

Carnforth Town Council

Events Policy

Adopted: [Insert Date]

1. Purpose: This policy provides a structured approach to the planning, approval, and delivery of events organised or supported by Carnforth Town Council. It ensures that all events are safe, inclusive, and beneficial to the community, and that they reflect the Council's commitment to civic pride, community engagement, and cultural celebration.

2. Scope

This policy applies to:

- Events organised directly by Carnforth Town Council.
- Events supported or funded by the Council.
- Events held on Council-owned or managed land.
- Civic events hosted or attended by the Town Mayor and Councillors.

3. Key Annual Events

The Big Lunch: A summer community celebration encouraging neighbours to come together for food, fun, and friendship. It typically includes road closures, community stalls, entertainment, and shared meals.

Christmas Lights Switch-On: A festive event marking the start of the Christmas season, featuring a ceremonial switch-on, music, market stalls, children's activities, and a visit from Santa.

Civic Events: These include formal and ceremonial occasions such as:

- **Remembrance Sunday**
- **Civic Services**
- **Flag-Raising Events** (e.g. Armed Forces Day, Commonwealth Day)

These events are led by the Town Mayor and reflect the Council's civic responsibilities and traditions.

4. Event Planning and Approval: All events must:

- Be approved by the Council or its delegated committee.
- Submit an **Event Application Form** at least 8 weeks in advance.
- Provide a **Risk Assessment, Event Plan**, and where applicable, a **Traffic Management Plan**.
- Obtain necessary permissions (e.g. road closures, licenses, insurance).

Civic and other events are coordinated by the Town Clerk in consultation with the Mayor and relevant committees.

5. Roles and Responsibilities

- **Event Organiser:** Responsible for planning, delivery, and post-event evaluation.
- **Town Clerk:** Provides guidance, ensures compliance, and coordinates civic events.
- **Council Committees:** Review applications, allocate funding, and oversee delivery of major events.
- **Mayor and Councillors:** Represent the Council at civic events and support community engagement.

6. Health, Safety & Insurance

- All events must comply with health and safety legislation.
- Public liability insurance (minimum £5 million) is required.
- First aid provision must be appropriate to the event size and nature.
- Emergency access routes must be maintained at all times.

7. Environmental Considerations

- Organisers must minimise waste and encourage recycling.
- Noise levels should be managed to avoid nuisance.
- Events must leave the site clean and undamaged.

8. Equality and Inclusion: Events must be inclusive and accessible to members of the community, regardless of age, ability, gender, ethnicity, or background. Special consideration should be given to accessibility at major events.

9. Promotion and Branding

- Events supported by the Council should acknowledge its support in promotional materials.
- The Council will assist with promotion via its website, social media, and noticeboards.
- Branding for The Big Lunch, Christmas Lights Switch-On, and Civic Events should be consistent and community-focused.

10. Post-Event Evaluation: Organisers may be asked to submit a short report including:

- Attendance figures
- Feedback from attendees
- Any incidents or issues
- Recommendations for future events

11. Review of Policy: This policy will be reviewed every two years or following a major event to ensure it remains relevant and effective.