

## Funding

### Allocation

- Parks Forum (consult NP's)
- Small allocations (less than £500)
- Match funding by 25%?
- 2x6 month allocation timing

### Criteria

- Park Group/ bank a/c/ constitution? - 2 signatories

### Advertising

- Parks Forum and NP's

### Concentration of Funding

- More thought
- Wide range of event

### Effective Measures

- Measures in application then report

### Collaboration

- Members communicate dates
- Avoid too many people for non-target sites
- Information sharing, tools, gazebos, etc

## Communications

### Current promotions

- Notice boards
- Newsletters
- Park Group Websites
- Local Radio

### Opportunities

- At application stage - arrange for event to be promoted on BCC website
- List of promotional issues
- Flyers (template)
- Notices in shops (template)
- Template press release
- Local radio
- Longer term planning - events calendar

- Local pack - new residents
- Neighbourhood Partnership meetings

### Working collaboratively

- Checklist on licence form/ web site
- Advance planning for events
- Access to resources - copying, etc
- List of contacts - agencies, events supplier, caterers, etc

### Monitoring

- Not seen as a key issue
- Could take a lot of resource
- What would you monitor?

### Audience Evaluation

- Many local events - community participation rather than performance

### Consultation

- Proper communication route
- Events - Groups - email system
- Events and Parks need efficient communications
- Advance notice (6-9 months) for annual events
- Meaningful consultation with local groups for events organised by outside bodies
- Agree event types for each park/ open space in consultation with groups/ NP's/ PACT

### Health and Safety

- Insurance - H&S requirements must be met
- H&S course covers gardening, working parties, guided walks

### Criteria

- Length of event
- Do we need toilets?
- Do we have food and drink sales?
- Generator, etc?
- What is a small event ?
  
- This approach could work for small events
  
- Training for events (weekends and evenings)?
  
- H&S course could be modules e.g tools, guided walks, small events
  
- Food hygiene courses needed or qualified in particular areas - not Parks responsibility
  
- First Aid

## Licensing

### What defines an event

Provide outline with application pack of what is and isn't defined as an event:

- Attracts/is open to members of public
- Over 30 people
- Features any infrastructure / entertainment / refreshments etc
- Requires use of park facilities

### How can process be made easier

- Introduce insurance policy and clear framework for those eligible
- Simplified application form and guidance notes
- Address fees

### Revised application form:

- Offer categories for types of event(eg a ticklist) to help organisers define their event.
- Detail what is *not* an event and highlight when another process/application is required and who needs to be contacted.
- Form should reflect the 'flow' of organising an event. Move the risk assessment section to follow immediately after the basic event details as this is what underpins the considerations for stewards, first aid etc.
- Re-order into clearer sections so small event organisers are clearer on what they need to complete.
- Link more clearly to guidance notes.
- Remove the section to contact external agencies as this is confusing.
- Clarify relationship with Parks.

### Defining a community event

- Raising funds for local area
- Not advertised outside local area?
- Limit on numbers attending (eg under 200?)
- For local benefit
- Not charging any admission fees?