

Events in Warley Woods

From time to time the Woods are used for special events such as orienteering, guided walks, and celebrations. To get advice and/or permission for use of the site for any special events, you should read the policy below. Please discuss your event with Trust staff to see if the application form needs to be completed. Many small scale events can be agreed quickly and over the telephone. If the application form is necessary please complete it and send it to Kathy Hodgkinson at the Trust Office at least 8 weeks before the planned date of the event. We will normally be able to give a decision within 4 weeks of receipt of the form. Whether the form is completed or not, the event organisers is agreeing to abide by the issues listed under 2.3 below.

Events Policy

1. Events organised and instigated by the Trust

1.1. Events instigated and managed by the Trust will be in the furtherance of our objectives and part of an agreed action plan to support

- Restoration and conservation
- Community activities
- WWCT Membership services
- Fundraising for the Trust's Charitable Objectives
- Educational objectives
- Local interest and history

2. Events organised by other groups and individuals.

2.1. The Trust will consider requests from organisations and individuals wishing to organise **responsible** events in the park for the enjoyment of the whole community. In compliance with our charitable status and the covenants on the land, we cannot allow events which restrict access.

2.3. When considering permission we require reassurances including written evidence from the organisers demonstrating that:

- the event will not cause damage to the park
- general access to the park is not to be cordoned off and unduly impeded¹.
- the resources of the Trust (financial and human, including paid staff and volunteers) are not diverted from the main objective of the Trust, or that an appropriate re-imbursment is made to cover any costs sustained (see below)
- the enjoyment of the park by the general public is not impeded by the event through excessive noise
- it does not impact on or contravene the Trust's public liability insurance cover
- it does not bring the Trust into disrepute
- it is not a political or religious rally
- alcohol is not to be sold and that any other vending falls within legal licensing
- the event organisers are covered by their own Public Liability Insurance
- any vehicles needed as part of the event remain in designated areas
- no dangerous substances. permanent markings or fire (including fireworks) will be involved,
- there is an appropriate level of qualified first-aid expertise present as part of the organising team

¹ Exception: The Golf Course, which has been the subject of extensive community consultation and is part of an agreed strategy for the continued enjoyment of these specialist facilities and their contribution to the long-term strategy of the park.

- Any litter or waste created by the event should be removed by the organiser. There are facilities for recycling glass and cans on the main car park which can be used.
- The organiser must provide toilet facilities for its event

All activities must, in any case, comply with the bye laws governing the park.

How will the Trust decide?

The Community and Activities Subgroup of the Board of Trustees will consider applications and make recommendations to the full board. They will do so by considering the full impact and risk of any event, taking into account the principal stewardship role of the Trust. A representative of the Trust may wish to meet with the organiser after receiving the application form to discuss specific issues with them. A contract of Terms and Conditions and Agreements of Usage will then be drawn up with the event organiser. Priority will be given to events which further the core aims of the Trust which are:-

- To promote the conservation, protection and improvement of the physical, natural and historic environment of the area known as Warley Woods.
- The provision of recreational facilities for the public at large or those who by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances, have need of such facilities in the interests of social welfare.
- The advancement of education in particular but not exclusively by the provision of facilities for studying the historical, archaeological, environmental and horticultural importance of the area known as Warley Woods.

Notes and Exclusions

The following types of activity are very **unlikely** at present to be granted permission:

Events which involve substantial use of powered vehicles entering the site;

Events taking place after dark;

Events which involve high noise levels over an extended period leading to the possible disturbance of local residents, nesting birds and other wildlife.

Costs

The Trust reserves the right to seek a deposit against damage to the grounds or costs incurred as a result of the event. The sum required will be negotiated according to each circumstance, but is likely to be at least £100.

Warley Woods Community Trust

Application Form

Application for use of Park for community events

| Details of Organisation | | | |
|--|-------------------|--------|----------|
| Name of Organisation | | | |
| Name of key event organiser | | | |
| Position in Organisation | | | |
| Address for Correspondence | | | |
| Telephone | Home | Mobile | Business |
| e-mail address | | | |
| Details of event | | | |
| Date of Event | | | |
| Time of event | Start: | End: | |
| Set up date/time | Get-out date/time | | |
| Describe the activity | | | |
| How will you publicise it? | | | |
| How many people do you estimate it will attract? | | | |
| How many cars do you estimate will visit the site? | | | |
| How many responsible leaders will be involved in the event? Names Mobile numbers: | | | |
| Do you have public liability insurance covering this specific event? | | | |
| Please provide details (you will be asked to provide a copy of the policy certificate, if the event is approved) | | | |

Will you be bringing any specialist equipment ?
(Note: at present the Trust cannot provide access to water or electricity for events)

Will any money be collected for charity?

Name of Charity(ies)

Return this form at least 8 weeks prior to the event, to Kathy Hodgkinson at the Trust office, or by e-mail to admin@warleywoods.org.uk