

Event Organiser Obligations

Our grounds are accessible for all to enjoy for personal and family gatherings; it is however worth checking our social media to see if there is anything on as there may be times when we close in part or in full our grounds for planned events.

For organised activities, clubs, associations and organisations who wish to use our grounds on either an ad hoc or regular basis, you must seek written permission from us, for regular guaranteed usage of the spaces, and for some spaces there might be a small charge to support its upkeep.

This form is so can ensure there are no clashes between events and users, so that we can manage the Estate as best as possible for all users.

There are also certain activities which are not permitted or restricted within our grounds and there may be a charge for hire depending on the nature and scale of your planned event/ activity.

Therefore, please complete the attached form identifying your intended use, so we can check space availability, suitability, any clashes with existing events and the requirements for your activity.

For the **Event Organiser**

- The event organiser shall not use the site otherwise than for the agreed use and during the permitted hours.
- The event organiser shall not make any alteration or addition whatsoever to the Site unless otherwise agreed in advance in writing with the Venues or Property team.
- The event organiser will leave the Site at the end of the event/period clean, tidy and in the same condition it was in when the Event began.
 - This includes the removal of any items brought onto the Site for the event. Plus any additional responsibility in terms of waste
- The event organiser will make good any damage caused to the Site.
- Fly posting to promote your event is strictly prohibited.
 - Please contact the Venues / Marketing team to discuss marketing options.
- The event shall not cause any nuisance, annoyance or danger to other users of the venue, any residents or other occupiers of properties affected by the permitted use or to the general public
- We, The Crichton Trust, reserve the right to stop any activity which we reasonably believe is likely to cause damage to the venue or to risk the safety of people at the venue. We will not tolerate any abusive behaviour by guests to any other guests, tenants, residents or members of staff.
- We reserve the right to remove any persons acting inappropriately from the event.
- Vehicles parked on the Crichton Grounds and car park are done so at the owner's risk and no liability for loss, damage or theft is accepted by The Crichton Trust
- The event organiser shall not prevent the public access to the Site or any part thereof unless such restriction has been agreed prior to the event in writing with the Venues / Property team.
- The event organiser shall ensure that in the exercise of the Permitted Use all reasonable adjustments to accommodate persons with protected characteristics as defined in the Equalities Act 2010 shall be made.

- The Event organisers will not be permitted to provide or sell alcohol at any event. Provision of alcohol without proper licence is prohibited by law on public spaces
- The Crichton Trust does not permit pyrotechnics, fireworks, barbecues, or the lighting of fires on any part of the site unless permission is explicitly obtained from the Crichton Trust
- The Crichton is a public space and The Event organisers is responsible for, and must take steps to identify and address potential safeguarding issues in relation to children and young people.
 - Organisers or clubs undertaking 'regulated' work through delivering activities with children and / or with protected adults as defined by the Preventing Vulnerable Groups (PVG) scheme must provide a copy of their 'Child and Vulnerable Adult Safeguarding Policy' and receive written permission from The Crichton Trust before any activity can be take place.

Whilst our grounds are free for all to enjoy, clubs and organisations who wish to use our grounds for regular or ad hoc event must provide confirmation of:

1. The date and time of the Event they wish to host, the location they wish to use, and the events purpose.
2. Public liability insurance
 - i. You must provide a copy of the appropriate Public Liability Insurance and the appropriate professional indemnity insurances for activities you propose to undertake
3. Risk Assessment (please circle)
 - i. I can confirm I have the appropriate Risk Assessments in place for the event
 - ii. I DO NOT have the appropriate Risk Assessments in place for the event

Quick Form for Events:

Event Organiser Name
 Event organiser Address
 Event Organiser Email
 Event Organiser Telephone Number

Name of Proposed Event:

- Event Start Date
 - Event Start Time
- Event End Date
 - Event End Time
- Location of Event
 (space wished to be used)

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- Type of Event
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- Event Description – short description of event and its purpose
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- Approximately how many attendees?

If you wish to CONSENT, we can advertise your event when agreed to on our social media and website – please circle your preference.

➤ Yes we consent / No we do not consent

Event Organiser Name:

Event Organiser Signature:

Date

From The Crichton Trust – signed in agreement to the proposed event

Name:

Signature:

Date: