

Carlisle City Council

PROMOTIONS & EVENTS IN CARLISLE CITY CENTRE

TERMS AND CONDITIONS

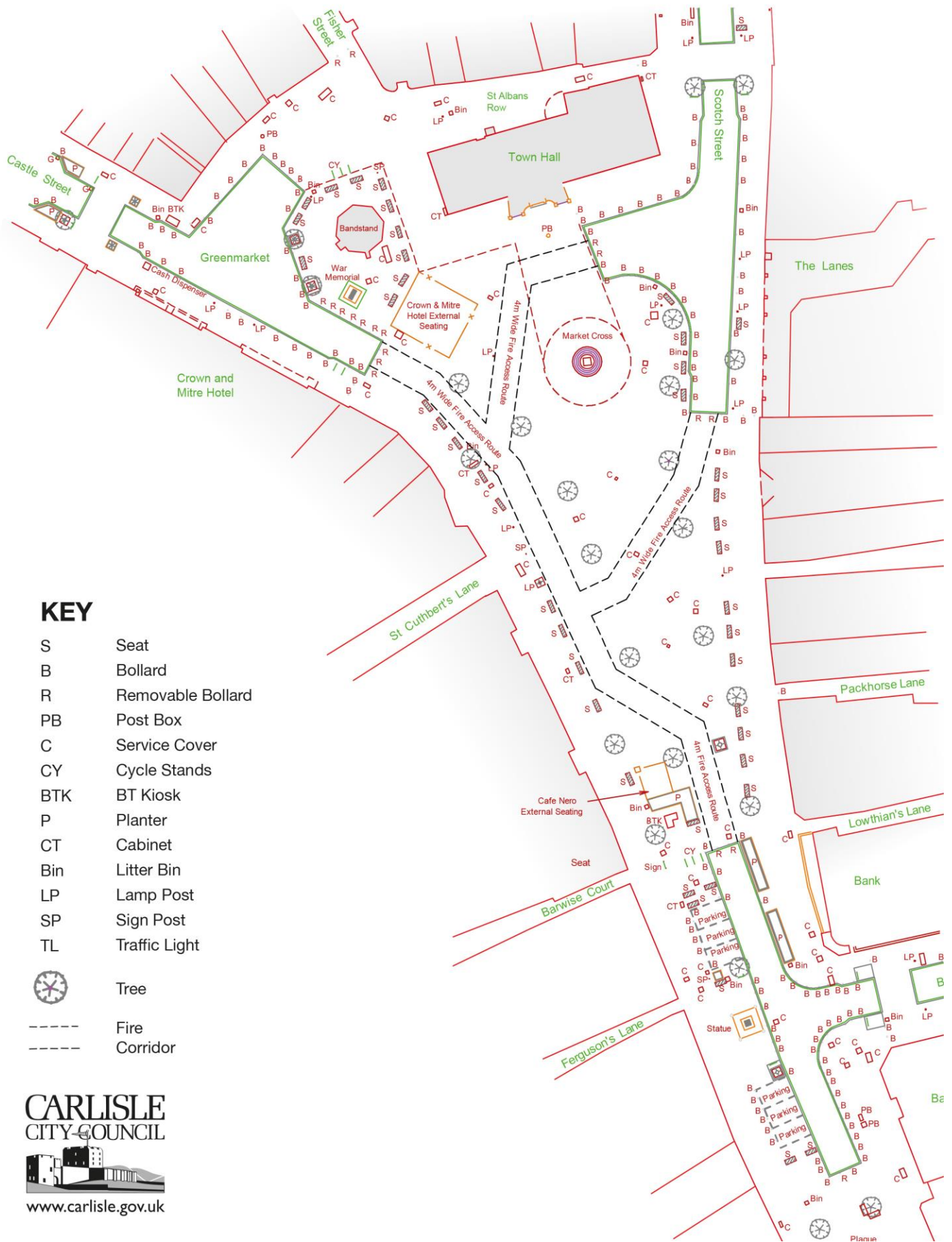
PROMOTIONS & EVENTS IN CARLISLE CITY CENTRE

1. Introduction

- 1.1** This document has been prepared as a guide for persons wishing to hold promotions and events in the pedestrianised area of Carlisle City Centre. The City Council wish to work with local retailers and residents to ensure that the City Centre is a pleasant and attractive place to visit. Promotions held in the City Centre can greatly assist this initiative and the City Council Officers will do all they can to encourage appropriate promotional activities and events.

