



POTTERS FIELDS PARK MANAGEMENT TRUST

EVENT HIRE GUIDE

ISSUE: APRIL 2023



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1 INTRODUCTION

Potters Fields Management Trust ('the Trust' or 'PFPMT') hopes you have a successful and enjoyable event on Potters Fields Park. This guide has been produced to help you plan your event and ensure you are aware of the requirements of the Park, both legal and practical. The Park is always open to the public, so we ask clients to respect other users and local residents by making every effort to minimise disruption from their events.

If you have any questions, please contact:

info@pottersfields.co.uk

020 7036 6410

2 BOOKING THE PARK

2.1 Bookings

If you are interested in using the Park as an event venue, the Trust will initially need a clear outline of the event and the proposed date(s). You can do this by contacting us to confirm availability and arrange a site visit. This event enquiry and site visit should ideally take place **no later than 30 days** before the event date.

2.2 Permitted bookings

The Trust reserves the right to refuse any event at its absolute discretion. The Park cannot be hired for organised vigils, memorials, rallies, protests or any political, religious or campaigning events.

2.3 Filming and Photography

All requests for professional location filming and photography in Potters Fields Park are handled by FilmFixer, the official Southwark Film Office: <http://filmfixer.co.uk> t: 020 7620 0391.

2.4 Fees and Charges

Event hire fees and charges are outlined below; these are dry hire rates.

A 25% refundable damage bond, site management fees and VAT will be added to the final invoice.

The Park may not be available in November (and potentially the end of October) to enable the annual grass maintenance programme, but this varies each year, so we might be able to accommodate some activities.

MONTH	DAILY RATE	HALF DAY RATE (6 hrs)	HOURLY RATE
April 2023	£8,500 (+ VAT)	£4,250 (+ VAT)	£950 (+ VAT)
May 2023	£8,500 (+ VAT)	£4,250 (+ VAT)	£950 (+ VAT)
June 2023	£9,500 (+VAT)	£4,750 (+ VAT)	£1000 (+ VAT)
July 2023	£9,500 (+ VAT)	£4,750 (+ VAT)	£1000 (+ VAT)
August 2023	£9,500 (+ VAT)	£4,750 (+ VAT)	£1000 (+ VAT)
September 2023	£8,500 (+ VAT)	£4,250 (+ VAT)	£950 (+ VAT)
October 2023	£8,500 (+ VAT)	£4,250 (+ VAT)	£950 (+ VAT)
November 2023	£7,500 (+ VAT)	£3,750 (+ VAT)	£850 (+ VAT)
December 2023	£7,500 (+ VAT)	£3,750 (+ VAT)	£850 (+ VAT)
January 2024	£6,500 (+ VAT)	£3,000 (+ VAT)	£750 (+ VAT)
February 2024	£6,500 (+ VAT)	£3,000 (+ VAT)	£750 (+ VAT)
March 2024	£8,500 (+ VAT)	£3,750 (+ VAT)	£850 (+ VAT)

A 10% discount is available for registered UK charities and similar *bona fide* not-for-profit organisations. Proof of eligibility will be required; please ask for more information.

The Trust is a not-for-profit organisation, and maintenance of the Park as an open public space for everyone to enjoy is mainly funded by event hire fees. We are therefore unable to offer subsidy or sponsorship in the form of free space or additional discounts.

2.5 Site Management

All events require the hire of a Site Manager throughout the event including rig, live and de-rig at the cost of the Event Organiser. PFPMT will issue a formal quote for site management hours once dates and timings of the event have been agreed.

2.6 Deposits, Cancellation Charges and Refundable Damage Bond

The Trust requires a deposit (30% of the overall hire fee) which must be received before any booking is confirmed. The Trust also charges a refundable damage bond (25% of the overall hire fee) to cover the costs of damage, time overruns, losses, site cleaning and reinstatements; the bond is added to the final invoice.

Full payment for the event (hire fee, site manager fee, damage bond and VAT) is due **no later than 30 days prior** to the event start date.

