



Treetops
Hospice

End of life care in Derbyshire
and Nottinghamshire

Booking Treetops' Grounds for Your Event

Information and Guidance

We look forward to welcoming you to Treetops.

Adela Appleby
adela@treetops.org.uk

Contents

Contents	1
Welcome to Treetops.....	2
Your Event is Important to us	2
The Basics.....	3
When are the grounds available?.....	3
Will I have access to the buildings and toilets?.....	3
How much notice is needed?.....	3
Will I have to pay a fee?	3
Who has liability if something goes wrong?.....	4
Is anything prohibited?	4
Which booking form should I use?	4
When will I know that the booking is confirmed?	4
What additional information will I have to provide?.....	4
Requirements and Restrictions.....	6
HSE Risk Assessment Template	14
Carpark and Traffic Management Template	15

Booking Treetops' Grounds for Your Event

Welcome to Treetops

Treetops Hospice is a leading end-of-life care charity for Derbyshire and Nottinghamshire. Since 1983 we've opened our arms and our hearts to support many thousands of local people, and their families, through the most difficult time of their lives.

Our caring and dedicated team of nurses, therapists and counsellors working day and night for the people in our community. Together they provide 34,000 hours of care for terminally ill adults, each and every year – not forgetting the support they give to families and carers. We also offer a shoulder for bereaved children to lean on, giving them over 1,000 counselling sessions a year.

Your Event is Important to us

We've been a part of the local community since 1983, so you can imagine how important local people are to us. Our grounds are home to the Risley Cricket Club and, over the years, we've welcomed the community to the hospice site for various events, including car boot sales, pumpkin walks and open gardens.

Our grounds are available to people to use for their own events, whether they are raising money for the hospice or not. We have the space and we're happy for people to use it.

Please read on if you're interested in using the grounds at Treetops for your event.

Booking Treetops' Grounds for Your Event

The Basics

Below are answers to the main questions you may have. Please get in touch if you need more help and advice.

When are the grounds available?

The grounds can be booked on a Saturday, Sunday, or bank holidays, when Risley Cricket Club is not playing at home. See their fixtures here: www.risley.play-cricket.com

The operation of the hospice must take priority, which means sometimes dates may not be available, but you can check with us before booking.

Will I have access to the buildings and toilets?

Access to our buildings and toilets has to be restricted because they are used for clinical purposes. Depending on your activity (the date, time and number of people) you may be able to use our toilets, but it is probable that you will need to hire portable toilets and locate them on our site, sorry. Information on portable toilets is available here further on.

How much notice is needed?

We recommend that you contact us as early as possible in your planning process, preferably as soon as you have an idea about your event. The amount of notice we need depends on the size and nature of your event.

Event Size	Number of people	Submit your booking enquiry form
Small	0-150	2 months before the event date
Medium	150-300	3 months before the event date
Large	300+	6 months before the event date

This time is needed to enable us to check your compliance with our conditions of booking, and to review your supporting documentation. You can give less notice, but we cannot guarantee we will be able to administer your request in the reduced timeframe.

Will I have to pay a fee?

You will not have to pay a fee to submit the booking form and a fee will not usually be charged for bookings that are raising money in aid of Treetops. Where we can, we will support local organisations, however, if the booking is to raise money, for a commercial activity, or requires our facilities staff to be in

Booking Treetops' Grounds for Your Event

attendance, a charge may be payable. Please complete the booking form and we will then contact you to discuss this.

Who has liability if something goes wrong?

As the event organiser, you are responsible for ensuring the event is safe and legal. Treetops has no liability. For this reason, Treetops suggests you consider things like: health and safety, food hygiene, gaming and trading law etc., as appropriate to your event. We also require you to have appropriate public liability insurance. Please refer to Appendix: Requirements For Booking Treetops Grounds for advice.

Is anything prohibited?

There are certain types of events that we cannot allow on our grounds. Please refer to Appendix: Requirements For Booking Treetops Grounds for details.

Which booking form should I use?

If you're planning a public event for up to 300 attendees, please complete the standard Event Booking Form.

For events with over 300 attendees, please contact us.

When will I know that the booking is confirmed?

You will receive an email from Treetops within two weeks of submitting your booking form. This will advise you if your booking is reserved or not, or if we require more details.

