

MANCHESTER CITY COUNCIL

EVENT GUIDELINES AND CONDITIONS OF USE FOR CITY CENTRE SPACES

Event Organisers booking an event space licensed by Manchester City Council Management must take into consideration the conditions detailed below under the following headings:

- Site Protocol
- Health & Safety
- Access & Egress
- Vehicles
- Insurance
- Fees
- Cancellation
- Leaflet distribution
- Noise
- Waste Management
- Filming
- Street Collections
- Public Assemblies
- Busking
- Market Rights
- Food Sampling
- Parking suspensions/dispensations
- Equal Opportunities

Failure to abide by these conditions at any time prior to or during a booked event may result in an event being cancelled and will have negative implications for the event organiser(s) as regards any proposed future booking(s).

Site Protocol

1. The letter of consent granted by MCC Events Unit or their agent for activity within the licensed area must be available for inspection by any officer of the council or Greater Manchester Police on the day/s in question.
2. Direct selling of goods and services will only be permitted when licensed by MCC. Where selling of goods is approved, a street trading license will be required at an additional cost, available on application from Manchester City Council's Licensing Department. Please note for a Market license application to be considered there must be at least 5 trading pitches involved.

3. Any display must be safe, tidy and attractive, to the satisfaction of the City Council. Attaching or placing signs, banners or other items on or to street furniture, or the highway surface will not be permitted.
4. If a consent holder is asked to move his/her location by officers of the City Council, Police or Fire Service, he/she will immediately comply with that request.
5. The consent holder will be responsible for the reasonable cost of repair to the highway or street furniture if damage is caused by his/her event. In certain circumstances a bond may be required against any damage.
6. The consent holder will be responsible for the satisfactory behavior of any employees or other people involved in the event who shall also comply with these conditions.
7. Petrol generators will not be allowed. Details of any other type of generator, such as silent diesel generators must be submitted for approval. In line with Manchester City council's Sustainable Event Policy, we encourage you to conduct your operations in an environmentally sensitive manner.
8. Activities will be positioned within the perimeter of the designated space so as to cause minimum disruption of pedestrian movement and no obstruction to shop frontages or city centre businesses.
9. The consent holder or his/her activities shall not cause any nuisance or annoyance to any other users of the event spaces, occupiers of adjacent land or buildings or to Manchester City Council.
10. Litter generated as a result of any activity, including leaflets/samples/products must be minimized during the event and removed from the event space and a 50m surrounding area by the consent holder both during and at the end of the activity. Organisers are asked to ensure that recyclable waste is recycled.
11. The consent holder must remove all waste from site at the end of the activity. If you are unable to organize appropriate waste removal measures, to remove waste at the end of the day, please ensure you contact one **of the Waste Management Team** (referred to in Waste Management section of this document), **at least 48 hours before your event**. Charges will depend on the nature of the waste.
12. The consent holder must not use Manchester City Council's waste bins to dispose of litter generated through the activity, unless prior agreement has been reached.

13. Should the consent holder fail to adhere to the above they may also be served with fixed penalty or abatement notice. Should the Council incur additional cleansing costs as a result of the promotion/event, then an appropriate retrospective charge will be levied to the consent holder along with any appropriate administration fees.

Health and Safety

1. All activities must meet all current Health and Safety legislation, for example all cables on site must be adequately covered or preferably flown well above head height.
2. Necessary fire fighting equipment must be provided and be readily available.
3. The promotion and or sampling of alcoholic drinks are not permitted unless control measures have been agreed with both GMP City Safe and MCC Public Protection Group.

Crowd management and profiling (taken from MCC Health & Safety Guidance)

- 1 At the planning stage of any event, consideration must be given to anticipated numbers that will attend. The event location must be big enough for all of the activities planned and have enough space for the public to move around the event site and have an unobstructed route to the exits in the event of an emergency situation

Access and Egress

1. Vehicle movement to and from the city centre spaces should not compromise public safety in any way. Wherever possible vehicle access onto public spaces should be before 8am and vehicle egress should be after 6pm. Exceptions to this apply when specific consent has been given or the organiser has been instructed to move by the Police or City Council.
2. Some of the city's public spaces have bollards in place which can be restricting. Set out below are those public spaces where this applies together with information on how you can request assistance with the temporary removal of them.

MARKET STREET

Market Street is a pedestrian street with very high continuous daily footfall from very early in the morning through until close of business and rush hour. For any event that requires any form of structure being located in this event space, load in and set up must be completed by 7am and then all non event vehicles must be parked off site.

Load out/derig can only take place from 19:00hrs.

Please note automatic bollards are in operation between 11am and 7pm daily.

