

**BOSTON**  
borough council

...a great past, an exciting future



# Holding an event in Boston

(Involving Boston Borough Council)



## Holding an event in Boston (Involving Boston Borough Council)

The historic town of Boston provides the perfect setting for a variety of events to take place, with its medieval Market Place and Central Park situated within the heart of the town.

To ensure that all events taking place are safe, successful and legal, we have put together this guide to provide you with the advice you will need if you are thinking about holding an event that involves the use of Boston Borough Council owned land or premises.

An event is any pre-planned activity and is not dependent upon size, activity or numbers attending.

Whatever type of event or activity you wish to hold, large or small, if you are planning to hold it on our land or premises, we need to know about it and hopefully provide you with the authorisation you need.



- The first step in holding an event is to complete a Boston Borough Council events application form. These forms can be downloaded from our website [www.boston.gov.uk/events](http://www.boston.gov.uk/events) or requested by emailing [events@boston.gov.uk](mailto:events@boston.gov.uk) or ;by phoning 01205 314587.
- Once your application has been received, you will receive an acknowledgement.
- We will respond to you within 21 working days of receiving you application to let you know whether you application has been provisionally accepted or not. If your application is rejected, we will let you know and inform you of the reasons. If your application has been provisionally accepted, we will write to you and may ask you for an Event Management Plan.

### **Event Management Plan**

The event organiser will be required to provide an event plan, risk assessment, site plan and a copy of public liability insurance at least 12 weeks prior to the event date. A template can be provided by Boston Borough or visit <https://www.lincolnshire.gov.uk/lincolnshire-prepared/lincolnshire-event-safety-partnership> to download documents and seek guidance for writing you event plan.

**This is the only format that Boston Borough Council will accept these documents in.**



- Once received, we will review your Event Management Plan. We will respond to you in writing to let you know whether your application has been accepted or not. If your application is rejected we will write to you and advise you of the reasons. If your application has been accepted , we will write to you to let you know that your event can go ahead and will send you a booking form, terms and conditions and an invoice. The invoice must be paid a minimum of 14 days in advance of your event date.
- If your event is expected to attract an attendance of 5000 or more, includes activities that are deemed to be high risk, or requested to attend by a SAG member, then as the organiser of the event you may be required to present your event plan to our Safety Advisory Group (SAG).

### **Safety Advisory Group**

The safety advisory group is made up of the different emergency services and relevant agencies.

SAG do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. They are here to provide independent advice to event organisers, who retain legal responsibility for ensuring a safe event (individual representatives of organisations forming the SAG may have powers to require event organisers to comply with their legal obligations).

More information can be found on SAG at **[www.boston.gov.uk/SAG](http://www.boston.gov.uk/SAG)**

