

Events Protocol

This protocol covers events :

1. being run by Frodsham Town Council eg Queens Birthday Bash, New Year's Eve Fireworks etc,
2. being run in partnership with other bodies where FTC's public liability insurance will be used to cover the event eg Frodsham Christmas Festival
3. Being run independently on land owned by FTC.

All events should be notified to the Events Team at Cheshire West and Chester Council - www.cheshirewestandchester.gov.uk/residents/leisure-parks-and-events/arts-and-festivals/running-an-event/running-an-event.aspx.

The notice needed depends on the size of the event:

Major event 5000+	12 months
Medium 500-5000	6 months
Small <500	3 months

Useful documents to help plan your event are available from CWAC website:

- [Guidance for event planning in Cheshire West and Chester \(PDF, 5.6MB\)](#)
- [Risk assessment template \(PDF, 34KB\)](#)
- [HSE: guidance notes on risk assessments](#)
- [Economic impact assessments for events \(PDF, 120KB\)](#)
- [Plan a street party](#)

All events should have:

- An Event Plan
- Risk Assessment
- Public liability insurance
- Appropriate Licences could include but check with the CWAC Licensing Team:
 - a. Temporary Events Notice (alcohol & other licensable activities)
 - b. Car Boot Sale
 - c. Street Collection
- Consultation Strategy, if applicable, to inform those that might be affected by any noise and disruption caused by the event.

1) Events run by FTC, including Mayoral Events, should have:

- a. Agreement at an appropriate committee.
- b. Working group established to plan & run the event.
- c. Budget agreed.
- d. Timescale agreed.
- e. Regular reports to the appropriate committee

2) Events run in partnership with other bodies, should have:

- a. Membership of the partnership agreed by council.
- b. Budget agreed, if applicable, to support the event.
- c. Regular reports back to council.

3) Independent Events requesting to use FTC land

- a. An application should be made as soon as possible using the **Agreement for Hire of FTC Land(s) / Playing Field(s) Form** available from the office.
- b. Most small applications will be decided by the Town Clerk
- c. For larger events the application will be considered by Community Committee.
- d. If agreed the applicant will be expected to provide copies of the documents listed in 'All events should have' above.