

What is required for booking my event on a Community Greenspace site?

How do I get Public Liability Insurance for my event? A copy of Public Liability Insurance Certificate (at least £5 million) is required for all our events to ensure they are fully covered.

This can be purchased from an insurance company and you will have the option of buy cover for different timescales –a day, year etc., we require you to be insured for the duration of the event, this includes the set up and taken down on site.

If would like find find out if you are eligible to purchase PLI from the PKC or for any further questions on PLI please contact insurance@PKC.gov.uk

Risk Assessment

We want you have a safe and successful event so we have provided some information to help guide you through our events process, this can be accessed via the website at www.pkc.gov.uk/eventsafety

Is a Licence required for my event? Many of our events require a Licence. Please check if your event requires one, as all Licence applications must be submitted at least 6 weeks before the event date.

Licence to Consider:

- Market Operator Licence would be required if there are a number of stalls who are selling to members of the public.
- Public Entertainment Licence would be required when members of the public pay admission to or pay to use any facilities for the purposes of entertainment or recreation.
- Public Charitable Collection, if there is a “bucket collection” on the day.
- Occasional licence (alcohol) would also be required if alcohol was on offer for sale at the event.
- Public Procession Order Any moving event held in a public place anywhere in Scotland can be considered either as a parade or a procession.

Online Licence information available at www.pkc.gov.uk/article/14160/Licences-and-permits

Alternatively contact the Licence Team on Email civlicensing@pkc.gov.uk or Telephone 01738 475 166.

Other things to consider while planning your event!

Pre-Event checklist can be found here www.pkc.gov.uk/media/41349/Pre-event-checklist/pdf/Pre-event_checklist.pdf?m=636518746845770000

Is my event eligible for free toilets and waste?

Some non-commercial events are eligible for free Portable toilets and waste removal services. To find out more please follow the appropriate link.

Waste - www.pkc.gov.uk/article/14863/Services-for-events

Toilets - www.pkc.gov.uk/article/17660/Mobile-toilets-for-community-events

Is there any funding available for my event?

There are opportunities for community, non-profit events to apply for grants and funding which may need to be applied for up to 3 months in advance. Information can be found here:

Funding - www.pkc.gov.uk/article/15509/Events-funding

Grants - www.pkc.gov.uk/pkgrantsdirect

Perth and Kinross Grants Direct contact 0345 605 2000 or email pkgrantsdirect@pkc.gov.uk

Alternatively you could ask local businesses to make a donation or sponsor your event.

Are vehicles allowed on site?

Vehicles are usually allowed on our sites to aid with event set up and take down. Vehicles on our site are asked to keep to a speed limit of 5mph and to be aware of other site users.

Where appropriate we would ask that you use tracking to prevent damage to the site. Also please keep in mind that as stated in the Terms of Hire the cost of any reinstatement works required to the site as a result of damages will be charged to the hirer.

If you have any questions or require further information please contact the Park Events Team at ParkEvent@pkc.gov.uk