



Boscawen Park Events and Performance Space Policy

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1. Purpose

This policy sets out the principles and procedures for organising events and performances within Boscawen Park.

The policy is intended to ensure that events are delivered safely, responsibly and in a manner that respects the park environment, neighbouring residents and other park users.

It provides guidance for individuals, community organisations and commercial operators wishing to use the Boscawen Park performance space or other areas of the park for organised events.

This policy should be read alongside the Boscawen Park Conditions of Hire and the Booking and Allocation Policy.

2. Scope of the Policy

This policy applies to organised events taking place within Boscawen Park including:

- performances
- community events
- cultural events
- festivals
- organised entertainment
- public gatherings requiring event management

The policy particularly applies to use of the Boscawen Park Performance Space but may also apply to events taking place elsewhere within the park where appropriate.

Informal recreational use of the park does not fall within the scope of this policy.

3. Types of Events

Events held within Boscawen Park may include:

- community performances
- music events
- theatre or arts performances
- charity events
- community celebrations
- cultural activities
- small festivals
- organised recreational gatherings

The Council welcomes events that contribute positively to community life while ensuring that park facilities remain accessible and well managed.

4. Event Size Categories

To support proportionate event management, Truro City Council categorises events according to their expected attendance, complexity, and risk profile. The Council may apply different requirements depending on the size and nature of the event.

The categorisation of events is intended to provide a framework for assessing requirements and does not transfer responsibility for the safe planning, management, or operation of an event. Event organisers remain solely responsible for ensuring their event is delivered safely and in compliance with all relevant legislation, statutory guidance, and best practice, including (where applicable) counter-terrorism and public safety measure such as those associated with [Martyn's Law](#) and hostile vehicle mitigation.

Small Events

Typical attendance:
Up to 100 people

Examples may include:

- small community performances
- charity gatherings
- local group events
- small cultural activities
- Typical requirements:
- event application form
- basic risk assessment
- confirmation of public liability insurance where appropriate

These events generally require minimal infrastructure and stewarding.

Medium Events

Typical attendance:
100 – 500 people

Examples may include:

- community festivals
- organised performances
- larger charity events
- cultural celebrations

Additional requirements may include:

- event management plan
- stewarding arrangements
- first aid provision
- traffic or access management

- waste management arrangements

Licensing requirements may apply depending on the nature of the event.

Large Events

Typical attendance:

More than 500 people

Examples may include:

- large community festivals
- concerts or major performances
- large public gatherings
- These events may require:
 - a detailed Event Management Plan
 - formal stewarding and security arrangements
 - traffic management plans
 - consultation with relevant authorities
 - safety advisory group (SAG) consultation where appropriate

The Council will work with organisers to determine the appropriate requirements for large-scale events.

Council Discretion

Event size categories are intended as guidance only and it is the responsibility of the hirer to ensure that their event is operated in accordance with necessary legislation and guidance. For events that have “controlled access” or charge for tickets additional requirements may be required.

The Council may apply additional requirements where an event presents particular risks or operational considerations, regardless of expected attendance, however, responsibility for managing those risks remains with the event organiser.

5. Event Applications

Anyone wishing to organise an event within Boscawen Park must submit an application to the Council in advance.

Event organisers will normally be required to provide information including:

- event description and purpose
- proposed date and duration
- expected attendance numbers
- site layout
- equipment to be used
- stewarding arrangements
- health and safety measures

- risk assessments

The Council may request additional information depending on the nature or scale of the event.

Submission of an application does not guarantee approval.

6. Licensing Requirements

Where events involve regulated entertainment, licensing requirements may apply under the Licensing Act 2003.

Examples include:

- amplified music
- live performances
- entertainment provided to the public
- the sale of alcohol

Depending on the event, organisers may be required to obtain:

- a Temporary Event Notice (TEN), or
- another appropriate licence or permission.

It is the responsibility of the event organiser to ensure that all required licences and permissions are obtained.

7. Sound and Noise Management

Events involving amplified sound must be managed responsibly to minimise disturbance to neighbouring residents and other park users.

Typical operational expectations may include:

- appropriate positioning of speakers
- reasonable sound levels
- monitoring of noise during the event
- adherence to agreed finishing times
- Unless otherwise agreed by the Council:
 - amplified music will normally finish between 21:30 and 22:30
 - the latest permitted time for amplified sound will normally be 23:00

The Council reserves the right to impose additional conditions where necessary.

8. Event Safety and Stewarding

Event organisers are responsible for ensuring that events are delivered safely.

Depending on the nature of the event, organisers may be required to provide:

- trained stewards

- crowd management arrangements
- first aid provision
- emergency access routes
- safeguarding arrangements where children are involved

The Council may require an Event Management Plan for larger events.

9. Protection of the Park Environment

Event organisers must ensure that activities do not cause damage to park infrastructure, landscaping or facilities.

Organisers must ensure:

- waste is properly managed
- temporary structures are safe and appropriate
- vehicles do not damage grassed areas
- park pathways and emergency routes remain clear

Where necessary, the Council may require a damage deposit or reinstatement arrangements.

10. Event Scheduling

Events should be planned to minimise disruption to:

- regular facility users
- sports bookings
- community activities within the Pavilion
- other park users

Where possible, the Council will seek to balance event activity with the ongoing use of park facilities.

Civic or Council-led events may take priority where necessary.

11. Insurance

Event organisers must hold appropriate Public Liability Insurance.

The Council may require a minimum indemnity level depending on the scale of the event.

Proof of insurance must be provided prior to the event taking place.

12. Council Discretion

Truro City Council retains overall responsibility for the management of Boscawen Park.

The Council reserves the right to:

- approve or refuse event applications
- impose reasonable conditions on events
- amend or cancel events where necessary for safety or operational reasons

Each event will be considered on its individual merits.

13. Policy Review

This policy will be reviewed periodically to ensure it remains appropriate for the management of events within Boscawen Park.