EXCHANGE SQUARE

Bollards are in operation on both Fennell Street and Corporation Street between the hours of **11am and 5pm**. Should you wish to gain access or egress during these times, a key card is required for a returnable deposit of £25 by contacting the following:-

Simone Peake

s.peake@manchester.gov.uk – Tel 0161 234 4082

Nicola Brown

n.brown@manchester.gov.uk – Tel:0161 234 4091

Peter Obsbitson

p.osbiston@manchester.gov.uk – Tel: 0161 234 4054

ST ANN'S SQUARE

There are lockable barriers located in this space and in order to gain access onto event site, you will need to contact **Public Realm on 0161 234 4235** prior to your event to arrange collection of the key to enable you to lift out the bollards to gain access. Bollards must be locked back in place when the site has been vacated.

Vehicles

1. Vehicles users must comply with Greater Manchester Police advice that states: "Whenever a vehicle is driven upon footway areas it should be guided by another person so as to inhibit excessive speed and prevent conflict with any pedestrians in the vicinity". Their advice is given without prejudice and would not absolve any person from criminal or civil liability.
2. All vehicles must use drip trays to avoid oil marks on the paving. The hirer will pay for the removal of oil marks or fuel spillages caused by vehicles used as part of the set up or delivery of an event.
3. All trailers must be disconnected from the towing unit and 'A frames' must be screened by boards to ensure they are not a hazard to pedestrians. Boards must be appropriately coloured and safely secured.
4. Vehicles used for towing or transporting units or equipment to a site must be removed from the site before the event commences. The only vehicles allowed on site during the activity are those for which the application has been made for and express consent given, these must be branded vehicles which form part of the event/promotion.

5. Any vehicular movement on site must be taken with proper provision for public safety. No vehicle is to remain on the area outside the agreed use time without permission. Staff associated with the activity are not permitted to park privately owned vehicles on the spaces.
6. Any cabling from an event vehicle must be sited in line with current Health and Safety legislation.

Insurance

1. The Event Organiser will need to arrange insurance cover to indemnify against civil litigation. This is referred to as 'Public Liability Insurance'. The normal minimum cover required by Manchester City Council is £5 million – dependent on the event being staged, this cover may need to be higher.

Fees

1. A fee will be charged for all commercial promotions/events and must be paid in advance.
2. The fee may be waived at the discretion of Events Management if, for example, Events Unit Management has specifically sought a particular/event to help promote the city centre.
3. The fee could be increased if additional staff time spent on the event warrants such an increase. The appropriate fee will be notified at the time of application.
4. Fees will not normally be charged to registered charities using spaces or to identified MCC calendar event partners.

Cancellation

1. Should an event be cancelled after a consent has been issued, an administration charge up to the full hire fee for the space will become payable.
2. Consent holders may be required to curtail or cancel an event on the day, in the circumstances of emergency or other authorised legitimate access requirements for which no satisfactory alternative access arrangements can be made.
3. Where the event organiser does not abide by the City Centre Policy and Procedure or the activity is not contained within the agreed event space, the City Council reserves the right to stop the event while it is in progress. Fees will not be returned should this occur.

Leaflet Distribution

1. The consent holder and all other event staff shall wait to be approached by members of the public when leafleting within the event space.
2. The Council operates a scheme whereby people wishing to distribute free printed matter within the designated city centre spaces must apply for a Consent. The Council charges a fee for issuing a consent to cover the costs of operating and enforcing the provisions of the legislation in the designated areas. For further information please contact **Manchester City Council Licensing Team on 0161 234 4918** or visit Manchester City Council website – www.manchester.gov.uk and search **Leaflet Distribution**. You will then be able to obtain Guidelines and also download Application Form.
3. Where the event includes leafleting, litter must be collected and removed within a 50m radius by the consent holder during and after the event. Failure to adhere to this may result in the consent holder being served with fixed penalty or abatement notices. Should the Council incur any additional cleansing costs as a result of the promotion/event, then an appropriate retrospective charge will be levied along with any appropriate administration costs.
4. Leafleting shall only take place within the designated event spaces with the written consent of Events Unit Management.

