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# Events Policy Terms and Conditions

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2021 -2024

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## 1. Introduction

Thanet District Council ('TDC' or 'the Council') is committed to enabling events that contribute to our vibrant culture, coastal environment and economy by working with event organisers, partners and agencies to provide a variety of safe and enjoyable events.

## 2. Purpose and Scope

This Policy outlines the events procedure implemented by TDC which includes, but is not limited to; all events being held on public land, events in the Thanet District on private land requiring input from the Safety Advisory Group (see pg.6), and all events involving road closures in Thanet.

## 3. Carbon Neutral Events

TDC called a climate emergency in 2019 due to the extreme levels of carbon dioxide in the atmosphere caused by human activity. Following this, we are reducing our greenhouse gas emissions, aiming to become net carbon zero by 2030. This is important to avoid massive climatic changes which will result in surface water flooding, sea level rise, heat waves and drought in Thanet. These events will cause massive disruption to life as we know it and so it is important that we act now.

The climate emergency will be embedded into our policies and, as part of this, everyone we work with will be asked to consider their carbon footprint including those who organise events in the district.

## 4. Objectives

Thanet District Council will:

- i. Ensure all events that take place on TDC land are safe and well organised
- ii. Offer advice and guidance and/or signpost organisers to relevant organisations, funding sources, promotion, toolkit, training and resources
- iii. Make information available e.g application forms, template documents
- iv. Guide how we work with partners through The Safety Advisory Group (SAG). Offer advice to event organisers in respect of their responsibilities to ensure the health and safety of staff, participants and the public attending their Event.
- v. Provide information about TDC owned event venues for hire and how we make our assets available for the use of public events.
- vi. Ensure that any detrimental effects that the hosting of events in the Thanet district may have, are minimised.
- vii. Provide a clear charging policy with a defined scale of fees and charges for hire of public land, and review fees and charges for events annually as part of Thanet District Council's wider review of fees and charges.
- viii. Provide advice on what activities produce greenhouse gas emissions and will suggest various actions that the event organiser can choose from to reduce their carbon footprint.

## 5. Terms and conditions

Please ensure you read this document prior to submitting an application. It must be completed, signed and returned along with your application documents. TDC reserves the right to amend these conditions at any time.

The following conditions must be adhered to when hiring land from Thanet District Council. Please read and complete and return to: [events@thanet.gov.uk](mailto:events@thanet.gov.uk)

**Your Proposed Event** (please complete all fields below)

<b>Event Name</b>				(The Event)
<b>Event Date(s)</b>	Start		End	
<b>Build Date(s)</b>	Start		End	
<b>De-Rig Date(s)</b>	Start		End	
<b>Location(s)</b>				(The Venue)

All applications for hire of Thanet District Council land must be made by completing the Event Notification Form, submitting the application pack along with a signed copy of the Events Policy. The person making the application will be deemed to be the responsible Hirer; where an organisation is named, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person who signs the documents. The application only becomes a booking when it is formally confirmed by Permission to Occupy given by the Events Officer from time to time of TDC (or their authorised representative) ('the Officer'), in writing. Thanet District Council reserves the right to refuse any application at its absolute discretion.

### *a. Early Information and Notification*

When putting on an Event in the District, event organisers are required to submit an [Event Notification Form](#) (ENF) and supporting documents; payment of event application fee is required a minimum of 14 weeks prior to the proposed Event. **This does not confirm the booking of the site.**

### *b. Timescales*

TDC reserves the right to reject an event application where these timescales are not adhered to, and/or where there is significant information missing from the application. Should the event organiser not comply with timescales resulting in the Event not going ahead, TDC will not be liable for any costs paid out by the organiser in preparing for the Event.

Failure to submit the required event documentation will result in the Council refusing the request to hire the land.

