

**Event Management**  
Southampton City Council  
Civic Centre  
Southampton  
SO14 7LP



Tel: 023 8083 2906  
E-mail: [events@southampton.gov.uk](mailto:events@southampton.gov.uk)

Date as Postmark

Dear Organiser,

Thank you for your interest in performing on the Bandstand in Palmerston Park, Southampton.

Please find enclosed an application form and the general terms and conditions for your performance.

It would be appreciated if you could complete this form fully and return it to the above address.

Your application to hold an event in Southampton will be considered by the Event Management department based upon the information contained in your submitted form. This should take approximately 10 working days. If the event is approved, you will be sent two copies of an Agreement which should be signed and returned to the City Council. One agreement will be returned to you for your records. You will also be notified if your application has been rejected.

Should you have any questions, please do not hesitate to contact the Event Management office.

**Event Management**

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## APPLICATION TO USE SOUTHAMPTON BANDSTAND

### Event Details

|                                  |  |
|----------------------------------|--|
| Event Title:                     |  |
| Date and Time of Performance:    |  |
| Arrival time:<br>Departure time: |  |
| Bands Name:                      |  |
| Number of people in band:        |  |
| Type of music:                   |  |

### Contact Details

|  |  |
|--|--|
| Contact Name   |  |
| Contact Address  |  |
| Contact Telephone No:<br>Home:<br>Work:<br>Mobile:<br>(contact person must be available on site for the duration of the event and be contactable at all times by mobile phone) |  |
| Contact number and address for any public enquiries:<br>Telephone:<br>Address:   |  |

|   |  |
|---|--|
| Anticipated Attendance  | 0-20 <input type="checkbox"/> 20-100 <input type="checkbox"/> 100-499 <input type="checkbox"/> |
| Brief description of event including your target audience   |  |
| Has the event taken place before?   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                       |
| Were there any problems during this event?<br>(If yes, what action has been taken to prevent future problems) |  |
| Do you require seats for performers?<br>(if yes, how many)  |  |
| Do you require seats for audience?<br>(if yes, how many?)   |  |

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|  |  |
|--|--|
| Do you require electrical power?<br>(30 amp single phase supply available)   |  |
| Will you be collecting money for a charitable or similar purpose? If so, please give details.                                    |  |
| Do you intend to use a public address system?<br>If yes, the organiser must comply with the guidance on noise and nuisance       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Will you be selling goods? (Please detail the nature and extent of any commercial activities to be carried out at the bandstand) |  |
| How will the event be publicised?  |  |
| How will you inform local residents/businesses of the event taking place?  |  |
| Please give contact number and address for any public enquiries.   |  |

### **What's On Website**

The City Council provides a free 'What's ON' service via its website and you must submit your event details at [www.southampton.gov.uk/whatson](http://www.southampton.gov.uk/whatson) If you do not have access to the Internet, please include all relevant details with this application and this will be submitted on your behalf.

Please add any further information or comments on a separate sheet if necessary. A Risk Assessment will be required before your event can be fully approved.

# APPLICATION TO USE SOUTHAMPTON BANDSTAND

## Definitions

**The Council:** Southampton City Council

**The Event Organiser:** the person or organisation authorised by the Council to use the bandstand for a specific event at a specific time.

**Event:** Performance at the bandstand.

**Park Ranger:** Keeper of the city centre.

**Council Representative:** A person or persons appointed by the Council to oversee the event or persons carrying out a statutory function.

**Bandstand Site:** Defined area of the park shown on attached plan.

**Contact Person:** Person authorised by Event Organiser to be responsible for the Event.

## Terms and Conditions

1. The Council is to be fully indemnified against all costs, claims and other expenses incurred which might arise directly or indirectly as a result of this event. In this connection you must satisfy the Council as to the level of indemnity offered before entering the Bandstand Site.
2. The Event Organiser must ensure that the event is organised in a responsible manner and that adequate protection for participants, are made to safeguard all persons attending the event. All relevant legislation and guidance in force from time to time must be strictly adhered to at all times.
3. Approval is granted solely for the purpose of the event and no other use of the Bandstand is allowed. Permission to use the Bandstand gives you no right to occupy the site permanently or exclusively.
4. The Event Organiser must have in place public liability insurance with a limit of liability of at least £5 million. The public liability insurance should cover the activities to be carried out. Proof of such insurance must be produced to the Council, by way of the Event Management Department before the day of the Event. Failure to do so will result in permission for the Event being withdrawn.
5. The Contact Person must be available on site for the duration of the Event and be contactable at all times by mobile phone.
6. The Event is to be carried out at the Event Organisers expense unless other agreements are in place.
7. Vehicles are not generally allowed in the city centre parks unless previously agreed with the Council.

