoothly.

This document is not however a comprehensive guide to organising events and should be read in conjunction with the Lincolnshire Events Safety Partnership's Event Organiser Handbook, to which it should be used as an appendix.

It is recommended that event organisers also access **'The Purple Guide to Health, Safety and Welfare at Music and other Events'** (www.thepurpleguide.co.uk) and refer to this when planning events.



EVENTS IN EAST LINDSEY

Magna Vitae's and ELDC's vision is to encourage innovative, high profile events, with regional, national and international appeal, run to the highest possible standards.

If you are planning an event in the East Lindsey district, please complete an **Event Notification Form** which can be found on Magna Vitae's website (www.magnavitae.org/eventorganisation) and return it by email to events@mvtlc.org or post to: Culture Team, Magna Vitae, Fairfield Enterprise Centre, Lincoln Way, Fairfield Industrial Estate, Louth, Lincolnshire LN11 0LS

Magna Vitae's and ELDC's commitment to you:

We will at all times:

- Treat you with respect and courtesy
- Respond to you quickly and clearly
- Value your time and contribution to the District
- Support you in seeking solutions to problems
- Share examples of good practice used elsewhere
- Be an advocate for you with other organisations
- Be prepared to do things better and learn from you

Your commitment to us:

We ask that you will:

- Treat officers with respect and courtesy
- Value our time and responsibility to the District
- Work with us as early as possible prior to your event
- Be patient when things take time
- Recognise that there are obligations we must comply with
- Recognise that we sometimes have to say no
- Be prepared to do things better and learn from us

EVENTS IN EAST LINDSEY – continued

Events in the East Lindsey district are:

Either

- managed by Magna Vitae on behalf of ELDC e.g. SO Festival, Beach Sports events, etc...
We will manage our own events according to the same principles, practices and standards expected of any other event organiser

or

- supported by Magna Vitae and/or ELDC e.g. with grants, publicity, etc.
We have to be sure the event is safe and well managed

or

- taking place on Magna Vitae or ELDC premises but organised by other event organisers
We have to make sure the event is safe and well managed

or

- organised with no involvement from Magna Vitae or ELDC.
We are happy for you to use this document and will add your events to our events calendar provided information is supplied to us.

PLEASE NOTE: ELDC has a statutory duty to enforce relevant statutory provisions. Magna Vitae is responsible for supporting the Council in doing so. Whilst we will always try to make sure you have been well advised and are aware of the requirements before the event, ultimately, it is your responsibility, as event organisers, to comply with all legal requirements.

EAST LINDSEY EVENTS SAFETY ADVISORY GROUP (ELESAG)

ELESAG is an **independent, advisory** group made up of professionals who meet on a monthly basis, normally at ELDC's Offices in Manby, and offer **advice and guidance** to event organisers on their plans.

ELESAG's core membership is made up of representatives from the following organisations and agencies:

- Magna Vitae – Events Officer
- Lincolnshire Police
- Lincolnshire Fire & Rescue
- East Midlands Ambulance Service NHS Trust
- Lincolnshire Emergency Planning Unit
- Lincolnshire County Council (LCC) Highways & Transportation
- HM Coastguard
- ELDC – Environmental Health Team & Licensing
- Compass Point Business Services (CPBS) - Health & Safety

If deemed necessary by members, it may be appropriate to invite other organisations and agencies to a meeting.

Although the group is independent, the administration for it is carried out by Magna Vitae's Events Officer on behalf of ELDC, who, on receipt of information about events, circulates it to the ELESAG members. On assessment of the information received, the ELESAG members then advise which events are to be invited to attend an ELESAG meeting. This is normally when the members of the group feel that what is being planned is classed as being of a significant scale or may have potential for risk.

If ELESAG invite you as an event organiser to a meeting, you will be provided with more information about what is expected of you in advance.

For further information about ELESAG, please contact Magna Vitae's Events Team.

CONTACT:

Tel: 01507 613244

E-Mail: events@mvtlc.org

YOUR EVENT VENUE/SITE

If you are planning to hold your event on land owned by ELDC, it is important that you submit a formal written request to do so to ELDC's Property Services Team well ahead of your event.

In your written request, you should supply the following information:

- details of the area(s) which you plan to use
- when you wish to use it/them (dates and times)
- what you want to use it/them for.

Property Services will then liaise with other teams within the Council in granting permissions and if acceptable, will issue a letter giving formal approval. You should take note to comply with all areas of guidance such as insurance, health & safety, waste services, etc.

If you are requesting permission to use ELDC owned land for your event, once approved, you will be required to submit evidence of valid insurance cover for the period for which you wish to use the land (a minimum of £5m public liability insurance cover is required) and a risk assessment covering all aspects of the event/activity.

Whilst ELDC aim to allow use of the Council's land where at all possible, consideration is given to other tenants/concessions in the area close to your preferred event site.

