

NON-CONFIDENTIAL

Meeting	Community Services Committee
Date	12 January 2022
Report by	Harriet Tamke – Events Officer Philip Wright – Community Services Manager
Report title	Event Enquiry for Brand Events – The Alfresco Theatre
Business Plan theme	Promote a wide range of public events and initiatives that help to create a vibrant town where residents are involved in community life.

1. Purpose of the report

- 1.1. To seek a recommendation for approval of a third-party event to take place on Town Council land.

2. Recommendation

- 2.1. Committee is asked to approve that The Alfresco Theatre event can take place on Harpenden Common from Tuesday 7th June to Sunday 12th June 2022 for a £10,000 fee, subject to the correct paperwork and licences being provided.

3. Background information

- 3.1. The Town Council has received an event enquiry from Brand Events to hold The Alfresco Theatre event on Harpenden Common for approximately one week in June 2022. This report sets out details of the event and commercial income that the Town Council would receive. Additional information about the event can be found at Appendix A.
- 3.2. Harpenden Town Council encourages events and initiatives that create a vibrant town and also looks for new commercial income opportunities. When new types of commercial opportunities are presented, they will always be put before Committee to decide upon.

3.3. Harpenden Town Council have an Events Protocol in place as a guide for all event organisers wishing to hire Harpenden Town Council land to host their events. The Events Protocol can be found at Appendix B.

4. Resource implications

4.1. Some Officer time from the Events Team will be required to review the event safety documentation and complete site visits and meetings.

5. Other implications

Other Implications	Comment
Legal	The Town Council will issue the event organiser with a conditions of hire agreement which must be signed.
Environment and biodiversity	The organisers will be required to provide a £1,000 reinstatement deposit for the land.
Crime and Disorder	There is a risk of anti-social behaviour, noise disturbance and flyposting. The event organisers will be required to prove they have appropriate security booked for the event. The Town Council can request that the organisers pay a £500 noise deposit and £1,000 flyposting deposit in line with the Events Protocol.
Risk/Health & Safety	The event organisers will be required to provide all necessary health and safety paperwork for an event including copies of insurance and licenses. They will be required to put the event through the Safety Advisory Group.

6. Appendices

Appendix A – The Alfresco Theatre – Event Overview

Appendix B – HTC Events Protocol