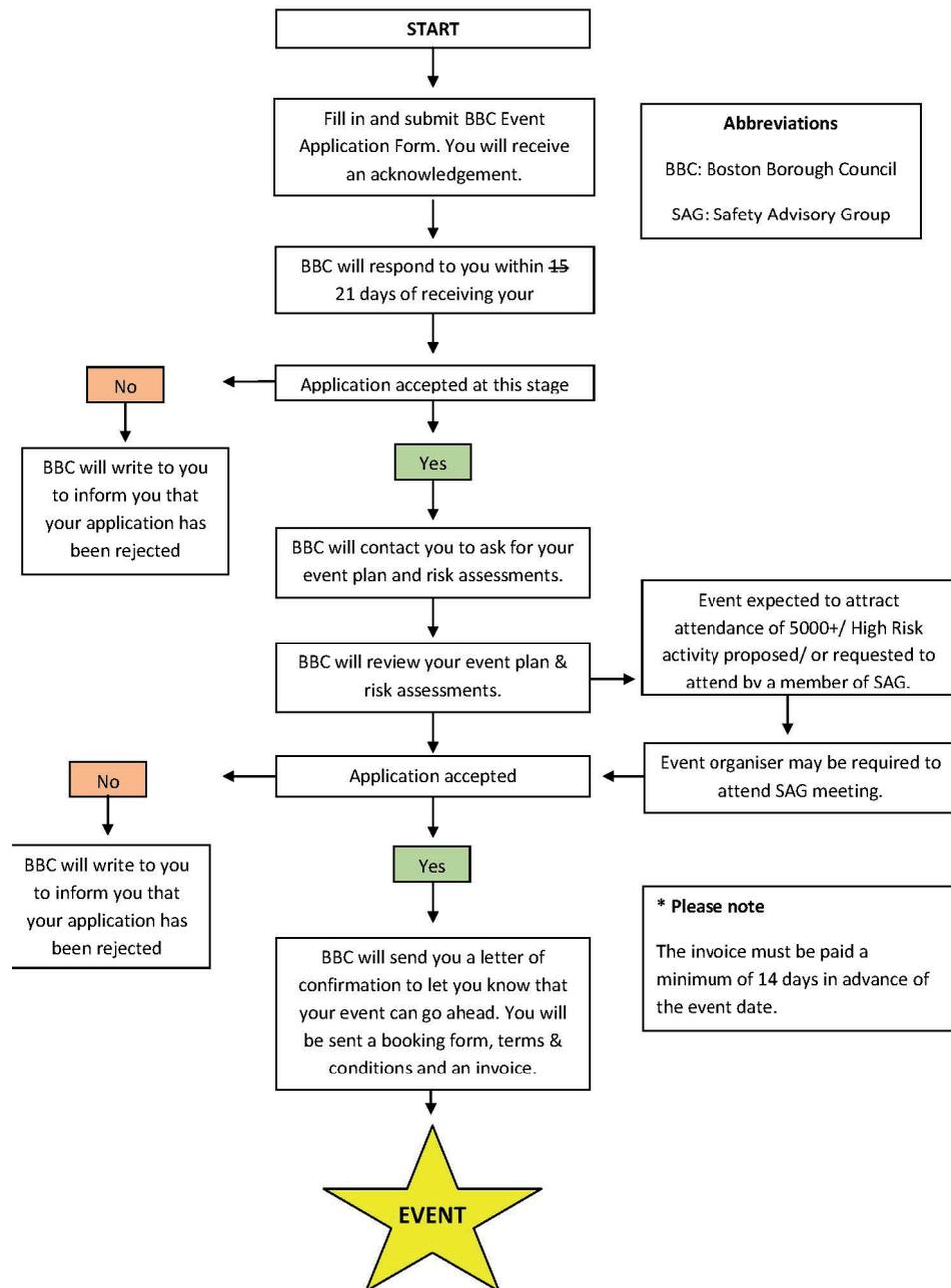
### **Licensing**

When applying to hold an event it is important to determine whether you require a licence. It can take up to three months to obtain a premises licence, so remember to get your licence application sorted out in time if required.

Organisers of large scale events should refer to Boston Borough Council's Licensing Policy, as at least six months notice will be required.

Licensing advice is available via, **[licensing@boston.gov.uk](mailto:licensing@boston.gov.uk)** 01205 314235 or at **[www.boston.gov.uk/licensing](http://www.boston.gov.uk/licensing)**

# Quick guide in applying to hold an event involving Boston Borough Council



## Available for hire

The borough has several areas of land available for you to hire in which you can host your own event.

- Central Park
- Broadfield Lane Recreation Ground
- St. Johns Recreation Ground
- Witham Way Country Park
- Burgess Pit Recreation Ground
- Woodville Road Recreation Ground
- Shelton's Field Recreation Ground
- Any borough council car park

## Contact us

Events

**Boston Borough Council**

Municipal Buildings

West Street

BOSTON

Lincolnshire

PE21 8QR



(01205) 314587



[events@boston.gov.uk](mailto:events@boston.gov.uk)



[www.boston.gov.uk](http://www.boston.gov.uk)   [www.visitbostonuk.com](http://www.visitbostonuk.com)

## Other formats

We can provide this information in other languages and formats for example, in large print, in Braille, on CD or audio cassette.

Please phone 01205 314200.