Cancellation charges are as stated below:

Period of time before hire date:	Cancellation fee:
More than six months before the hire period	10% of the hire fee
Less than six months and more than 60 days before the hire period	25% of the hire fee
Less than 60 days and more than 30 days before the hire period	50% of the hire fee
30 days or less before the hire period	100% of hire fee

Once full payment has been received, only the damage bond will be returned in the event of a cancellation; the Trust reserves the right to charge for any additional expenses that have been incurred as a direct result of the event booking.

2.7 Damage, Repairs and Reinstatement

The Trust holds the Event Organiser fully responsible for damage done by any of its employees or sub-contractors and will not engage in any negotiations with sub-contractors.

Repairs and reinstatement will normally be charged at cost plus 10%; however, the Trust reserves the right to add a further administration charge if significant additional work is necessary. For major damage, the Trust will provide an estimate of the costs and all repairs will be carried out under the instruction and supervision of the Trust using approved contractors only.

Costs will be deducted from the damage bond, which will not be returned until all work has been carried out or a quotation accepted. If the work costs more than the damage bond, the Event Organiser will be invoiced for the balance; this must be settled within 14 days of receipt, regardless of ongoing insurance or counterclaims. We reserve the right to charge an administration fee for dealing with loss adjusters or insurers retained by the Event Organiser or its sub-contractors.

2.8 Site Visit

A site visit is essential to assess the suitability of the Park for the proposed activity. While there is open access to the Park and anyone can visit without an appointment, a formal site visit with PFPMT staff must be arranged to discuss requirements in detail and to assist the event planning process. The Trust may specify other site visits or inspections if deemed necessary.

2.9 Site Plan

A site plan is attached at Appendix 1, showing the lawn areas (with dimensions) available for events and activities. Individual event layouts are subject to approval by the Trust and must ensure that all activities and back-of-house areas are planned with consideration for adjacent residents and businesses. A .dwg file is available on request.

2.10 Management of Events

PFPMT will only deal with the main event organiser or designated contractor during the planning of an event and will need to be confident of their ability to manage an event on the Park. An outline of the event and a detailed work plan (including method statement/risk assessment/work breakdown structure/production schedule etc.), with a timetable, will need to be produced by the event organiser and approved by the Trust.

The minimum information needed includes:

- **Applicant details:** Name of the event/project manager/organiser, organisation, address, contact mobile number and email.
- **Financial responsibility:** Details of who should be involved if these are different from the applicant details.
- **H&S/event requirements:** Event Safety Plan/Event Management Plan, Method Statement, Risk Assessment, PLI, Production Schedule, Contact Sheet, Vehicle Registration Form and Traffic Management Plan.

2.11 Event Safety Plan / Event Management Plan

The Event Organiser will be required to provide accurate and up to date documentation in accordance with the guidelines laid out in the HSE's 'Event Safety Guide' HSG195. This can be the form of a single Event Management Plan or as several documents. **All documentation must be uploaded to the Apply4 Event App portal.** Failure to supply required documentation in time for review may result in a permit not being issued, and the event cancelled. Your application must contain information about the following (as appropriate to the event):

- Event Outline
- Management structure and contact sheet
- Emergency procedures
- Details of contractors
- Site plans and visuals/designs
- Risk assessments
- Lost child procedures: see children and young people below
- Event health, safety and welfare
- Stages, temporary structures and infrastructure – to include dimensions and structural calculations
- Electrical systems
- Wind management plan
- Food, drink and traders
- Security/stewarding
- Crowd/traffic management
- Lighting, sound and special effects statements, including proposed levels
- Communication plan
- Medical/First Aid provision
- Fire precautions and equipment
- Toilets
- Emergency procedures
- Event inspection
- Accident reporting and investigation
- Provisions for persons with special needs
- Contingencies
- Waste disposal and cleaning
- Tree and nesting bird protection
- COVID-19 measures if appropriate

Additional requirements include:

- All personnel working at or on an event must either be employees or registered volunteers of the event organiser or its sub-contractors.
- All employees and volunteers must be covered by the relevant insurance and be directly supervised by a responsible person.
- No person under 16 years of age is permitted on the site whilst construction or breakdown are taking place and no person under the age of 16 can be employed on site at any time.

2.12 Public Liability Insurance

All Event Organisers must provide proof of current Public Liability Insurance, (covering rig, live event and de-rig) with a **minimum cover of £5 million**. In some circumstances the amount of cover required will be higher.