Noise

1. The Consent holder will ensure that the sound levels generated by his/her event are reasonable and do not cause any noise nuisance to other businesses in the vicinity. If a complaint is received by the Council, immediate corrective action must be taken.
2. The use of loud hailers will not be permitted, unless specifically agreed with the Events Unit Management in advance

Waste Management

1. All events should be designed to have a minimal environmental, social and economic impact. Whilst consideration should be given to the wider sustainability factors the information below relates to only waste material and litter.
2. Having considered the various sources of waste that the event might generate it is the responsibility of the event manager to demonstrate they:

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- have identified all waste sources
 - taken steps to minimise the waste from each source
 - put mechanisms in place for waste to be removed from the site
 - put mechanisms in place for controlled disposal of the waste
 - where appropriate separate waste streams and recycle material
3. Street Scene Services will work with event managers to provide a comprehensive waste management plan for each event. Consultation and management services are provided free of charge but where operational costs are incurred these will be passed on to the event organisers.
 3. Event managers are free to make their own waste management plans and to contract other agencies to deliver them but where the maintenance of a satisfactory city environment requires intervention by Street Scene Services costs for any recovery operation will be passed on to the event organisers.
 4. For more details about event waste management in Manchester please contact the following:

Steve Power -- Street Scene Services Project Manager

Block D, Hooper Street, Ardwick

Manchester, M12 6LA

Phone: 07939 463 549 or 0161 908 5820

Email : steve.power@manchester.gov.uk

Tony Collins - Street Scene Services Central Area Manager

Hammerstone Road, Gorton

Manchester, M18 8EQ

Phone.0161 957 8355 Fax. 0161 274 7345

Mobile 07788 435363.

Email. tony.collins@manchester.gov.uk

Graham Hodson-Ridgway - Local Services Manager [City Centre]

Office Number 0161 234 4253

Mobile 07940724715

e-mail ghodson-ridgway@notes.gov.uk

Erle Gardner-- Street Scene Services Group Manager

Block D, Hooper Street, Ardwick

Manchester, M12 6LA

Phone 0161 908 5806 or 07795 658265

E.Mail- E.Gardner@manchester.gov.uk

Filming

1. When city centre spaces are booked for filming, all details of requirements for vehicles, cabling, lighting, tracking, props and other equipment must be agreed in advance with Events Unit Management, and strictly adhered to.

Street Collections

1. Cash collections will only be allowed by charitable organizations and will be controlled by the Licensing Section of Legal and Democratic Service, Manchester City Council. Please note where an event involves a street collection; consent must be gained prior to the return of the booking confirmation form. Further information and guidance can be found on Manchester City Council website – www.manchester.gov.uk, or you can email premises.licensing@manchester.gov.uk or you can telephone on **0161 234 4512**.

Public Assemblies

1. City Centre spaces are not pre-bookable for public assemblies (this term includes demonstrations). It is best practice to liaise with Greater Manchester Police, Manchester City Centre.

Busking

1. Busking type activity in Manchester City Centre, under the new Licensing Act, requires the permission of the Events Unit Management (License holder for the public open space). As a general rule, permission will be given to perform under the existing license should guidelines be observed. (Details can be obtained from the **Events Management Team** via email – a.kaye@manchester.gov.uk). When applying for permission, you are required to set out the nature of your performance in detail so suitability can be considered before permission granted under the terms of the Guidelines.

Market Rights

1. Manchester Markets on behalf of Manchester City Council, manage the Market Rights for the City of Manchester. If you wish to host or operate a Market or Fair in Manchester you must apply for a Markets Rights license. Applications must be submitted at least 21 days in advance of the event'.
2. Markets and fairs will only be licensed once an application for a Market Rights License has been successful. Applications for a Market Rights License are available from **Manchester Markets** via post – **New**

Smithfield Market, Whitworth Street East, Openshaw, Manchester M11 2JW, on the website:- www.manchestermarkets.com or on request by email:- manchestermarkets@manchester.gov.uk.
Telephone 0161 234 7357

Food Sampling

1. If your event involves food sampling, you need to ensure that you contact Environmental Health for advice and information on what you will be required to produce in order for approval to be given for the food sampling. Please contact:-

Breige Mc Donnell
Public Protection Officer
Environmental Health
Neighbourhood Services
Manchester City Council
1 Hammerstone Road
Gorton
Manchester
M18 8EQ
Tel: 0161 234 4875
E-mail: B.McDonnell@manchester.gov.uk

Parking Suspensions

1. For information regarding parking suspensions and dispensation requests, please email pdsusdisp@manchester.gov.uk. Alternatively for an on line request form please visit – www.manchester.gov.uk and key in **parking suspensions and dispensation**. Follow the link and you will get to the **on line request form**.

Use of Flutter Fetti for Event Promotion

1. The use of Flutter Fetti is discouraged and requires authorization via the Events Unit.
 - If authorised, only biodegradable materials should be used.
 - The full clean up costs for all events that utilize flutter fetti will be passed onto the event organisers,
 - Before the flutter fetti is 'triggered' it should be reauthorised immediately prior to use by a member of the MCC Events Team taking due account of the prevailing weather conditions and the scope for it to be spread well beyond it's agreed target area.

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- All parties involved in an event that utilized flutter fetti should be aware of this policy.

Equal Opportunities

1. The Consent holder will comply with the Council's Equal Opportunities and Health and Safety policies.