

<b>Title of Report:</b>	<b>Event Space Equipment Booking Procedure</b>
<b>Committee Report Submitted To:</b>	The Leisure and Development Committee
<b>Date of Meeting:</b>	21 February 2023
<b>For Decision or For Information</b>	For Information

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Improvement & Innovation
Outcome	Council facilitates towns and villages in the Borough to continue to provide quality environments which evolve to meet the needs of their citizens, businesses and visitors to them
Lead Officer	Town & Village Manager

<b>Budgetary Considerations</b>	
Cost of Proposal	n/a
Included in Current Year Estimates	<b>YES/NO</b>
Capital/Revenue	
Code	
Staffing Costs	n/a

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date:
	EQIA Required and Completed:	Yes/No	Date:
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date:
	RNA Required and Completed:	Yes/No	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date:
	DPIA Required and Completed:	Yes/No	Date:

## **1.0 Purpose of Report**

**The purpose of this report is to inform Members of the introduction of a booking procedure for events space equipment which was provided under the Covid Recovery Revitalisation Programme.**

## **2.0 Background**

The Covid Recovery Revitalisation Programme was conducted in response to funding received from Department for Communities, Department for Agriculture, Environment and Rural Affairs and Department for Infrastructure. The aim of the projects under this programme was to embrace the renewed interest in localism and create positive town centre experiences. This involved the provision of appropriate equipment to allow the adaptation of our outdoor town centre spaces across the six urban towns to allow for all weather activity outdoors, town centre animation and ultimately increase footfall and dwell time in the retail centres of our six urban towns, Ballycastle, Ballymoney, Coleraine, Limavady, Portrush & Portstewart.

The introduction of the items purchased under the programme now requires a booking system to be initiated to monitor and regulate use. Items purchased under the projects include the following:

- **Mobile Accessible Changing Units (MACUs) [see annex A]**

The MACUs will provide people the opportunity to attend events that would not normally be accessible due to lack of appropriate facilities. One in five people within our borough are living with limiting long term illness, lack of appropriate facilities at events will impact on many families' ability to participate in activities. The MACUs will offer our community equal opportunities to participate fully in the life of the borough.

- **Animation Lightboxes [see annex B]**

The Lightboxes project was designed and built as a unique attraction for use in the towns across our borough. We hope that providing this illuminated art attraction will generate a positive and appealing display for locals/shoppers and visitors, making our town centre a more attractive place to visit, will increase footfall and boost spend.

- **Play Equipment – various items [see annex C]**

The play equipment will offer a great addition to our town centre activities. Town centres cannot solely rely on retail as the main sustainability driver for successful towns. For a sustainable town centre, it must be one where people can live, work and play. Examples of the usage of play equipment can be seen globally by making small interactions to encourage longer dwell time in our open spaces – using all the senses of sight, touch, hearing and taste.

- **Event Space Equipment – various items [see annex C]**

The events space equipment will provide opportunities for positive town centre experiences. The equipment includes marquees, free-standing fencing, seating, tables, artificial grass matting which allow the adaptation of our outdoor town centre spaces across the six towns.

The play and event space equipment is stored at four locations within the borough to reduce the transport time and cost. Sheskburn carpark, Ballycastle; Works Depot, Ballymoney, Newmills Road depot, Coleraine and Roe Valley Arts Centre car park, Limavady.

The MACUs will be managed by Accessoloo under a service level agreement which will cover all maintenance, transport and facilitation/staffing of the units on site. A cost of £130 per day for each MACU unit will be administered to cover the annual service level costs.

### **3.0 Booking Procedure**

It is envisaged the equipment will be utilised by various departments within Council; [Events and Health & Wellbeing teams], Coleraine BID, Chambers of Commerce and town-centre based community groups/organisations.

To ensure the items are utilised for the purpose in which they were purchased, a booking system has been developed. The procedure will assist to indemnify Council by asking for evidence of insurances, event plan and risk assessment for each booking. This documentation will be retained by the Town & Village Management officers.

Booking forms [**see Annex A-C**] have been designed and feedback was sought from internal departments. The booking forms are now ready to be implemented in time for the start of the event season. Each council department or organisation will be responsible for covering the cost of delivery of the equipment to the relevant town centre locations and indicative cost has been included in the booking forms.

## Annex A - Booking Form Mobile Accessible Changing Unit



### Application Form

Please note that all equipment provided by the Town & Village Management Team is for the purpose of increasing footfall and dwell time within the town and village retail centres of Causeway Coast and Glens Borough Council.

**The Mobile Accessible Changing Units (MACUs) have been funded by the Department for Communities, under Town Centre COVID Recovery Revitalise Programme.**

**Please note that this is a chargeable service.**

### **All event organisers must comply with statutory Legal requirements**

- Event organiser(s) must hold valid **Public Liability Insurance** and **Events Insurance** if applicable.

**Please note you will be required to submit a copy of your insurance with this application**

#### **Event organiser(s) will be required to:**

- Ensure all necessary approvals are in place for the usage of the MACUs
- Allocate a sufficient space for the MACUs within event plan
- Communicate directly with the management company (AccessoLoo) any issues, that may arise on the event day. N.B. This must be followed up with an email to TVM at your earliest convenience.  
NO LATER THAN 5 DAYS AFTER THE EVENT HAS TAKEN PLACE.
- Provide all necessary contact details for person(s) responsible for event management on the date of the event.