2.13 Size and Capacity

The Park is approximately 2.5 acres in size across 4 lawns with the licensed limit of 2500 people at any one time, depending on how structures are laid out.

2.14 Event Times

Event activities, including rig, live and de-rig, can only take place between 07:00–23:00, Mon-Sat and 07:00–22:00 Sun. Late evening events are discouraged, as there are residential properties adjoining the Park, and no overnight working is permitted.

2.15 Vehicle Access

Vehicle access for events is to be kept to a minimum and all vehicles must be escorted by banksmen (more details can be found in 3.3). Access arrangements must always be agreed with the Trust. Access is only permitted for vans and small trucks (no vehicles larger than L6m x H2.2m X W2m). No vehicles over 7.5 tonnes can access the lawns and must offload on our access ramp on Potters Fields (Lane). Private parking for individuals is not permitted.

The main route onto the Park is from Potters Field (Lane), which is off Tooley Street; the route is for access, loading/unloading and deliveries only. The security gate at the end is kept locked and the Trust's Site Manager will allow you access on event days (including rig and de-rig).

A licensed ice cream seller operates daily in the Park. Access is needed for the van at approximately 11.00 and egress at approximately 19.00. This must be factored into your vehicle access plans.

2.16 Park Facilities

- **Power** - The Park has an electrical supply for events which is up to 63 amps 3 phase, from a pop-up feeder close to the largest lawn (Lawn 3). Details are attached at Appendix 2.
- **Water** - There is currently no potable water supply on the Park.
- **Toilets** - There are no permanent toilets on the Park. Arrangements for temporary toilet facilities must be agreed with the Trust and booked and paid for by the Event Organiser.

2.17 Lighting and Special Effects

Lights must be positioned so that they are not pointing towards the residential building or businesses at One Tower Bridge. A lighting statement, providing maximum lighting levels, must be provided. Any special effects must be agreed in advance, and signage provided (e.g., for strobe lighting). You must also comply with the Institution of Lighting Professionals guidance: <https://tinyurl.com/y8pf9von>

2.18 Keys

Any keys required must be signed for and remain the responsibility of the Event Organiser until their return to the Trust. Keys must not be given to any third parties. Failure to return keys will result in a charge of £200.00 + VAT per key and this amount will be deducted from the event damage deposit.

2.19 Security and Stewarding

Most events will need to arrange security. If the event is taking place over several days, overnight security will also need to be provided at the event organiser's cost.

The Southwark Community Park Warden Service (CPWS) and local officers from the Metropolitan Police patrol the Park from time to time; this team has responsibility for crime prevention and community safety in the area. However, event security arrangements are the responsibility of the event organiser, and the Trust is not responsible for the security of any equipment or other items left on the premises. Details must be provided in the method statement and be agreed by the Trust. The Trust can recommend security companies. All security staff employed must be SIA-registered and, if working with children, must have current DBS checks in place.

2.20 Waste Management and Cleaners

Every effort should be made to minimise the environmental impact on the Park and neighbouring areas. Waste from events should be minimised and recycled where possible. Hirers are solely responsible for the removal of any event rubbish or litter and for arranging cleaners.

2.21 Approved Suppliers

Event organisers can use suppliers of their choice, but the Trust can suggest suppliers and contractors who are familiar with the Park (toilets, cleaners, security, crew, barmen, grass protection and event safety officers).

3 HEALTH AND SAFETY

3.1 Health and Safety

PFPMT makes specific commitments to the Park's visitors with regards to working safely, personal safety, care of the environment and being mindful of safety issues when making the Park available for events. It is the Trust's policy to promote the highest levels of health and safety to avoid or reduce risks to the health and safety of all persons who may wish to organise events in the Park and to ensure compliance with all current legislation, particularly the Health and Safety at Work Act (1974).

3.2 Event Safety Officer (ESO)

If requested, the event/activity organiser must appoint an Event Safety Officer (ESO) who is on site throughout the period of the event. This person must be qualified to NEBOSH standard, and their contact details supplied to the Trust. For some activities, arrangements may be made with the Trust for the provision of health and safety cover which will then be charged to the Event Organiser.