Size of event	Application Process	Application Deadline	Assessment/Review
Small 0-499	Event Application pack to be completed: Site Map, Event Management Plan, Risk Assessment, Evidence of Public Liability Insurance, Medical	At least 14 weeks before	Applications will be electronically reviewed by TDC

	Checklist, Waste Management Plan, Climate Change Impact Reduction form. Other plans may also be relevant depending on the event.	the proposed event date	and SAG (as defined on page 6)
Medium 500-999	Event Application pack to be completed: Site Map, Event Management Plan, Risk Assessment, Evidence of Public Liability Insurance, Noise Management Plan, Traffic Management Plan, Signage Schedule, and Medical Plan, Waste Management Plan, Climate Change Impact Reduction form. Other plans may also be relevant depending on the Event.	At least 14 weeks before the proposed event date	Applications will be electronically reviewed by TDC and SAG - New events to the District will require a SAG meeting and debrief
Large 1000-4999	Event Application Pack to be completed: Site Map, Event Management Plan, Risk Assessment, Evidence of Public Liability Insurance, Noise Management Plan, Traffic Management Plan, Signage Schedule, Crowd Management Plan, Medical Plan, Waste Management Plan, Climate Change Impact Reduction form. Other plans may also be relevant depending on the Event.	At least 8 months before the proposed event date	Applications will be electronically reviewed by TDC and SAG - Will require a SAG meeting and debrief
Major 5000+	Event Application Pack to be completed: Site Map, Event Management Plan, Risk Assessment, Evidence of Public Liability Insurance, Noise Management Plan, Traffic Management Plan, Signage Schedule, Crowd Management Plan, Medical Plan, Waste Management Plan, Climate Change Impact Reduction form, Evacuation Plan, Lost Child Policy, Safeguarding Children and Vulnerable People Policy, Evidence of Food Registrations and Hygiene Certification	At least 12 months before the proposed event date	Applications will be electronically reviewed by TDC and SAG - Will require a SAG meeting and debrief

NOTE - If you are organising an Event where the military are involved, you need to link in with them to confirm that they have notified the police using a Public Military Event (PME) form at least six weeks in advance of the proposed Event.

The Policy does not contain all stages of the application process, please refer to [Organising an Event](#) located on the TDC website.

### *c. Licences, permits and other permissions*

The Hirer shall undertake responsibility for obtaining any additional permissions, consents or licences required for the Event and to submit copies, if requested, to TDC, and where necessary this shall include appropriate insurance (including minimum £5 million public liability) for other users of the said venue which are not covered under the Hirer's insurance.

**Performing Right Society** - The Hirer must advise the Performing Rights Society of any musical performance at the Event including live and recorded music.

**Filming** - The Hirer may not carry out, allow or permit to be carried out any professional photography, filming, video recording, taping, television, radio broadcasts or any other recording of any kind during the hire period without an [approved filming permission](#).

**Commercial Traders** - No commercial traders will be permitted to trade at the Event without the prior written consent of TDC.

**Alcohol** - No intoxicating liquor shall be taken into the venue by the Hirer or anyone on behalf of the Hirer or by any other person attending the Event unless previously agreed by TDC (in writing).

**Collections and Lotteries** - No collections (whether for charity or otherwise), games of chance, sweepstakes, sale of programmes, raffles or lotteries or gambling of any kind shall be conducted at the venue without prior consent from TDC (in writing). The Hirer must ensure that they have appropriate permission and licences, contact [licensing@thanet.gov.uk](mailto:licensing@thanet.gov.uk).

#### *d. Health and Safety*

The Event must comply with the Health and Safety at Work Etc Act 1974, the Environmental Protection Act 1990, the Food Safety Act 1990, legislation or guidance as a result of the coronavirus pandemic and all other relevant statutory provisions in force from time to time.

The Hirer must undertake risk assessments for the Event and to ensure that all participants and contractors comply with all relevant health and safety legislation, and any other guidelines relevant thereto at all times during the Event and while accessing, vacating, preparing and clearing the venue for the Event. The Hirer agrees to risk assess and record any revised arrangements.

The Hirer must ensure that the Event is covid secure and a covid compliant risk assessment is undertaken, with the correct measures in place that comply with legislation and guidance at the time of the Event.

Where appropriate, the Hirer shall provide First Aid services at the venue for the duration of the Event and demonstrate an adequate plan is in place to deal with emergencies which may occur.

The maximum number of persons to be admitted to the venue or the part thereof being hired during the hire period is not to exceed the recommendations of SAG or emergency services. TDC reserves the right to fix a maximum limit for the number of persons attending, and the Hirer shall comply with any maximum number imposed.

**Fun Fairs** - In circumstances where the TDC has agreed that the venue shall be used for a small scale fun fair then the Hirer shall;

- a) Supply full details of all sideshows and rides prior to any permission being granted and shall comply and ensure that the operators of the rides comply with current guidance by the Health and Safety Executive, and all other statutory bodies.
- b) Ensure that each ride has a valid Independent Safety Certificate, details of which shall be produced to the Officer for inspection prior to the ride or equipment being operated

**Food Safety** - The Hirer will submit full details of all food traders taking part in the Event to the Officer prior to the Event taking place and failure to do so may result in a food trader not being permitted on TDC land.

