

Holding Events and Organised Activities in dlr Parks and Open Spaces

Dlr Parks and open spaces can be used to hold outdoor events and activities including family fun days, sports days, charity walks & runs, animal charity events, sporting events, veteran car events, art exhibitions, yoga & fitness classes etc.

Permission must be obtained from Dún Laoghaire Rathdown County from entities looking to host such events and activities.

DLRCC will need the following documentation in order to make an informed decision:

1. **Application Form** – a completed application form. All sections on this form must be completed.
2. **Event Management Plan** – an event management plan must be provided that includes a detailed description of how the event or activity will operate from set up to finish. This should address health and safety issues, crowd management, marshalling, car parking arrangements etc. First aid/ambulance requirements must be facilitated for large events. An event management plan template for larger events can be downloaded from the following webpage - <https://www.dlrcoco.ie/en/parks/event-and-activity-application>.
3. **Location Details** – Details of the proposed park or green space area required should be provided e.g. Marlay Park Concert Field. Fun Run and Walk organisers need to provide a map of the proposed route.
4. **Proof of Insurance** – If your event is approved you will be required to provide proof of insurance for the event or activity. DLRCC must be specifically indemnified on the policy for the duration. Please see below.

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

1. **Events of a commercial nature**

Where events being held are of a commercial nature, such as classes, exhibitions, sports/ summer camps (including those being organised by sports clubs) etc. the Council will levy a fee.

2. **Insurance to cover the event**

- Public liability insurance of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required for all events.
- Employers Liability of €13 million with specific indemnity to Dún Laoghaire Rathdown County Council – required where an organisation has employees working at the event.
- Product Liability of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required for all events where products are being sold.
- 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.

3. Indemnity to 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.

4. 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.

5. 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.

6. 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 into the open space without prior permission.
- The grounds to be left free of litter and in the same condition as when entered upon.
- Any damage caused to the grounds during the event must be rectified to the satisfaction of the Council.
- Activities 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.

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

To request permission to hold an event or activity in a dlr park or open space please send the required documentation via email or post. Please see contact details below:

E-mail: events@dlrcoco.ie

Tel: 01 2054700

Postal Address: Sports Development and Events, DLRCC, County Hall, Marine Road, Dún Laoghaire, Co. Dublin, A96 K6C9.