- 1.2** In a busy City Centre such as Carlisle it is important that any promotions or events held are appropriate for the area so that retailers, residents and visitors are not inconvenienced. To ensure that any promotions or events are co-ordinated and appropriate, the City Council requires anyone wishing us to host a promotion or event to complete the attached application form. The Council will consider the details submitted and consider whether it is appropriate to grant permission.

- 1.3** Anyone wishing Carlisle City Council to host a promotion or event would be required to comply with the terms and conditions set out in Appendix 1 of this document. Appendix 2 gives some background information relating to the City Centre which applicants may find useful.



KEY

- S Seat
- B Bollard
- R Removable Bollard
- PB Post Box
- C Service Cover
- CY Cycle Stands
- BTK BT Kiosk
- P Planter
- CT Cabinet
- Bin Litter Bin
- LP Lamp Post
- SP Sign Post
- TL Traffic Light



Tree

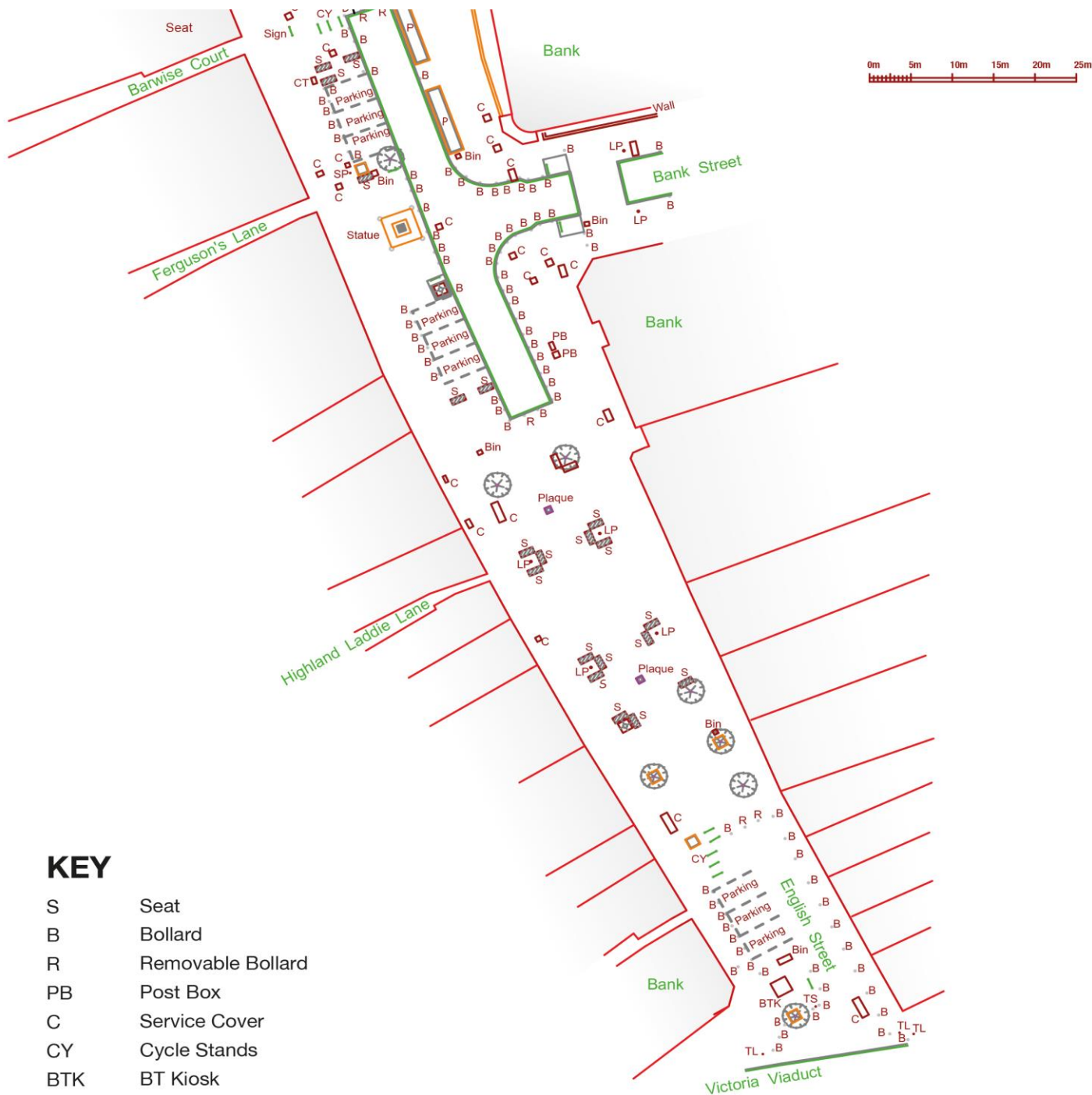


Fire
Corridor

CARLISLE
CITY COUNCIL



www.carlisle.gov.uk



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APPLICATION TO HOLD AN EVENT IN CARLISLE CITY CENTRE

In order for your request to hold a promotion or event in Carlisle City Centre to be considered can you please complete and return this application form. If you have any queries regarding the completion of this form please contact:
Andrew Allison:- 01228 817512 or andrew.allison@carlisle.gov.uk

Details of Applicant:

Name:

Post Code:-.....