It may also be necessary to consult local Councillors for comment and approval where events are taking place within their ward.

An individual request (e.g. a funfair) may involve the need for a detailed site licence and payment of an agreed fee before such permissions can be given.

The Council also owns large areas of the foreshore, promenades and beaches, parks and gardens (including Tower Gardens) in Skegness, Mablethorpe and Sutton On Sea.

CONTACT:

Tel: 01507 613024

E-Mail: property@e-lindsey.gov.uk

VENUES FOR HIRE

The following Magna Vitae managed venues/facilities listed below are available to hire. Please contact directly.

- Embassy Theatre including the Arts Room,
Grand Parade, Skegness, Lincolnshire, PE25 2UG
Tel: 01507 613100 | Email: embassytheatre@mvtlc.org
- Skegness Swimming Pool, Lifestyle Fitness Suite with Heated Indoor & Outdoor Pool
Grand Parade, Skegness, Lincolnshire PE25 2UG
Tel: 01754 610675 | Email: skegnesspool@mvtlc.org
- Horncastle Swimming Pool & Lifestyle Fitness Suite
Coronation Walk, Horncastle, Lincolnshire LN9 5HP
Tel: 01507 522489 | Email: horncastlepool@mvtlc.org
- London Road Pavilion
London Road, Louth, Lincolnshire LN11 9QP
Tel: 01507 605968 | Email: londonroad@mvtlc.org
- Meridian Leisure Centre
Wood Lane, Louth, Lincolnshire LN11 8SA
Tel: 01507 607650 | Email: meridianleisurecentre@mvtlc.org
- Station Sports Centre & Fitness Suite
High Street, Mablethorpe, Lincolnshire LN12 1HA
Tel: 01507 472129 | Email: stationsports@mvtlc.org

EVENTS ON CAR PARKS

East Lindsey's Parking Services manages a number of car parks throughout the District and in certain circumstances, these and individual parking spaces can be suspended so that organised events can take place on them.

If you wish to use an ELDC managed car park or parking spaces for your event, you are required to complete a Car Park Use Request form which will be provided once contact has been made with ELDC's Property Services Team to request permission to use ELDC owned land (see page 6).

All completed 'Car Park Use Request' forms must be submitted at least three months prior to the planned commencement date of the proposed event.

It is important that you consider this requirement well in advance of any proposed event, as without the Council's written permission your event cannot take place.

What is the next step?

Each request will be considered by a panel of officers which includes the Portfolio Holder for Operational Services.

For private use of any Council owned car park, the panel will always consider any impact on local traffic management issues.

If your request is approved, the Council's Property Services Team will be advised and they will contact you to formalise the agreement.

Please note this may include negotiating a detailed licence and payment of an appropriate fee.

CAR BOOT SALES

Following a review, East Lindsey District Council are no longer operating a formal licensing process for Car Boot Sales and Table Top Sales. Car Boot Sales and Table Top Sales are governed by Planning regulations, so it is important that organisers ensure that the location they intend to use for such an event does have the necessary planning consent in place.

Up to a maximum of 14 Car Boot Sales / Table Top Sales can be held per year without the need for planning permission, if they are held on land that is not within the curtilage of any building, i.e. in an open field. If the land being used does have buildings on, planning advice MUST be sought. Please contact the Planning department on 01507 613176.

We would encourage organisers of such sales to respect the spirit of the long standing Market Charters, which state that no Car Boot Sale / Table Top Sale should be held within $6 \frac{2}{3}$ of a mile (10.72km) of a market on a market day.

CONTACT:

Tel: 01507 613176



CULTURE AND EVENTS TEAM

Magna Vitae's Culture and Events Team has experience in managing a wide range of sports, arts and recreational events and early contact with members of the Team will assist you stage a successful and professional event.

The Culture Team can help and support you with:

- Recruiting and arranging volunteers
- Contacting and forging links with schools, clubs and other community groups
- Advice on funding sources and budget planning
- Coaching, umpiring and refereeing contacts
- Issues relating to equipment

The Events Team can help and support you with:

- Event planning including providing advice and guidance in relation to the health and safety aspects of your event.

Whether you are planning a junior 5-a-side football competition or a major Fun Run, a charity art exhibition or a music festival, we can help!

The success of your event depends upon planning - contact the Culture or Events Team at the earliest opportunity and give yourself a better chance of succeeding!

CONTACT:

Culture Team

Tel: 01507 613447

E-Mail: culture@mvtlc.org

Events Team

Tel: 01507 613244

E-Mail: events@mvtlc.org

FOOD SAFETY AND HEALTH & SAFETY

Organisers of events should be aware of the requirements of current Food Safety and Health & Safety legislation.

ELDC's Environmental Health Team can provide event organisers with valuable information and guidance.