3.3 Traffic Marshals/Banksmen

While vehicles are being unloaded/loaded or moving around the site, traffic marshals must be employed to direct and supervise the activity. Two banksmen per vehicle are required. PFPMT can provide supplier details for banksmen on request. Banksmen must wear high visibility clothing and be appropriately trained and experienced.

3.4 Secure Site

Event organisers are required to secure their build and de-rig sites to prevent public access; this can be achieved with the use of Heras or pedestrian style fencing.

3.5 Accidents, Prevention and Notification

The Trust has a 24-hour messaging service number, 0300 100 1236. However, medical or police incidents should be notified first to the emergency services by dialling 999 and the Trust's on-site representative must also be informed.

Any accidents involving members of the public, staff or contractors must be recorded in the Trust's Accident Book, which is available from the Trust's representative on site.

More serious work-related incidents may also be reportable under the HSE/RIDDOR regulations as outlined here: <https://www.hse.gov.uk/riddor/report.htm>. While in control of the event, the event organiser has a duty to report certain accidents and incidents under RIDDOR, the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Any such accidents that occur during office hours are to be immediately reported to the Trust's authorised representative who will identify any RIDDOR-reportable incidents. All notifiable incidents must be submitted using the online form and confirmation and a copy of the form given to the Trust.

For fatal or major incidents only, the HSE telephone line is 0345 300 9923 (Monday-Friday 8.30a.m. – 5p.m.); the out-of-hours Duty Office number is 0151 922 9235.

3.6 Children and Young People

All reasonably practicable precautions must be taken to ensure the safety of children, young people and vulnerable adults attending events. The special needs of these groups must be considered in the design and planning of all events. Where relevant, the requirements of the Children's Act 2004 must be followed, and documented procedures need to be in place for dealing with instances where children, young people or vulnerable adults may become separated from their parents or carers. Anyone working with children must be DBS checked and all security personnel must be SIA registered. A lost children procedure appropriate to the event must be provided by the organiser.

3.7 Police

For certain events, the Trust may require event organisers to advise the local police of the nature and timings of their event. The police may decide to visit or assign officers to the Park for the duration of the event.

3.8 Evacuation

It is the responsibility of the event organiser to develop a satisfactory evacuation plan appropriate to the event. The rendezvous point is The Scoop (More London Estate), to the west of City Hall. In the event of an evacuation, the instructions of the Emergency Services must always be followed.

3.9 Wind Management

Because of the topography of the Park, wind speeds can be a significant issue. Event organisers wishing to erect temporary structures must produce a Wind Management Plan that details critical wind speeds and contingency plans in the event of high winds.

3.10 Inflatables

Inflatables are permitted at the Trust's absolute discretion. Health and Safety laws apply to the supply, hire and use of inflatables, and any events featuring inflatables need to adhere to the following guidelines:

- No inflatable should be used in **winds above 24 mph** (38 kmph), which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway)

- When operating the inflatable, use an **anemometer** to measure wind conditions at regular intervals, and visually check for changes in wind direction (such as looking at how the trees are swaying). Make sure readings are taken in the direction of the wind.
- **Do not use smartphone weather applications** to measure wind speed as they do not take localised wind conditions into account. An anemometer is available from the Site Manager.
- All inflatables must have at least 6 anchor points (the operator manual will outline how many there should be if more than 6 are required). Event organisers should check to ensure all anchors are all still in place and have not been removed.

Further information on Health and Safety laws that apply to the supply, hire and use of inflatables can be found on the Health and Safety Executive website:

<http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm>

3.11 Tree Protection and Nesting Birds

All trees must be safeguarded throughout the event and fencing must be erected around tree pits to prevent damage to tree roots. An Arboriculture Statement and Tree Protection Plan (2021) is available on request. Extreme care must also be taken to protect nesting birds in trees and hedges during the nesting season (March-August). Details of suitable measures must be included in the Event Management Plan.

3.12 Drones (unmanned aerial vehicles)

The flying of drones is not permitted on or over the Park at any time.

