

Marston Sicca Parish Council

Serving the communities of Long Marston, Meon Vale & Shackleton

www.marstonsicca-pc.gov.uk

Email: clerk@marstonsicca-pc.gov.uk

EVENTS POLICY 2025-2027

Aims

The Parish Council aims to enable a wide range of sporting, recreational, cultural, social and educational activities in accordance with the Parish Council's strategic aims.

The aim of this policy is to provide a framework for considering a variety of private, commercial and community events on Parish Council property.

Public Safety

The first priority of any event is public safety, which is the responsibility of the event organiser. The Parish Council and its partners have a duty to ensure that all relevant health and safety guidance is followed.

Events

The Parish Council will seek to ensure a balanced programme of events and reserves the right to prioritise use of its own and associated partner organisation events above all others.

Type of Events

Examples of, but not limited to:

- Arts, cultural, and entertainment events
- Exhibitions
- Sporting and recreational events
- Children's activities
- Education
- Corporate events

The Parish Council must be consulted if any event has the inclusion of animals, includes the release of balloons or has a feature that may be considered a potential fire hazard. All private events should meet all the necessary requirements for licenses, insurance and health and safety.

Operation

Operating hours for outdoor events will be between 9am to 10pm (excluding set-up and clear-down). Event organisers are encouraged to work with local residents and relevant authorities to minimise the impact of events on the community.

Event Cleaning Costs

For every large event, whether internal or external, a deposit is necessary. Event organizers must ensure the site is cleaned afterward. If they do not follow the cleaning requirements, the parish council may retain the deposit.

Insurance

Event organisers are required to obtain and provide evidence to the Parish Council of Public and Employers Liability Insurance in accordance with national guidance for themselves and any third-party suppliers, contractors and sub-contractors they use.

Advertisement Control

Event promoters and organisers are required to comply with any legislation, including advertisement controls as it is a criminal offence to display certain advertisements without the correct consents from the local planning authority.

Food Safety

All food outlets either independently occupying Parish Council land or at an event (however large or small) must provide evidence of food registration with the relevant local authority.

Review of the Policy

All events are unique, therefore the challenges posed by each event are different. As events evolve and develop, it may be necessary for the Policy to be amended accordingly. The Policy will consequently be reviewed by the Parish Council every three years or sooner if a change is thought to be needed by the PC.

Adopted: 16th February 2026

Review Date: May 2027