## APPLICATION TO USE SOUTHAMPTON BANDSTAND

8. Vehicular access to drop off and collect equipment may be permitted by prior arrangement with the Park Ranger.
9. The Event is to be confined to the Bandstand Site.
10. There should be no damage or alteration to the Bandstand Site or surrounding area. Any debris/litter must be removed. The Council will not be held responsible for any damage occurring on the site, howsoever caused. The Event Organiser will reimburse the Council for any ground reinstatement, repair costs, or litter clearance caused by the Event. Where considered necessary by the Council, a pre-event and post-event inspection of the Bandstand Site will be made and agreed with the Event Organiser.
11. No nuisance of any kind (e.g. excessive noise, litter, parking etc.) is to be caused to adjoining occupiers or members of the public. In the event of a Council Representative being called out as a result of complaints, the Event Organiser will be required to pay for all costs incurred (minimum call out fee £175).
12. The Event Organiser will, in the event of complaints about the event, be responsible for dealing with any complaint in a prompt and efficient manner, including replying in writing where warranted to the complainant.
13. If a public address system or amplified music is used the Organiser must comply with the requirements of the Information Note on **“Noise from Entertainment in the Bandstand”**.
14. If you are collecting money, you will require a street collections permit. You can apply online at [www.southampton.gov.uk/licensing](http://www.southampton.gov.uk/licensing) or telephone 023 8083 3245. The Licensing Department require 28 days notice and applications will be dealt with on a first come first served basis.

Signed: .....

Position:

Date:

## Information Note on Noise from Events

## Appendix 1

The purpose of this note is to provide advice to groups or organisations to enable them to carry out their own assessment of noise created by the event they are proposing to arrange. The purpose of such an assessment is to gauge the likely effect on nearby residents and to prevent the noise level being such that there is a loss of amenity, or worse still a noise nuisance and resultant complaints.

If the proposed event is for a period of more than a week then it is imperative to seek professional advice regarding the noise implications in order that a more detailed assessment may be carried out to avoid the need for expensive remedial works or relocation. Such advice is available from Southampton City Council's Environmental Health Service. Tel: 023 8083 2323.

When considering a short term event there is a variety of information that is required, including the following:

- The exact boundary of the site.
- The position of all potential noise sources on the site, this may include loudspeakers, vehicles, crowds, generators etc. If using amplified sound you must use a directional sound system.
- The times of the event and the times of any associated practise sessions.
- The time and duration of any necessary building and dismantling operations.
- The day chosen, e.g. Sunday is generally regarded as a more noise sensitive day than a weekday.
- How often the event will be held, i.e. annually, once only, etc.
- Traffic movements associated with the event.
- Identify the local noise receptor population and especially any sensitive locations such as schools, libraries and health care premises.

The aim should be that the level of noise from the event within nearby premises should not cause a loss of amenity or nuisance to occupiers. For instance, the level of noise may be acceptable during the day time when people are active and background noise levels are at their highest but the same noise after perhaps 2000 hours may prevent people, especially children, from sleeping and this would almost certainly be unacceptable.

The Event Organiser should ensure that people in the vicinity of the event are well informed about the exact times and dates of potentially noisy activities at least 14 days in advance of the event. This may be by letter to nearby residents or by signs posted on the site. Whatever method is used, it should clearly identify the contract holder and how they can be contacted before and during the event to discuss noise issues and to respond to any complaint.

The Event Organiser must also have the authority to influence the level of noise created during the event as well as identifying points around the site where the noise can be subjectively monitored. These sites should be visited at frequent intervals during the period of noise generation to assess the likely affect on conversations, sleep, etc., depending on the time of day or night.

In the event that levels are witnessed that are excessive then measures should be taken to reduce the sound levels immediately.

Everything creates noise and it would be unrealistic for anyone to expect silence within their environment. However with some planning and forethought, it is possible to minimise the affects of noise from leisure and sports activities so that the general good is maintained.

Finally, remember the key points:-

- Assess the likely noise when planning an event.
- Take steps to minimise the noise levels.
- Appoint someone to be responsible for the noise issues involved.
- Inform the population that may be affected.
- Ensure that people know who is in charge and how to contact them before and during the event.
- Assess the noise during the event and modify the volume to avoid noise nuisance, if necessary.