

## **USE OF CITY SQUARE**

### **NOTES OF GUIDANCE**

1. Vehicles are not permitted on City Square unless battens are used. These can be provided by contacting City Development Department (Tel: 434428), and a charge will be incurred. Any vehicle must be sited to the satisfaction of the City Development Department (Tel: 434423). The site of the vehicles must be arranged prior to the event.
2. Any costs incurred in repairing/cleaning surface areas will be recovered from user.
3. Access and egress to the buildings surrounding the City Square must be kept clear for use by emergency services.
4. If electricity is required for the event, a charge will be made based on connection and usage. No charge will be made if the event is of a charitable nature.
5. Organisers must comply with any instructions issued by on duty Police Officers, or any Authorised Officer of the City Council.
6. No unnecessary vehicles to remain on site.
7. If cabling is to be used across pedestrian areas, a suitable safety covering must be used. Any equipment must be tested for the day of use and must be outdoor HOFR/BS7919 cable 16 amp.
8. Vehicular access to the City Square is from the **east** (Castle Street) and **all** vehicles **must** leave **north** via Reform Street. Please note that due to road traffic regulations all vehicles must be on site prior to 11.00 am and may not leave until after 4.00 pm.
9. The Council reserve the right to withdraw consent immediately if noise levels become excessive.

### **DEPENDING ON THE PARTICULAR EVENT YOU MAY BE REQUIRED TO SUBMIT THE FOLLOWING**

- Event Risk Assessment
- Event Safety Manual
- Event Health and Safety Plan
- Copy of the organisations latest accounts
- Copy of the organisations current membership and details of Office Bearers

**NB No commercial enterprises are permitted in City Square**