

# FLEMPTON CUM HENGRAVE PARISH COUNCIL

## EVENTS POLICY

Should any person or group wish to stage a community event on Flempton Green, and for the Parish Council to agree to such an event, it is important that due diligence is carried out to ensure a safe, well organised and well executed event.

If an event is to be held on Parish Council land, the Parish Council require;

- a written request for permission to [clerk@flemptoncumhengraveparish.gov.uk](mailto:clerk@flemptoncumhengraveparish.gov.uk) from the organiser, with a minimum of 3 months' notice.
- a proper outline or schedule of the event, to include items such as detailed timings, the nature of the event, locations, access requirements, any food/drink/alcohol provision, use of 3rd party contractors, use of power etc.
- Full risk assessments must be completed.
- If alcohol is being served, a TEN (Temporary Events Notice) licence is required. Apply at West Suffolk Council [customer.services@westsuffolk.gov.uk](mailto:customer.services@westsuffolk.gov.uk)
- Proper consideration and a plan for public toilet and parking facilities is required.

Any requests for funding would also require a cost breakdown for the event.

Once this information is made available, the Parish Council can make an informed decision and complete the necessary tasks to ensure that the event is fully covered under their insurance or that of the organiser.

The Parish Council commits to supporting approved events with their communication in the parish.

Help is available from West Suffolk Council when organising community events and completing risk assessments.