

# PLANNING A PUBLIC EVENT IN SOUTHAM

**The responsibility for the safety of all persons working or attending an event rests with the event organiser.** It is the duty of this person to exercise overall control of the event, and to ensure all reasonable precautions are taken to maintain the safety of the people at the event for its duration. This person must be able to demonstrate an understanding of these roles and responsibilities and a commitment to public safety.

Southam Town Council owns and operates Park Lane Recreation Ground. Properly constituted local voluntary organisations are able to lease the recreation ground at **no cost** provided certain conditions are met. Please contact the Town Clerk on 01926 814004 or email [clerk@southamcouncil-warks.gov.uk](mailto:clerk@southamcouncil-warks.gov.uk). Public liability insurance of at least 5 million pounds and risks assessments for the event are essential. The organiser must also sign a Town Council Lease Agreement.

A Small Event Safety Plan is also available from Stratford District Council as is advice on the necessary risk assessments. Follow the link below.

<https://www.stratford.gov.uk/healthcare/small-outdoor-events.cfm>

## ROAD CLOSURES

Stratford on Avon District Council has the power to issue temporary Road Closure Orders for special public events such as a public procession, street party, festivals etc. under s.21 Town Police Clauses Act 1847.

## APPLICATIONS SHOULD BE MADE AT LEAST 12 WEEKS BEFORE THE EVENT TO ENABLE CONSULTATION TO TAKE PLACE.

Follow the link to Stratford District Council website for the application forms and detailed advice.

<https://www.stratford.gov.uk/transport/road-closures.cfm>

### Conditions of a Road Closure Order

- Vehicular access for emergencies being available at all times.
- Road closure and diversion signs must be erected at the cost of your organisation and removed by the end of the temporary closure.
- Your organisation being responsible for stewarding the event.
- Your organisation being responsible for clearing the highway after conclusion of the event and for any damage which may be occasioned to the highway, including street furniture, during the entire period of preparation, the event and cleaning up operation.
- No claims will be entertained by the County Council (as highway authority) the District Council, the Town or Parish Council or any statutory undertaker in respect of any accident damage loss or injury sustained as a result of the event. It is recommended that the organisers obtain public liability insurance cover.
- Your organisation being responsible for notification to all those affected by the order, especially any bus companies and those fronting the road(s), in writing at least 14 days prior to the event.
- Street notices advertising the closure must be placed in all roads to be closed by your organisation.