4 LICENSING REQUIREMENTS

4.1 Premises Licence

The Park holds a Premises Licence under the 2003 Licensing Act. This allows the sale of alcohol and provision of public entertainment. Event organisers must confirm with the Trust that all planned activities are covered by the licence; that the Trust has given express written consent for the activities and that they comply with conditions specified in the Licence. A copy of the Licence can be supplied on request.

4.2 Sale of Alcohol

The sale of alcohol forms part of the Premises Licence. The Trust's Chief Executive is the Designated Premises Supervisor (DPS) and must consent in writing to plans to sell alcohol at an event. There are restrictions on the number and type of events at which alcohol can be sold.

The sale of alcohol is defined as any sale where a customer is deemed to have paid for a drink, either in advance or at the event. This includes requesting donations for a drink, including a drink in a ticket price, as a raffle prize or sale of a glass. If in doubt, please check with the Trust.

Permitted times of sale are covered by the Park's Premises Licence and event timetable and not by general licensing hours. If you wish to sell alcohol you must tell us when booking, specify the hours you wish to sell for, what drinks you are planning to sell, what your bar arrangements are and how stock will be stored securely. Once this has been agreed you must provide the details of your Personal Licence Holder (PLH), including a copy of his/her Personal Licence. The DPS will then issue a letter of authority to the PLH to sell alcohol. The DPS will also provide a summary of the Premises Licence, which must be displayed at all points of sale and be available for inspection by a Licensing Officer or a Police Officer.

We ask all PLHs to operate "Challenge 25". This is a scheme that encourages anyone who is over 18 but looks under 25 to carry acceptable ID when they want to buy alcohol.

4.3 Serving of Free Alcohol

The giving away of free alcoholic drinks does not fall under the Licensing Act 2003. 'Free' means that no money changes hands, no tickets or glasses are sold, and the server gives the drink away. However, you must inform us of any proposed free servings (such as sampling promotions or private receptions) and adhere to the following guidelines:

- Not to allow the serving of alcohol to anyone under the age of 18 and to operate "Challenge 25".
- Ensure that the area of service i.e., a bar, is secure, that members of the public cannot get access and that guests are identifiable to stewards and bar staff
- That all alcohol is stored in a secure locked area or container
- That there is **no service after 21:30 Monday-Saturday and 20:30 on Sundays, and bars are cleared by 22:00 Monday-Saturday and 21:00 on Sundays.**
- No glass whatsoever is permitted on site for the serving of drinks.

4.4 The Music Licence (formerly PRS/PPL licences)

Event organisers are responsible for ensuring that they have the appropriate licences permitting the playing of live or recorded music where royalties are payable.

4.5 Control of Noise

There are many residential properties neighbouring the Park, so noise disturbance must be kept to a minimum.

With very rare exceptions, the playing of music or other amplified sound is only permitted between 10:00 and 20:00 (Monday-Saturday) and 11.00 – 19.00 (Sunday). To comply with licensing conditions, music or amplified sound must not exceed **65dB**, measured from the nearest occupied premises. The Trust reserves the right at its absolute discretion to lower the volume of any music or sound effect and to turn it off completely in the event of any breach of these conditions and/or complaints from neighbours. The Trust may require acoustic testing to be carried out (and records maintained) at certain events at the expense of the organiser.

Generators, if used, must be ‘super silent’ diesel generators only. They must be positioned to minimise noise impact to the neighbouring residents and businesses, and we may ask for additional acoustic screening to be installed.

4.6 Temporary Structures

There are several restrictions on site for temporary structures:

- To be cumulatively **no more than 800 square metres** within 3 or more structures
- Marquees, food stalls and gazebos to be **no more than 4 metres in height** above ground level
- Stage performance structures and art installations to be **no more than 7 metres in height** above ground level
- **No two storey structures** with internal staircases to be erected
- Certain special or temporary structures such as stages, marquees and flagpoles require building control consent under section 30 of the London Building (Amendments) Act 1939.

The Trust reserves the right to remove, at the expense of the organiser, any structures which breach the restrictions or are deemed to be unsafe.