At this stage your date is held. Of course, we need to be comfortable that your event is well planned and safe, so you will need to submit the required additional information to fully secure your booking. You can submit this with your booking form to save time.

What additional information will I have to provide?

All events require you to provide the following documents to fully secure the booking. These should be provided no later than four weeks in advance of your event date.

- A risk assessment. This must include a Coronavirus section. A template is available in the Appendices
- A car park and traffic management plan. A template is available in the Appendices
- A copy of your public liability insurance policy for the overall event (for a minimum of £5 million. However, dependent on your event, £10 million may be appropriate).

Booking Treetops' Grounds for Your Event

You will receive an email from Treetops within a week to confirm your booking is fully secure.

Treetops can reallocate the date of your booking if these documents are not received. Treetops may cancel your booking at any time.

Booking Treetops' Grounds for Your Event

Adela Appleby

28 February 2023

5



Requirements and Restrictions

We do have to have a few rules. Here are the main ones.

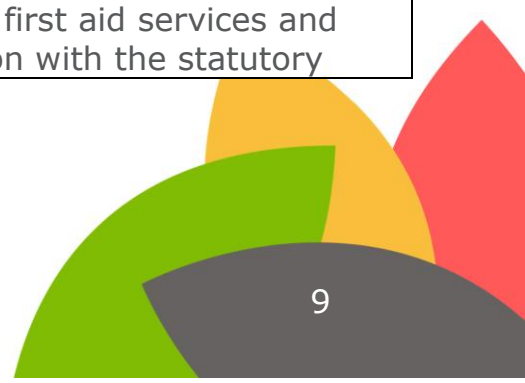
Catering	<p>If volunteers are providing food for your event, you should follow the appropriate guidance to ensure you are within the law.</p> <p><u>Providing food at community and charity events Food Standards Agency</u></p> <p>If you are hiring caterers/catering vans, you must ensure they are safe and legal. This may include you asking for a copy of their appropriate food hygiene and gas safety certifications; requesting a copy of their food safety risk assessment and checking they comply with food allergen information for customers:</p> <p><u>http://www.food.gov.uk/news-updates/campaigns/allergen-rules</u></p>
Stalls	<p>Whether a commercial, community, or volunteer stall, you should check that all stall holders ensure any goods sold comply with Trademarks, Trade Licensing Agreements, Cosmetic Product Regulations, Toy Safety Regulations and meet all Safety Regulations and EU and BSI safety standards.</p> <p>You may like to ensure they take all reasonable steps to keep the site and ground in the immediate vicinity free from litter and paper, and in a proper condition; and that they take their waste away with them.</p>
Contractors/Suppliers	<p>You should endeavour to use reputable and recognised contractors and suppliers.</p>
Prohibitions	<p>The following are prohibited (this list is not exhaustive and may be added to at any time):</p> <ul style="list-style-type: none"> • The engaging of an animal circus and the use of performing animals • The staging of blood sports • The selling, or giving as prizes: <ul style="list-style-type: none"> ○ Any animal including fish, birds or reptiles

Booking Treetops' Grounds for Your Event

	<ul style="list-style-type: none"> ○ Weapons, imitation/replica weapons or ammunition. This includes all toy guns and gun shaped objects. ○ Any smoking related items, including tobacco products, pipes, rolling papers, matches and lighters. ○ Electronic Cigarette (e-cigarettes) products ○ Any item which could be described as "drugs paraphernalia", herbal drugs or items providing a `Legal High` ● Silly string, foam or similar products ● Mini-motos ● Goods of an obscene, pornographic or dangerous nature ● Promotion of pay day loan companies ● Character reading and fortune telling ● Chinese lanterns ● Bonfires and fireworks ● Sponsorship or marketing of tobacco products, tobacco companies or drugs ● The sale of alcohol is not permitted without prior consent ● Fairground amusements, inflatables or similar equipment are not allowed without prior consent
Repairs and reinstatement	<p>You are required to ensure that the fabric of the grounds do not unduly suffer, particularly in periods of inclement weather.</p> <p>Ground protection and other measures are required where necessary to prevent undue damage.</p> <p>All surfaces, walls and infrastructure should be protected from damage and spills.</p> <p>Drip trays/mats should be placed under generators etc. and any spills (oil, fat etc) should be cleaned up.</p> <p>Surfaces, structures, trees etc should not be damaged and, if required, protected. Such protection should be agreed in advanced with Treetops.</p> <p>Treetops will recharge the cost of any services provided e.g. electricity, water consumption and any</p>

