

Maggie Shutt
0116 238 5087

25th February 2013

**Alan Fletcher
44 Somerfield Way
Leicester forest east
Leicester
LE3 3LX**

Dear Alan

Permission for the use of Parks & Public Spaces within the City of Leicester

I have pleasure in officially approving your application for the **Christ In the Centre** event on **29th March 2013** in **Humberstone Gate West** between the hours of **11:00** and **15:00**. (set up from 09:00 27th March, vacate site by 23:30 29th March 2013).

All terms and conditions in the application pack must be adhered to and additional conditions are:-

1. An emergency vehicle access strip of at least 4 metres wide must be retained at all times on Humberstone Gate West, running along the street furniture line on the Haymarket shopping centre side unless agreed with the Festivals & Events Team. This **must not** run between the street furniture and shop fronts.
2. No driving / parking of vehicles on the site outside of agreed times. No vehicles should be on site after 11am (9am on Saturday) unless it has been agreed that they are essential to the event. Any vehicles on site as part of the event should be stationary at all times and have a valid permit. Failure to comply may result in removal by Police/ parking tickets issued. When moving any vehicles on site must drive at no more than 5mph and use hazard warning lights.
3. The times as noted above must be adhered to. No structures are to be placed on the site outside of these times. The area on which objects or structures may be placed will be defined and no object or structure shall be placed on any part of the site outside of that area. The agreed site plan must be adhered to. **No additional object/ structures are to be placed on site without prior agreement of Leicester Festivals & Events.**
4. The site must be kept clean and tidy and shall be cleansed/ washed if necessary following the event. Failure to do so could result in the Council carrying out such works in default without notice and recharging the full cost thereof to **Christ in the Centre Organising Group**. Any damage caused as a result of your event must be dealt with and this includes:
 - Any spillages i.e. oil from vehicles attending the event
 - Damaged paving work
 - Excessive litter
5. No activity or action should be undertaken which might damage the street surface, any activity or action identified which might result in damage will be immediately stopped.
6. All marquees must be MUTA affiliated. Certain temporary structures require inspection by a Building Control Officer. The hirer should contact the Council's **Structural Engineers Section on 0116 252 8124** to seek advice where necessary. **Due to the site being hard standing all marquees must have sufficient anchorage to hold marquees in place during your event**, please note that any anchorage must not damage the surfacing, and specifically no fixing may be attached or driven onto the surface.
7. A noise action plan should be carried out to identify and control the noise produced during the event, to minimise nuisance to residences, shops etc. located nearby, (see section 6 of the Parks & Public Spaces Booking pack). Please notify the Noise Pollution section of your event tel. 0116 252 6401.

8. Your event must be adequately stewarded at all times. Please also ensure that you have a sufficient number of qualified first aid personnel on duty.
9. Following the event, copies of any incident/ accident forms and an attendance breakdown must be forwarded to Leicester Festivals & Events.
10. In the event of an emergency the Council may ask the organiser to remove the objects or structures or may itself remove them from the permitted area for such period or periods as it deems necessary without liability for any injury, damage or loss arising therefrom.
11. No petrol generators are permitted on site.
12. It is the responsibility of the event organiser to ensure catering concessions are registered with a local authority and that they hold relevant health & safety and food hygiene certificates. Please contact the councils food control section tel. 0116 2526447.
13. The organiser shall be responsible for all accidents, claims, damages, injuries, loss or liability occasioned by reason of:-
 - Placing of the objects or structures on the site or any defects in therein.
 - The acts or defaults of the permit holder or his servants, contractors, agents or workmen arising out of the grant of this permit.
 - The causing of any nuisance.
14. **This permission** is issued to **Christ in the Centre Organising Group** and cannot be assigned or transferred. **This permission letter must be held on site** during the event for Leicester City Council officers or other enforcing agencies to view on request. Please note that Leicester City Council has the right to withdraw permission for the event at any time.
15. If you have arranged with Leicester City Council technicians to connect to mains power on site there will be a charge for this service and you will be invoiced following the event when the final costs are known.
16. All terms & conditions set out in the Application Pack must be adhered to.

If any of the above conditions are not met, Leicester City Council reserves the right to cancel the event and any future events organised by yourselves will not be approved.

The charge for use of the site is £0 (FREE LET)

If you require mains power connection for this event please note that there will be an additional cost for this, invoiced at a later date.

May I wish your event every success and thank you for providing the relevant documentation.

Yours sincerely



Maggie Shutt
Festivals & Events Manager

cc. Alexandra Hulme, Festivals & Events Assistant