

## ORGANISING AN EVENT ON TUTTINGTON VILLAGE GREEN

**Burgh and Tuttington Parish Council** co-ordinates the management of Tuttington Village Green and has produced this guide for organisers of small events to be held there.

### About the Village Green

The Village Green is an asset for Tuttington residents to enjoy. Any activities that take place there must not diminish its character. Due consideration must always be given to the residents living nearby. General use of the Village Green is **entirely at your own risk**. For organised events please follow the advice set out below.

### Organising an event on the Village Green

Tuttington Village Green is small with limited parking. Only modest events are possible and limited to residents and guests of the village. Events should not be for open access by the general public under normal circumstances.

Organisers should ensure their event is covered by the appropriate insurance. By adhering to the conditions set out below, your event should fall under the umbrella of the Parish Council Public Liability insurance. If you plan to raise money for Tuttington Church, your event will likely also be covered by church insurance (for further information on church insurance, contact Jan Lodge at the Old Forge: [janlodge@live.com](mailto:janlodge@live.com)). Organisers can arrange separate event insurance should they wish to. Please note that household insurance is not appropriate for Village Green events.

### Conditions for holding organised events on Tuttington Village Green

- Events must have named organisers and a safety co-ordinator
- Events are limited to a maximum of 200 people
- Events likely to diminish the character of the area or negatively impact local residents are not permitted
- Excessively loud music, bonfires or fireworks, or other disruptive activities are not permitted
- Residents living around the Village Green should be informed of your event at an early stage of planning
- Organisers should ensure their event is covered by the appropriate event insurance
- After the event, all materials must be cleared away and the Village Green returned to its previous state
- The form below and the attached risk assessment form must be completed and returned to the Parish Clerk

Completed forms should be emailed to the Parish Clerk ([clerk.bandtpc@gmail.com](mailto:clerk.bandtpc@gmail.com)).

**PLEASE COMPLETE AND SIGN THE FORM BELOW AND RETURN A COPY TO THE PARISH CLERK**

<b>EVENT ORGANISER(S):</b>			
<b>EVENT DATE AND TIME:</b>		<b>HAVE YOU INFORMED NEARBY RESIDENTS?</b>	<b>Y/N</b>
<b>EVENT DESCRIPTION:</b>			
<b>SAFETY CO-ORDINATOR:</b>			
<b>RISK ASSESSMENT:</b>	<b>HAS A RISK AND SAFETY ASSESSMENT FORM BEEN COMPLETED AND RETURNED TO THE PARISH COUNCIL BEFORE THE EVENT BEGINS?</b>		<b>Y/N</b>
<b>INSURANCE COVER:</b>			
<b>SIGNED:</b>	<b>Print name:</b>	<b>Date:</b>	
<b>For official use only:</b>	<b>Forms checked by:</b>	<b>Signed/dated:</b>	