**Lighting** - Where the venue is to be used during the hours of darkness then the Hirer will provide lighting to cover all areas to which the public are admitted or have access, provided that all lighting temporarily erected at the venue shall be angled not to shine into any

window of neighbouring properties thereby not causing any nuisance or annoyance to the occupiers therein.

*e. Animals*

No animals will be admitted onto Council land (except guide dogs), unless specifically approved by the Officer, in writing. The Hirer shall not permit or suffer any live fish, animal or bird to be offered or given as a prize in any raffle or competition, whether of skill or otherwise. No animals will be permitted in the following circumstances; as part of any circus or when used to attract an audience for profit.

*f. Advertisements*

To ensure that all event publicity signs/posters are displayed in accordance with the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 2007 (both as amended or re-enacted from time to time). No flags, emblems, decorations, posters or advertisements shall be displayed inside or outside the venue without the previous written consent of the Council. Flyposting (the display of advertisements in contravention of the advertisement control regulations) is an offence incurring liability to a fine. Any Hirer wishing to display posters must first consult the District's Planning Team to find out whether consent is required, and to obtain and comply with the terms and conditions of all such consents required.

*g. Waiver of showmans guild established rights*

The Hirer shall waive any established rights under the rules of the Showman's Guild which the Hirer has or which the Hirer may accrue as a result of the hire of the venue and/or any other past or future Event held within the district of Thanet.

*h. Car parking*

The Hirer shall not permit or allow cars or other vehicles to be driven over or parked on the Venue other than those previously agreed with the Council (in writing).

*i. Safety Advisory Group (SAG)*

The Safety Advisory Group (SAG) will give feedback and advice on all applications. The SAG will respond with their comments a minimum of 4 weeks prior to the date of the event. The Kent SAG is a multi-agency group which works together to provide advice on policy across Kent. SAG works in partnership with the Kent Group but specifically focuses on events across Thanet.

SAG comprises representatives from Kent Police, Kent Fire and Rescue Service, NHS, KCC Highways Agency, East Kent Hospital University Trust, Health and Safety, South East Coast Ambulance Service (SECAMB), RNLI and Coastguard, as well as relevant local authority departments. Representatives of SAG are responsible for ensuring decisions are formally taken by their respective organisations, where necessary, as SAG is only an advisory body.

SAG reviews events on both council and private land. Depending on the size and nature of the event an organiser may be invited to attend a SAG meeting to discuss their documentation and event proposals and answer scrutiny questions of the procedures and policies they have put in place for their proposed Event.

Once SAG members are confident in the safety of the Event and are satisfied all relevant documentation has been completed and submitted as required, agreement for the Event to be held may be granted.

*j. Indemnity and Insurance*

All Events held on TDC land will need public liability insurance (PLI). The Hirer must provide TDC with evidence of PLI of not less than £5million (or such higher sum as may be notified by TDC) covering the Event. It is the responsibility of the Hirer to ensure that they obtain and inspect evidence of PLI policies from any and all other site users/additional participants/parties, to the same value prior to the Event date. The Hirer must not do anything that will or might constitute a breach of any statutory requirement affecting the Venue or that will or might wholly or partly vitiate any insurance effected in respect of the Venue from time to time.

PLI provides cover for legal liability of the insured party in respect of a claim from a third party for property damage, death, injury and illness.

The Hirer shall indemnify TDC against all losses, claims, proceedings, demands, costs, charges, expenses and damages whatsoever or howsoever arising out of or in connection with the use of the venue under the provisions of any hiring permission granted, unless due to any act or neglect of TDC.

The use of the venue or any part thereof is entirely at the risk of the Hirer who shall be liable for any claim in respect of:

- a) Personal injury or death arising out of the booking except to the extent that the same is due to any act or neglect of the Council or any person for whom the Council is responsible;
- b) Loss of or damage to property whether real or personal and whether belonging to the Council or otherwise.

Any claims that arise due to failure to comply with covid guidelines at the time of the Events will be the responsibility and liability of the Hirer, and not TDC.