Telephone No:-

Dates, times and details of proposed Promotion or Event: (list all equipment / gazebos etc.

[illegible]

BY SIGNING THIS FORM I AGREE TO ABIDE BY THE TERMS & CONDITIONS SET OUT IN APPENDIX 1 OF THE ATTACHED BOOKLET

Signed

Print Name

Please return this form with proof of PLI, ELI and Risk Assessments (£5 million and £10 million respectively) to Andrew Allison at the address below at least 6 weeks prior to the promotion / event.

**City Centre Officer
Local Environment Directorate
Civic Centre
Rickergate
Carlisle,
CA3 8QG**

Terms and Conditions

Only promotions or events that have been given specific written approval by the City Centre Management may take place.

- The City Centre Management reserves the right to cancel or amend any application without recompense other than to offer alternative arrangements.
- Applicants **must** provide all of the appropriate documentation no later than 6 weeks before the event date, unless otherwise agreed by the City Centre Management.

A) Pedestrian Zone – Vehicle Access

- B)** Within the pedestrian zone access and loading / unloading is restricted to the hours indicated below:-

Scotch Street - Between 07.00 to 10.30 and 16.30 to 19.00

Bank Street - Before 11.00 and after 16.30

Greenmarket - 24 hours per day

Please note:

- a)** That there is no provision for parking; this includes contractor vehicles, in the above streets.
- b)** Vehicle access to other parts of the pedestrian area is prohibited by a vehicle exclusion order.

Street Trading

- C)** The City Centre and its environs have been adopted by the City Council as a “Prohibited Street” for the purposes of street trading under the Miscellaneous Provisions Act 1982. The extent of the prohibited zone is indicated on the plan enclosed in Appendix 2.

The following activities are exempt from the Street Trading Prohibition:-

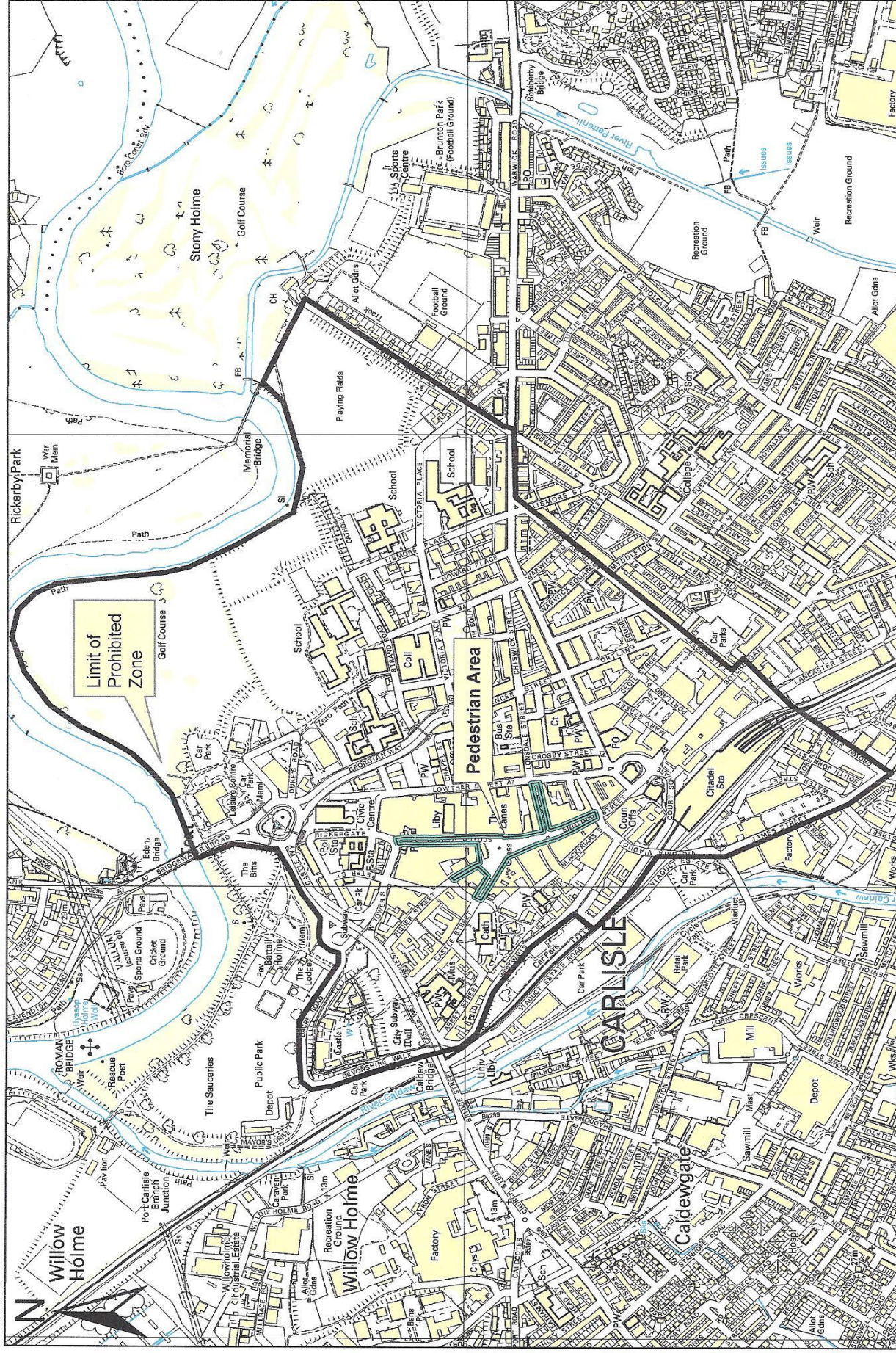
- a)** Anything in place by Royal Statute (i.e. Great Fair).
- b)** The Council’s right to hold a market or fair under the Market Charter.
- c)** Newspaper Sellers.
- d)** Periodical Sellers.
- e)** Peddlers