	repairs, cleaning or reinstatement works necessitated to the site caused by staging of the event.
Safeguarding	Where relevant, it is your responsibility to ensure appropriate provision is made for the Safeguarding of Children and Vulnerable Adults and that people providing activities or these services have undertaken the appropriate DBS checks.
Security and Stewarding	<p>Where relevant and required, you should ensure adequate stewards/marshals are on duty throughout the event. Each steward/marshal must be trained and clearly identified.</p> <p>Where relevant and required, you should ensure there is adequate security staff on duty throughout the duration of the event, including overnight security.</p> <p>You should ensure that no unauthorised personnel, equipment or activities are allowed on site throughout the duration of the event.</p> <p>You should consider if your event requires security and stewarding staff to comply with Security Industry Authority requirements. It is expected that large events held on site should do so.</p>
Insurances	<p>As the event organiser, you are liable for the event, its attendees, and volunteers. You are required to arrange appropriate public liability insurance for the event (for the overall event, if complex involving a number of activities). Our minimum requirement is for public liability insurance of £5 million. However, dependent on your event, £10 million may be appropriate.</p> <p>Treetops cannot recommend specific insurance companies so advises you to make your own enquiries. There are a number of insurance companies and brokers that offer one-off events insurance, including:</p> <p><u>Protectivity</u> www.protectivity.com/product/event-insurance 01494 887909 (A recent indicative quote for a car boot sale involving 10 helpers with up to 250 attendees was given at £135</p>

	<p>to include public liability insurance and employee insurance).</p> <p><u>Hiscox</u> www.hiscox.co.uk/event-insurance 0800 840 2469</p>
<p>Gaming and Lotteries</p>	<p>A lottery is a kind of gambling which has three essential ingredients:</p> <ul style="list-style-type: none"> • You have to pay to enter the game • There is always at least one prize • Prizes are awarded purely on chance. <p>The Gambling Act 2005 has created eight types of lottery, each of which has its own do's and don'ts. Amongst these there are five types of lottery that don't require any permissions.</p> <p>Tombolas, spot the ball, raffles and race nights are amongst the activities governed by this law. Some activities require you to get a license from Erewash Borough Council.</p> <p>For more details: www.erewash.gov.uk/gambling-lotteries-section/gambling-lotteries.html</p> <p>www.gamblingcommission.gov.uk/public-and-players/guide/fundraising-prize-draws-raffles-and-lotteries</p>
<p>Medical Provision</p>	<p>You have a responsibility to protect the health, safety and welfare of anyone who may be affected in any way by your event. This means that you must ensure that appropriate medical, ambulance and first-aid provision is available no matter the event type and size; and that this cover is appropriate for all those involved (event volunteers, suppliers/contractors and event attendees, members of the public).</p> <p>You should ensure that you have adequate plans in place regarding how you would manage an incident requiring medical support (trips and falls, accident or ill health etc); the provision of first aid services and ambulance cover in consultation with the statutory</p>



	<p>services. You may wish to appoint a competent organisation to provide medical management.</p> <p>It is advised that the first aid post designated at your event is clearly signposted and always provided with easy access for spectators and an ambulance. Where an ambulance is required, a parking area should be provided close to the first aid post with a clear exit from the site.</p> <p>Make sure that all persons assisting at the event know where the first aid post is and, where appropriate, the identity of the first-aiders/person responsible for coordinating medical cover. Locate the nearest telephone box, provide access to a telephone or provide mobile phones.</p> <p>Consider</p> <ul style="list-style-type: none"> • Named medical cover coordinator • Specific and exclusive routes for emergency vehicles • Maintenance of adequate personnel cover • Potential landing sites for an air ambulance • Communications e.g. telephone box and or provision of mobile phones • Documentation e.g. suitable and sufficient risk assessment, training certification etc. • Medical, ambulance and first aid provision • First aid points • Disposal of all types of waste • Liaison with statutory services <p>First aiders, ambulance and medical workers should</p> <ul style="list-style-type: none"> • Be at least 16 years old • have no other duties or responsibilities at the time of the event • have identification • have protective clothing • have relevant training • be physically and psychologically equipped to carry out their assigned role.
--	--