*k. Agreement*

All Events taking place on TDC land require permission from the TDC in the capacity of the land owner. This may only be granted once SAG has reviewed and approved all documentation required by TDC to be submitted by the organiser.

The Hirer must ensure that the person or persons signing this document on behalf of the organisation have the legal entitlement and authority to do so. In the majority of cases, the following guidelines apply:

Organisation Type	
Registered Charity	Signatories dependant on the charity’s constitutional documentation
Registered Company	Two signatures are required and can be two directors, or a director and the Company Secretary
Sole proprietor	Signature of the sole proprietor



Town and Parish Councils	Signatories dependant on the individual council's constitutional documentation
Community Groups	Signatories dependant on the group's constitutional documentation
Individual/Group of Individuals without constitutional documentation	To be agreed on a case by case basis

### *l. Evaluation*

A vital part of any Event is to carry out an evaluation reviewing the planning, organisation, delivery and success of the Event. The TDC Events Team will monitor all events to ensure compliance with the Policy.

### *m. Event Debriefs*

Event debriefs can be carried out in a variety of ways; verbally at a site visit, a telephone conversation, through written feedback, at a formal debrief meeting with officers from relevant departments and, in some instances, members of SAG to review the Event, give feedback and raise any concerns, to discuss improvements for any future Events. Debriefs will occur within 2 months of the event occurring.

## **6. Fees and charges**

The payment of the Hire Charge, Additional Charges and any Deposit must be made in full [28] days prior to the commencement of the hire period. If payment is not received the TDC reserves the right to cancel the booking with immediate effect. For Events with payment already outstanding, TDC refuses to take further bookings.

### *a. Application Fee*

*The application fee includes access to support from our officers and covers administration time for processing an Event throughout its Event Journey.*

### *b. Deposit*

*The Deposit must be paid to the TDC no later than [28] days prior to the commencement of the hire period and shall be held on trust by TDC throughout the duration of the Event.*

*Following the conclusion of the Event the deposit (less any deductions made in accordance with paragraph iii below, and without interest thereon) shall be repaid / returned to the Hirer within 60 days after the Event has concluded.*

*In the event of any damage or loss whatsoever being caused or incurred to;*

- i) The venue, which shall include malicious damage, unintentional loss (e.g. the loss of keys) and other such similar incidents; and/or*
- ii) The land and or any adjoining land owned by TDC, as a direct result of the Hirer's occupation and or use of the venue, land and or adjoining land; then*
- iii) TDC shall at its sole discretion and in all cases acting reasonably be entitled to use the deposit to offset the cost of repairing, reinstating and or undertaking any works required to return these areas to the same condition that they were in prior to the commencement of the Event, and to recover*

*from the Hirer all additional sums required in excess of the deposit. Any such additional cost shall be a debt due from the Hirer to TDC and recoverable by action.*

### *c. Land Hire*

It is TDC policy to charge for the hire of TDC land for the purpose of an Event, based on the nature of the Event being held. Events using multiple spaces may be charged different fees, as the Events may use the sites for different purposes. For guidance on how fees and charges are calculated and what the fees cover, contact the Events Team. The Hirer must undertake acceptance of any liabilities for loss or damage of any equipment or materials made available by TDC.

**Loss and damage** - Nothing shall be driven into or fixed or fastened to any part of the venue or its furniture or fittings or equipment unless agreed by TDC in advance (in writing) and the Hirer shall take every precaution to avoid damage. The Hirer shall pay TDC on demand for the cost of repairing or making good any damage to the venue or any part thereof (fair wear and tear excepted) arising out of or incidental to the hiring or for the loss or damage of any equipment included in the hiring. Any heavy equipment to be used within the venue must be identified on the application. No other heavy equipment may be used. The Hirer shall ensure that any vehicle, generator or ride specially permitted on an area must have satisfactory measures in place to contain discharge of fuel or grease.

**Keys** - The Hirer must return all keys (if any) to the Council on the next working day following the Event.

**Site Visits** - TDC reserves the right to allow officers of TDC, authorised staff, police and fire brigade officers free ingress and egress to all parts of the venue, before, during and after the hiring period, to conduct site visits. Instructions must be given by the Hirer for their admission e.g. informing stewards and security that they have permission to access the site. The Hirer, their staff, volunteers and agents shall during the hiring and during such other times as they or any of them shall be in the venue comply with all reasonable requirements of the Officer and of the other officials referred to herein.

