



## GILLINGHAM TOWN COUNCIL

### The Letting of Public Open Space

There is a long tradition of communities coming together for an event on a village green or holding a street party but, to make sure that your event is well organised and fun, you need to follow a few simple rules.



To hold an event on public open space that belongs to Gillingham Town Council you must:

- seek support from your neighbours,
- seek permission from the Town Council at least six weeks in advance of the date of the event, and ideally,
- ensure that the event does not go on beyond 11pm.

If the event is to be held on a small public open space located within a housing development, the event must not be generally advertised and only involve nearby neighbours.

Under the Licensing Act 2003, you will need to obtain a statutory license<sup>1</sup> if the intended event involves one or more of the following:

- the event requires an admission fee / entry ticket,
- the sale of alcohol either as part of the ticket price or on sale during the event (not required if people take their own alcoholic drink along to the event),
- recorded music is to be played beyond 11pm,
- late night refreshment between 11pm and 5am
- the performance of a play or dance outside the hours of 8am and 11pm,
- an exhibition of a film,
- boxing or wrestling entertainment,
- live music, and when
- the event is expected to attract more than 500 people.

More information about a statutory license is available on the Dorset For You website: <https://www.dorsetforyou.gov.uk/licensing/street-party-licence?formid=4085442>

Public Liability Insurance is required when the event becomes a commercial enterprise, such as an admission charge or the purchase of a ticket.

To help you plan a successful event, further information and advice can be found on-line by visiting: <http://www.streetparty.org.uk/>

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<sup>1</sup> Temporary Events Notice (TENs), available from the district council at a cost of £21.