

Guidance notes for putting on an event.

1. Licensing - Temporary event notices

Most entertainment events involving activities that are open to the public, such as music, film or dance displays, must be licensed. Other activities such as art exhibitions do not need a license unless they also involve the sale of alcohol.

Many venues hold a premises licence that covers the activities held at the venue and some event organisers have a personal licence. But if your event is not covered by either of these, then you will need to apply for a temporary event notice.

A temporary event notice costs £21 if your event is for no more than 499 people. It lasts for 96 hours and cannot be repeated for the same event without a 24 hour break. However, one notice can have more than one event listed.

You must apply for the notice no less than 10 working before the event – but the sooner you make application the better so that any problems can be solved in good time.

They will not be issued at all if your application is made less than 10 working days before the event. Download a form from <http://www.wandsworth.gov.uk/info/200152/licence-alcohol-and-entertainment-temporary-event-notice/763/temporary-event-notice/1> or call 020 8871 6160 to request for one to be sent to you.

2. Activities and events for young or vulnerable people

If you are planning events or activities that involve the participation of young or vulnerable people, or which might place them at risk, then you must:

1. Ensure that any person who works with this group has been cleared using a DBS check (Disclosure and Barring Service).
2. Have a Safeguarding Children and Vulnerable Adults policy in place. If you are unsure about how to develop this policy, the Arts Team can provide guidance notes and resources.

3. Equal Opportunities

Any event promoted by Wandsworth Council should promote equality of opportunity - encouraging access for all people without prejudice and with due regard for age, race, gender, marital status, sexual orientation, disability, income, education, cultural heritage, religion and background.

4. Health and Safety

The venue you use must comply with current health and safety legislation. Your activity must also comply – for example, consumption of food must be covered by food hygiene certification in its preparation.

RISK ASSESSMENT: The organiser of any event also has a duty and a legal obligation to make sure that they minimise risk and any likelihood of accidents to participants or audiences. You should undertake a risk assessment for any public event that you put on. It is an exercise that helps you to identify the possible hazards involved in the event and

the measures you will take to minimise them. If you are unsure about how to do a risk assessment, the Arts Team can provide a template document and guidance resources.

5. Public Liability Insurance

Some venues will already have insurance cover, which may be included in your hire fee. Ask the venue manager to see a copy of the licenses at the time that you make a provisional booking and satisfy yourself that everything is in order. Otherwise, you will need to have Public Liability insurance with cover of **at least £5 million**. Public liability insurance cover can be obtained from most insurance brokers.

6. Performing Rights Society

Any event promoted by Wandsworth Council that involves the performance of live and recorded music will be required to pay due royalties to the Performing Rights Society. Contact 020 7580 5544 or www.prsformusic.com for further information.