**Responsibilities** - No hiring may start until the Hirer or a responsible person within the organisation is in attendance. The Hirer is responsible for:

- a) The administration, organisation, control, management and running of the Event
- b) Keeping the venue clean and tidy and ensuring that the venue is regularly litter picked during the Event
- c) Leaving all premises, including outside facilities, in a clean and tidy condition
- d) Having appropriate and sufficient stewards and officials to fulfil these conditions
- e) Supervision and control of event participants, officials, visitors and spectators

**Event suitability** - In all cases the Event must be suitable for family audiences and/or participants. In all cases, organisers of the Event must ensure that it will not cause discrimination (either directly or indirectly) or disadvantage and that equality issues have been taken into consideration in the preparation of the Event. Please see [TDC's equality statement](#). To find suitable venues please read the [Suitability of Events document](#).

## 7. Additional Resources

Additional charges may be required for licensing, road closures, waste management, building control, electricity and water depending on the size, type and nature of the Event. Any unpaid fees or charges will mean future Events will not be permitted by that organisation until the debt has been settled. The fees and charges for additional resources are provided in the application pack. Where TDC is unable to offer the land requested or any additional resource e.g. toilets, waste management or electricity due to an unforeseen circumstance Thanet District Council can and may refuse to offer this resource to an event organiser.

### *a. Waste Management*

All event organisers are responsible for the clearing of the site after the Event as well as any litter that has spread from the site to the surrounding areas as a direct result of the Event. All waste should be disposed of by a professional waste management company if not TDC. The Hirer to undertake responsibility for reinstatement and cleaning of the venue if required following the Event and removal of the Hirer's furniture equipment goods and chattels following the Event.

### *b. Toilets*

Event organisers are responsible for supplying adequate toilet facilities for the Event, guidelines are set out in the [Purple Guide](#) which offers health and safety guidance when planning an Event. Public toilet hours can be extended but the condition of the toilets will be the responsibility of the event organiser and hire will be at an additional charge from TDC. The Council reserves the right to require the Hirer to provide at the Hirer's own expense temporary sanitary facilities as deemed reasonable.

## 8. Land Hire

Thanet District Council offers a number of sites for Events; however, the suitability of these sites vary depending on the Event you wish to hold. This will be based on appropriate use, maximum numbers and the size of the site. If you wish to use a site which is not listed for a 'one off' Event this will need to be agreed (in writing) with the TDC Estates Team prior to submission of the Event Notification and the hire of the land will be charged at the **standard rate** for your event category and size (please see [Suitability of Events document](#)).

Unless otherwise agreed and stated in the Permission to Occupy issued by the Officer, the Event must cease at the agreed times and all clearing up operations must be completed by the end of the hire period. The property of the Hirer and the Hirer's agents must be removed at the end of the hire period and TDC accepts no responsibility for any property left on, at or within the venue.

The right to use the facilities or equipment hired is not transferable and the accommodation or facilities hired shall not be used for any purpose other than that specified on the application form. The booking shall be personal to the Hirer and the right to use the venue shall not be sublet, assigned or otherwise transferred unless prior written consent has been obtained from TDC.

TDC reserves the right at its absolute discretion to refuse admission to or evict any person from Council land that does not have permission to be there.

**Consent for chattels (an item of property, a personal possession)** - The Hirer must not bring any furniture equipment goods or chattels onto the venue without the prior written consent of TDC, except as is strictly necessary for the exercise of the permission to carry out the Event which is the subject of the land hire application.

**Nuisance** - The Hirer must not use the venue in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience or interference to the venue or any adjoining or neighbouring property or to the owners/occupiers or users of any adjoining or neighbouring property and not to do or permit to be done on the venue anything which is illegal or immoral.

## 9. Events on Private Land

TDC's primary concern with events held on private land is public safety. Event organisers are encouraged to adopt good practice and to submit documentation and the Events Team at TDC will circulate the information to SAG, for feedback. The application should comprise, as a minimum, the Event Notification Form, Event Management Plan, Risk Assessment, Site Plan and evidence of PLI. We would recommend that event organisers fill in and submit Event Notification of their Event on private land if the Event meets any one or more of the following criteria:

- i. Event is categorised as a major event and is new to the District
- ii. The Event is of an unusual nature, or comprises elements or locations which could be deemed high risk to participants or the public.
- iii. The Event is to take place over a number of days
- iv. Event requires a Temporary Events Notice and the Event is in a public setting.
- v. Event includes the provision of catering outlets and/or trade stands and is in a public setting.
- vi. The event organiser would like advice from the Safety Advisory Group.