Further information and advice may be sought from the Building Control Unit at Southwark Council. For a full list of temporary structures which require consent or to download a Temporary Structures Licence application form, please go to the Southwark building control site:
<https://tinyurl.com/yacsxnzk>

5 GENERAL

5.1 Location

Park address:

Potters Fields Park
Potters Fields (Lane)
London SE1 3LW

Local map:

<https://tinyurl.com/y98rahhf>

Office address:

Tanner Place
54-58 Tanner Street
London SE1 3PH

How to find us:

- By bus to Tooley Street: 47, 343, 381
- By bus to Tower Bridge Road: 42, 78, 188
- By tube or train to London Bridge, Tower Hill (tube) or Tower Gateway (DLR)

5.2 Opening Hours

Office hours are 09:30–18:00 Mon-Fri.

Events, including rig and de-rig, can only take place between 07.00 and 23.00 (Mon – Sat) and 07.00 – 22.00 (Sun). The Park is always open to the public.

6 Construction, Design and Management Regulations CDM 2015

As of the 7th of April 2015, CDM 2015 applies to the ‘Construction’ Phase of all events. One of the key requirements of the regulations is the need for a Construction Phase Safety Plan (CPSP) to be produced in advance of the ‘Construction’ activity taking place.

The CPSP must identify the following:

Role:	Name/Company:	Job Role/Description:
Client		
Principal Designer		
Principal Contractor		
Designers		
Contractors		
Workers		

Definition of Roles and Responsibilities

To help make the decision regarding who is most suitable to carry out the roles and responsibilities, please find a brief description of each role below:

Client:

- CDM Definition: The client is an organisation or individual for whom a construction project is carried out; the client commissions the design and construction and ultimately decides what is to be constructed and by whom
- Heads up the procurement chain
- Responsible for appointing the Principal Designer and Principal Contractor in writing otherwise by default they assume those roles

Principal Designer:

- CDM Definition: are designers appointed by the client in projects having more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role
- Liaise with the principal contractor to help planning, management, monitoring and coordination of the construction phase
- Identify, eliminate or control foreseeable risks
- Prepare Health and Safety file for subsequent projects
- Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project

(Note: Role would normally sit with the Production Manager)

Principal Contractor:

- CDM Definition: are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor
- Plan, manage, monitor and coordinate the construction phase of a project
- Liaise with Client and Principal Designer
- Prepare construction phase plan prior to work commencing on site
- Organise cooperation between contractors and coordinating their work
- Ensure suitable site inductions are provided
- Prevent unauthorised access and ensure this is detailed as part of your H&S file
- Consult with workers on H&S matters

(Note: Role would normally sit with Production Manager)

Designer:

- CDM Definition: are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work
- Prepare and modify designs, to eliminate, reduce or control foreseeable risks that may arise during construction and maintenance once it is built
- Address any health and safety concerns from the outset of the project

(Note: Role would normally sit with the lead person from each discipline e.g., lighting, sound, stage, rigging)

Contractor:

- CDM Definition: are those who do the actual construction work and can be either an individual or a company
- Plan, manage and monitor construction work under their control so that is carried out without risks to H&S
- Cooperate and coordinate with others
- Where more than one contractor is involved, they must comply with directions or project managers
- If they are the sole contractor, they must prepare the construction phase plan

(Note: Role would normally sit with the crew boss/supervisor/manager from each discipline e.g., lighting, sound, stage, rigging)

Workers:

- CDM Definition: are the people who work for or under the control of the contractors on a construction site
- Are consulted with about matters which affect the H&S
- Take care of their own H&S and other who may be affected by their actions
- Report anything they see which has the potential to endanger either themselves or others
- Every individual who is employed by any company involved in the construction activity

Notification:

The HSE requires notification of the event if the build or de-rig lasts longer than 30 days and more than 20 event staff are working simultaneously or exceeds 500-person days.

7 APPENDICES

7.1 – Appendix I – Site Plan



7.2 – Appendix II – Electric Pop-Up Power Supply Information

The Park has an electrical supply for events from a pop-up feeder close to the largest lawn (Lawn 3). This has a 16-amp single phase outlet, a 32 amp 3-phase and a 63 amp 3-phase outlet.

Any cables running over the lawns will need protective ramping or matting to prevent trip hazards. If cables cross any of the Park's footpaths, DDA-compliant protective ramping will be required.

All cables and additional components need to be supplied by the event organiser.

