South Cambridgeshire District Council

Checklist for Event Organisers

Created February 2022

This document has been created to support community groups and those new to event planning who wish to organise events for the Jubilee 2022. It offers guidance for individuals or groups to produce safe and well-planned small-scale events. This is not exhaustive guidance, but rather a tool to assist with event planning. There are links to further guidance on event planning at the end of this document.

The Safety Advisory Group - SAG provide a forum for discussing and advising on public safety at an event. They aim to help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies.

They are non-statutory bodies and so do not have legal powers or responsibilities, and are not empowered to approve or prohibit events from taking place.

Event organisers and others involved in the running of an event, retain the principal legal duties for ensuring public safety.

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Factor	Actions		Notes
Venue	Confirm a date and venue/site for your event – do this as far in advance as possible to allow for all the stages of event planning, preferably at least 6 months before event date.	•	If your event is outdoors in a public area you will need to obtain permission and hire the area from the Council via the Temporary Event Notice form
		•	If the land is private, you need to obtain permission from the landowner.
		•	If your event is indoors you will need to book the venue.
Contract	Obtain a contract for the hire of building/use of space/land or site.	•	This will give you security and information relating to your hire conditions.
Roads	Determine if you require a road closure for your event – Road closures require at least 12 weeks' notice.	•	If you require a road closure, then contact Cambridgeshire County Council Highways

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Licensing	Licensing: Estimate how many people you think will attend. Up to 500 you may need a TEN – depending on where your event is. Over 500 you may need a Premises Licence – depending on where your event is.	•	Contact: licensing@scambs.gov.uk, to check if you need a TEN – if you do this needs to be done at least 10 working days prior to the event
		•	Apply for a Temporary Event Notice
		•	Premises and club licences
Safety Advisory Group	Determine if your event needs to go to the Safety Advisory Group (SAG).	•	Email: SAG@scambs.gov.uk with the basic outline and details of your event, and they will determine if the event needs to come to the SAG committee. Alternatively fill in our event safety form on our website.. They will respond to you to let you know either way and will also be able to provide useful resources to help with your event planning.
		•	HSE Guidance on running safe events:

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Insurance	Purchase Public Liability Insurance.	• All event organisers will require public liability insurance with a limit of indemnity of £5,000,000 per claim. All contractors and performers will also need their own public liability cover.
		• If you are employing staff or volunteers, you will also need employers Liability insurance
Risk Assessing	Carry out a Risk Assessment for your event - this will be an ongoing, live document that you add to in advance and throughout your event.	• Managing risk and risk assessment at work • Getting Started • Completed Example
First Aid	Book a first aid provider for your event.	• Getting First Aid Cover St Johns They are often booked up well in advance so plan well ahead, however, other first aid providers are • available if needed.

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Planning Document	Produce a Management Control Document (MCD) or Event management Plan (EMP) for your event.	•	A template document is available form SAG, please email to request: SAG@scambs.gov.uk Smaller events will not require such a comprehensive document, but it is useful to read this template as it is thought provoking when thinking about organising an event and how complex it can be. A simpler version can be devised for smaller events.
Site Plan	Produce a site/venue plan.	•	For Council sites there are sometimes existing plans of the area available. If you are hiring a venue, there are usually floorplans available that you can request and use as a template for your own plan.

Further sources of guidance:

- Event Safety Getting Started
- The East Anglian Festival Network (EAFN)
- Working safely during Coronavirus
- The Queens Platinum Jubilee for Cambridgeshire
- The Queens Platinum Juibilee - Get Involved

Jubilee Funding Available:

- Jubilee Funding
- Community Chest Grants