## 10. Cancellations and Refunds

In the case of a cancellation of a booking, the Hirer shall inform the TDC at the earliest opportunity to enable the Venue to be hired by another party. Cancellation must be made in writing to the Events Officer. TDC requires no less than 14 days' notice (in writing) and the event organiser must have a strategy in place to communicate this through a variety of channels. In the situation of an Event being cancelled by the Council or the Hirer, the Application Fee is non-refundable. TDC accepts no responsibility due to cancellation or closure of an Event.

TDC reserves the right at any time to close or prohibit the use of the venue at its discretion. TDC will not be liable for any loss or expenditure incurred by or on behalf of the Hirer or by or on behalf of any other person arising from the exercise of this discretion or from the cancellation of any booking by TDC. TDC will refund such fees as it considers reasonable in the circumstances.

TDC has the right to cancel the hiring and to recover from the Hirer the amount of any loss resulting from such cancellation if the Hirer shall have offered or given or agreed to give to any person any gift or consideration of any kind or committed any offence under the Bribery Act 2010 or Section 117(2) of the Local Government Act 1972.

TDC reserves the right, at its sole discretion, to cancel any Event booked on TDC land due to poor weather, unsuitable ground conditions, non-receipt of the required paperwork or exceptional unforeseen circumstances. If it is a wet season, the hirer may be given two weeks' notice from TDC that they will not be able to use the site. In these circumstances, TDC is not responsible for any costs that the organiser may already have incurred or committed to in preparing for the Event.

If we are notified prior to the Event with reasonable notice, where an Event is cancelled due to circumstances beyond the Event organiser's control e.g. adverse weather conditions and natural disasters, TDC may offer a refund of the hire fees, additional service costs and any deposit at its sole discretion but this will only be paid if the costs TDC has incurred are covered. The days in which the Event is non operational e.g site build and site derig days, would also be taken into consideration in these circumstances. TDC will be covering their full costs that they may have to incur to date or things they have had to put in place to assist cancelling the Event.

## **11. Enforcement**

TDC reserves the right to check that an event organiser is managing an Event in accordance with the event plans submitted and the terms and conditions of land use granted under the terms and conditions or Permission To Occupy, where the Event is held on TDC land. Breach of these agreements based on a TDC inspection or a substantiated complaint from a third party will provide grounds for the TDC to be able to refuse permission for an event organiser to hold the same Event in subsequent years and/or other Events on TDC land.

The Hirer shall observe any rules and regulations TDC makes and notifies to the Hirer from time to time governing the Hirer's use of the Venue. Where there is a breach of the terms and conditions contained within the Events Policy or the Permission to Occupy, TDC may choose to take legal action to enforce these contractual rights. TDC has statutory powers that can enable it to immediately stop any Events on its land where there is (or is reasonably considered to be) an imminent or substantial risk to public safety. The Hirer in any way to impede TDC, or its officers, servants or agents in the exercise of their rights or the Council's possession and control of the venue and every part of the venue.

## **12. Monitoring and Review of the Policy**

This Policy may be refreshed on an annual basis and shall be reviewed on a three yearly cycle. Minor alterations to the Policy can be approved by the Director of Operational and Commercial Services in consultation with the Cabinet Member responsible for Operational and Commercial Services. Any substantive alterations to the content of the Policy will be approved by Cabinet.

The policy will be adapted every 5 years to reflect the climate change emergency called by the Council in 2019. As event organisers start to understand how to calculate their carbon footprint by 2025 the Council will ask for carbon offsetting to be compulsory by 2010.

An Equality Impact Assessment will be completed if the subject of a revision to this Policy has relevance to the Equality Act 2010 which protects people from the discrimination in the workplace and wider society.

The Council reserves the right to vary the content of these conditions at any time.  
All references in these Conditions to 'writing' shall include communications by email.

**If any of the terms, conditions or other TDC requirements listed above are contravened or not complied with in full, then the hire of Council land/property will not be granted.**

<b>Name (printed)</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Position in Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Email</b>	

If you have any queries regarding completing this form please contact The Events Team at Thanet District Council  
Email: [events@thanet.gov.uk](mailto:events@thanet.gov.uk) or telephone 01843 577735

**Please keep a copy of these Conditions of Hire for your own records.**