

## **Events in dlr Parks and Open Spaces (Permissions Document)**

### **Permission is required to hold events in parks and open spaces**

- To request permission to hold an event in dlr parks & open spaces please contact Parks & Landscape Services, Dún Laoghaire Rathdown County Council, details below:

Tel: 01 2054341

E-mail: [parks@dlrcoco.ie](mailto:parks@dlrcoco.ie)

Postal Address:       Municipal Services  
                              Parks Section  
                              Dún Laoghaire-Rathdown County Council,  
                              County Hall,  
                              Dún Laoghaire,  
                              Co. Dublin.

- Permission to hold events in DLR parks and open spaces is at the discretion of the Parks Section and must not breach any of the Parks Bye-Laws.
- Types of events given permission to take place in parks and open spaces include: family fun days, sports days, charity walks & runs, animal charity events, sporting events, veteran car event, art exhibitions, yoga & fitness classes etc

The Council will need the following information in order to make an informed decision:

- **Applicants details** (to include full contact details and details of organisation requesting permission)
- **A summary of the proposed event** (to include type of event, proposed location, start/finish date, start/finish time, expected numbers of participants)

The entity applying for permission must adhere and/or satisfactorily evidence the following requirements if permission is to be granted:

#### **1. Fee Paying Events**

Events such as, classes, exhibitions, sports/summer camps (including events organised by sports clubs) etc the Council will levy a fee.

#### **2. Indemnify Dún Laoghaire Rathdown County Council**

In respect of any legal liability, loss, claim or proceedings whatsoever arising out of or in connection with the death and/or bodily injury to any persons whomsoever and/or loss or damage to any property whatsoever which arises directly or indirectly out of the granting of permission to access/usage of property/lands owned by or the responsibility of Dún Laoghaire Rathdown County Council by the Applicant and their invitees.

#### **3. Insurance to cover the event**

- (a) Public liability insurance of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required for all events

- (b) Employers Liability of €13 million with specific indemnity to Dún Laoghaire Rathdown County Council – required where an organisation has employees working at the event
- (c) Product Liability of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required for all events where products are being sold
- (d) Vehicular Insurance (if bringing vehicles into the park/open space) of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required when an organisation wants to bring vehicles into the park further than the designated car-park

All aspects of the event must be covered by the insurance policy and if there are other activities taking place (bouncy castles, entertainers, catering etc) the organiser of these activities (sub-contractor) must meet the insurance limits above. The responsibility of ensuring submission of all insurances to the Council lies with the applicant.

#### **4. Event Management Plan**

An event management plan must be submitted for events with over 100 attendees for the set-up, operation and dismantling of structures. This must address health and safety issues, crowd management, marshalling, car parking arrangements etc. First aid/ambulance requirements must be facilitated for large events.

#### **5. Garda permission**

Where proposed events bring significant additional traffic to an area or involve bringing people from a park/open space onto a public road, the applicant must inform the local Gardaí and obtain their permission where required for the event to proceed.

#### **6. Site conditions**

The site for the event must be left litter free and undamaged. Where there is a risk of damage resulting from an event, a damage bond may be required to ensure the proper re-instatement of the site following the event

#### **7. Signage**

Should signage be required on a public roadway for any event an application form must be completed and approved by the Transportation Department. A fee will apply.

#### **Additional Conditions for Events**

- No vehicles to be driven onto the open space
- The ground to be protected and any damage caused to be made good to the satisfaction of the Council.
- The ground to be left free of litter and in the same condition as when entered upon.
- Activity of a commercial nature, including the solicitation of charitable donations, will not be permitted.
- Prior to the event please liaise with the designated member of staff

**Note: The Council reserves the right to withdraw permission if any of the conditions imposed by the permission are not met by the dates specified.**