	<p>If an accident occurs during an event on Treetops grounds, this must be reported to us at the earliest opportunity.</p> <p>Regardless of whether it is managed by an individual, volunteers, or professional event staff, they have a responsibility to protect the health, safety and welfare of anyone who may be affected in any way by your event. The organiser is to plan all arrangements and liaise with other organisations such as the local police and other emergency services in order to take action to manage the event safely.</p> <p>Health and safety information for events is available at: www.hse.gov.uk/event-safety</p>
Licences	<p>It is your responsibility to obtain the relevant licences, such as:</p> <ul style="list-style-type: none"> • Temporary Events Notice (sale of alcohol, regulated entertainment, sale of late-night food) • Markets Licence • Performing Rights Society and Phonographic Performance Licences • Distribution of Publicity permit • Gaming
Noise	<p>If your event involves the use of a PA system, you will be required to contact Erewash Borough Council for advice and adhere to any conditions they put in place.</p>
Traffic Management	<p>It is your responsibility to ensure that appropriate traffic systems are implemented, and arrangements are made to prevent indiscriminate parking in the surrounding areas and the management of traffic inside the grounds.</p>
Highway Permits	<p>It is your responsibility to consult with Erewash Borough Council and apply for any permits which are required for activities on the Highway.</p>
Site infrastructure and safety	<p>Ensure that any electrical supply or equipment used complies with all statutory requirements.</p> <p>Ensure that any amplified sound speakers face away from residential buildings when working in close proximity to residential areas, and that noise levels do not cause issues for residents and local businesses.</p>

	<p>Ensure that equipment complies with the relevant Fire Regulations and Gas Safe regulations, legislation regarding smoke and odour emissions and ensure only authorised fuels are used on site.</p> <p>Oxy-acetylene must not be brought on site. Petrol generators are not permitted on site without prior permission.</p> <p>Make provisions for public toilets, including toilets for people with disabilities.</p> <p>If your event involves staging, seating, lighting etc. you should ensure compliance with Construction (Design and Management) regulations where applicable. For further information please go to http://www.hse.gov.uk/entertainment/cdm-2015/index.htm</p>
Site Security	<p>It is your responsibility to make provision for the security of the site, including that attendees/the public are cleared in an orderly and systematic manner from the grounds, and money.</p>
Site Lighting	<p>It is your responsibility, where the event continues beyond dusk, to provide additional site lighting to illuminate key paths, junctions, and gates.</p>
Safety Advisory Group (SAG)	<p>It is recommended that a Safety Advisory Group (SAG) is formed for:</p> <ul style="list-style-type: none"> • events attracting in excess of 1,000 people, (especially if they are to occur on an annual basis) • High risk events (such as events with a risk to public order and safety, events with previous records of incidents of concern, events with high profile performers and events with a likelihood of resulting in increased community tension) • Events impacting on Highways – e.g. road closures / parades / no waiting zones <p>Erewash Borough Council’s advice for events including setting a SAG group up can be found here:</p>

Booking Treetops’ Grounds for Your Event

	<p>www.erewash.gov.uk/events-section/events-guidance-notes.html</p>
<p>Toilets</p>	<p>We cannot give you access to the Hospice toilets as the buildings will be closed. It is your responsibility to hire these facilities.</p> <p>Treetops cannot recommend specific providers and advises you to make your own enquiries. There are a number of local companies, including:</p> <p><u>Derbyshire Loo Hire in Ilkeston</u> info@derbyshireloohire.com 0115 973 7302</p> <p><u>Knifton Mobile Toilets in Ilkeston</u> Phone: 01332 833007 Email: info@kniftons.co.uk</p> <p>You may like to chat to the Risley Cricket Club about using their toilets.</p>

HSE Risk Assessment Template

Organiser's name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Coronavirus Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/
 Published by the Health and Safety Executive 09/20

Booking Treetops' Grounds for Your Event

Carpark and Traffic Management Template

Organiser's name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

Who is responsible for carparking and traffic management on the day of the event?

	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Access from and Egress to Derby Road						
Access and Egress on site						
Emergency access and egress						
Vehicle and pedestrian separation and protection						
Parking on site						
Contractor and volunteer vehicles						

Booking Treetops' Grounds for Your Event