CONTACT:

Tel: 01507 613486

E-Mail: commercial.team@e-lindsey.gov.uk

STREET SCENE

ELDC's Street Scene Team can contribute to your event organisation by ensuring effective control of issues such as:

Toilet Facilities

Variation of opening and closing times of Public Conveniences in the vicinity of the event.

Litter Control

Advice, support and special arrangements can be provided to organisers to ensure the sufficient numbers of litter bins are provided and that emptying arrangements are adequate.

Rubbish Collection

Special arrangements can be made such as providing extra collections and/or waste bins.

Please be aware that the above services may be chargeable dependent on the nature of the event.

CONTACT:

Tel: 01507 601111

E-Mail: cleansing@e-lindsey.gov.uk

STREET SCENE – continued

Guidelines for Disposal of Commercial Waste

If you already run a business and are running an event as an addition to your business then you should already have waste arrangements in place. However, if you do not and are arranging an event then you should read the following.

Waste generated at events is considered Commercial Waste.

Commercial Waste must be disposed of in a controlled manner that is outside the domestic flow currently provided by ELDC's collection service and Lincolnshire County Council's household refuse collection sites.

The Environmental Protection Act 1990 sets clear guidelines in respect of management of controlled waste and states that the person producing, keeping or in control of waste has a duty of care to ensure that the waste is disposed of in a lawful manner. Those persons responsible for disposal should:

- Ensure that any waste passed on to any third party for carriage to a disposal point should be in possession of a current Waste Carriers Licences as issued by the Environment Agency.
- Ensure that waste passed on to any third party for storage, recycling and destruction of waste should be in possession of a licence to manage waste as issued by the Environment Protection Agency.
- Prevent the passage of waste to those persons not licensed, by the Environment Agency to carry or manage waste.

Any person in possession of a license should be able to produce it upon request. You can check whether a person has either license by asking for the reference number then contacting the Environment Agency either on line at www.environment-agency.gov.uk or by telephone on the general enquiries line 08708 506 506.

Further to this you should not bury or burn commercial waste if found doing so you may be subject to prosecution.

If you would like to receive further advice on dealing with commercial waste generated from your event please contact ELDC's Waste Services Department.

CONTACT:

Tel: 01507 601111

E-mail: Refuse&RecyclingCollection@e-lindsey.gov.uk

EVENT PROMOTION

lovelincolnshirewolds.com is a dedicated destination website, covering the Lincolnshire Wolds, market towns and surrounding areas. The website contains information about places to stay, things to do, with a key focus on events.

You can promote your event for free on lovelincolnshirewolds.com.

Go to www.lovelincolnshirewolds.com/register/event to easily add your event yourself.

You can contact the team on 01507 613116 or at tourism@e-lindsey.gov.uk.

ADDITIONAL SUPPORT FOR EVENT ORGANISERS

Lincolnshire CVS provides support to voluntary and community organisations in the district.

For further information on matters such as training, volunteer recruitment and funding opportunities, please visit their website at www.lincolnshirecvs.org.uk



ELDC AND MAGNA VITAE CONTACTS AT A GLANCE

TEAM	TELEPHONE	EMAIL
Cleansing	01507 601111	cleansing@e-lindsey.gov.uk
Corporate Health & Safety	01507 613235	HSAdvisor@cpbs.com
Culture Team (MVTLC)	01507 613447	culture@mvtlc.org
Embassy Swimming Pool & Fitness Suite	01754 610675	embassypool@mvtlc.org
Embassy Theatre & Arts Room	01754 897673	
Events Team (MVTLC)	01507 613244	events@mvtlc.org
Food Safety / Health & Safety	01507 613486	commercial.team@e-lindsey.gov.uk
Horncastle Pool & Fitness Suite	01507 522489	horncastlepool@mvtlc.org
Licensing	01507 613011	licensing@e-lindsey.gov.uk
London Road Pavilion	01507 605968	londonroad@mvtlc.org
Meridian Leisure Centre	01507 607650	meridianleisurecentre@mvtlc.org
Parking Services	01507 613559	carparks@e-lindsey.gov.uk
Planning (Car Boot Sales)	01507 613176	
Property Services	01507 613024	property@e-lindsey.gov.uk
Station Sports Centre & Fitness Suite	01507 472129	stationsports@mvtlc.org
Tourist Information - Louth	01507 601111	louthinfo@e-lindsey.gov.uk
Tourist Information - Mablethorpe	01507 601111	mablethorpeinfo@e-lindsey.gov.uk
Tourist Information - Skegness	08456 740505	skegnessinfo@e-lindsey.gov.uk
Tourism Team	01507 613116	tourism@e-lindsey.gov.uk
Waste Services	01507 601111	Refuse&RecyclingCollection@e-lindsey.gov.uk