Sound Amplification

- D)** The bye-laws relating to Good Rule and Government apply to any equipment using sound amplification. It should be kept to an acceptable level as directed by the City Centre Management.

Sale or Distribution of Food

- E)** Should the "Great Fair", the "Market Charter" or other relevant legislation be invoked which would involve the sale or distribution of food then the promotion or event organisers must consult with Environmental Services Section regarding any special condition which may be imposed.
- F)** The event organisers shall have a Public Liability and Employers Liability Insurance in force to cover the promotion or event. This policy shall cover £5 million & £10 million respectively.
- G)** The event organiser shall take all possible steps to ensure that apparatus (bollards / seats / access hatches) belonging to the Statutory Undertakers (Local Authority / United Utilities etc) are not damaged and that access to apparatus is always available when required.
- H)** The promotion or event organiser shall be responsible for keeping the area used for the promotion or event clear of rubbish and litter during the promotion or event and for making any arrangements for cleaning up and removal of all rubbish after the promotion or event. If the organiser wishes that the Council does this on his behalf then he should make the arrangements with Waste Services. There will be a charge for this service. Contact Helen Graham – 01228 817577 or Helen.Graham@carlisle.gov.uk .
- I)** If any of the details relating to the proposed promotion or event change then the City Council must be informed so that the effect of any changes can be assessed.
- J)** You shall indemnify the Council against any loss, damage, injury or expense incurred by you from any cause whatsoever, including all third party claims, arising from or in any way associated with or as a result of your promotion or event.
- K)** The name, address and telephone number of an Event Lead Officer shall be provided in case urgent contact is necessary.
- L)** If requested to do so by the City Centre Management, or Officers deputising for the City Centre Management, you shall be required to remove any equipment associated with the promotion or event from the highway.
- M)** You shall agree that you will make no claim against the City Council for any loss, damage or expense arising from, or in connection with the said promotion or event, unless the same is directly caused by the Council, their agents, contractors or employees.
- N)** No equipment, stages, vehicles etc related to the event shall be positioned on site without first obtaining approval from the City Council.
- O)** No excavations or fixing are permitted in the City Centre.
- P)** If considered appropriate the City Council may impose further conditions related to specific events.
- Q)** The precise location of the event will be mutually agreed between the applicant and the City Council.



STREET TRADING PROHIBITED ZONE

Scale: 1:10,500 Date: 08/01/2010
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Civic Centre
 Rickergate
 Carlisle
 CA3 8QG



USEFUL CONTACT NAMES / NUMBERS

NAME	AREA OF RESPONSIBILITY	TEL NO.
Sharon Jenkinson	City Centre & Car Parking Manager	01228 817549
Andrew Allison	City Centre Officer	01228 817512
Keith Poole	City Engineer	01228 817541