



## **CITY SQUARE**

### **NOTES FOR USERS**

1. Any vehicle must be sited to the satisfaction of The City Council. The site of the vehicles must be arranged prior to the event.
2. If electricity is required for the event, a charge of £5 per day will be incurred. No charge will be made if the event is of a charitable nature. In the event of electricity being supplied it is the responsibility of the user to provide ramps to cover electricity cables.
3. Use of the Gazebo may be obtained by contacting the City Development Department (Tel: 434357) prior to the event. A returnable deposit of £10 will be incurred when the key is collected.
4. Organisers must comply with any instructions issued by on duty Police Officers or City Centre Ambassadors.
5. No unnecessary vehicles to remain on site.
6. All vehicles must enter the pedestrian area from Castle Street end and leave via Reform Street. Failure to comply may incur a fine.
7. In the event of any justifiable noise complaints being received the organisation must comply with requests from Officers of the council to be take action to reduce the noise. Failure to comply with such a request will result in access to the electricity supply being withdrawn forthwith and the matter being reported to the Environmental Health Department (Noise Team).

**PLEASE NOTE THAT DUE TO ROAD TRAFFIC REGULATIONS, ALL VEHICLES MUST BE ON SITE PRIOR TO 11AM AND MAY NOT LEAVE UNTIL AFTER 4PM.**