#### **Please note:**

- AccessoLoo manage and operate the MACUs on behalf of Causeway Coast and Glens Borough Council.
- No other person(s), including event organisers, have authority to operate the MACUs without the express permission of Causeway Coast and Glens Borough Council **and** AccessoLoo.
- The MACUs are expressly for the use of those with access needs.
- Provision must be made for suitable and sufficient sanitary conveniences at all events.

#### **Cost:**

£130 per MACU, per event day.

**N.B.** For the purpose of clarity an event day is classified as any one day or part off, up to a max. of 8 hours. Any event lasting longer than 8 hours will incur an additional charge - £20 per hour or part hour. Any event held over 2 or more consecutive days (or part days) will be charged at £130 X number of days required.

<b>Name of event organiser</b>	
<b>Address of event organiser</b>	
<b>Event Title</b>	
<b>Event Location</b>	
<b>Event Date(s) &amp; Times</b>	
<b>Contact Name</b>	
<b>Position within Organisation</b>	
<b>Contact Number</b>	
<b>E-mail address</b>	

**Please give brief details of the event:**

*Please indicate how your event will increase footfall and dwell time within the retail centre. How many MACUs needed?  
(Please provide an event plan)*

**Risk assessment must be submitted with application form**

**Expected number of attendees: \_\_\_\_\_**

<b>Age range:</b>	<b>Nos expected:</b>	
<b>under 5's</b>		
<b>5 – 11yr olds</b>		
<b>12 – 16yr olds</b>		
<b>16 – 21yr olds</b>		
<b>21 – 55yr olds</b>		
<b>56+</b>		

**N.B. The unit(s) may not be available on the dates and times requested. Booking is not confirmed until you are in receipt of confirmation email from TVM.**

**PLEASE TICK TO CONFIRM THAT YOU INCLUDE THE FOLLOWING:**

Risk Assessment [ ]

Event Plan (if available) [ ]

Insurance certificate [ ]

*N.B. Public liability is a minimum requirement for application purpose*

Insurance must be in dated to include all event dates and must be held in the name of the event organiser.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position within Organisation: \_\_\_\_\_



Date: \_\_\_\_\_

**Please return completed application form & supporting documentation to:**

**Town & Village Management Team  
Causeway Coast & Glens Borough Council  
Cloonavin  
61 Portstewart Road  
Coleraine BT52 1EY**

Or email: [town.management@causewaycoastandglens.gov.uk](mailto:town.management@causewaycoastandglens.gov.uk)

## ANNEX 1

Item	Image	Equipment
Van chassis MACU		<p>Both MACUs meet Changing Places standards They are fully accessible and come with:</p> <ul style="list-style-type: none"> <li>• Wheelchair platform lift</li> <li>• XY hoist</li> <li>• Height adjustable changing bed</li> <li>• Cassette toilet</li> <li>• Height adjustable wash hand basin</li> <li>• Shower with detachable head</li> <li>• Colostomy shelf</li> <li>• Privacy screen</li> <li>• Heating</li> <li>• Lighting</li> <li>• Extractor fan</li> <li>• Water supply</li> <li>• Non-slip flooring</li> <li>• Mirror</li> <li>• Hooks</li> <li>• Defibrillator</li> <li>• First aid kit</li> <li>• Fire extinguisher</li> <li>• Detachable steps</li> </ul>
Chassis MACU		



## Annex B



### Application Form

Please note that all equipment provided by the Town & Village Management Team is for the purpose of increasing footfall and dwell time within the town and village retail centres of Causeway Coast and Glens Borough Council.

**The Lightboxes have been funded by the Department for Communities, under Town Centre COVID Recovery Revitalise Programme.**

**Please note that this is a chargeable service.**

**All event organisers must comply with statutory Legal requirements**

- Event organiser(s) must hold valid **Public Liability Insurance** and **Events Insurance** if applicable.

**Please note you will be required to submit a copy of your insurance with this application**

**Event organiser(s) will be required to:**

- Ensure all necessary approvals are in place for the usage of the Lightboxes
- Allocate a sufficient space for the Lightboxes within event plan
- Liaise directly with the TVM regarding specification and design for the vinyl's to be used on the Lightboxes.

**Please note:**

- Lightboxes may not be placed on display earlier than 28 days before the event commences.
- Lightboxes must be removed within 14 days of the completion of the event.

**Cost:**

£150

**N.B.** For the purpose of clarity, the cost indicated is for the delivery, operation and collection of the lightboxes only.

If required, the design, print and install of the vinyl's required is subject to an additional charge. This is completed through a third party, if you wish to request an estimate, please contact TVM.

**N.B.** We must allow a minimum of 4 weeks lead in time for design, print and installation of panels

<b>Name of event organiser</b>	
<b>Address of event organiser</b>	
<b>Event Title</b>	
<b>Event Location</b>	
<b>Event Date(s) &amp; Times</b>	
<b>Contact Name</b>	
<b>Position within Organisation</b>	
<b>Contact Number</b>	
<b>E-mail address</b>	

**Please give brief details of the event:**

*Please indicate how your event will increase footfall and dwell time within the retail centre. Please include the number of lightboxes required. Max. 4 lightboxes  
(Please provide an event plan)*

**Risk assessment must be submitted with application form**

**N.B. The lightboxes may not be available on the dates and times requested. Booking is not confirmed until you are in receipt of confirmation email from TVM.**

**PLEASE TICK TO CONFIRM THAT YOU INCLUDE THE FOLLOWING:**

**Risk Assessment**             [ ]

**Event Plan (if available)**  [ ]

**Insurance certificate**         [ ]

*N.B. Public liability is a minimum requirement for application purpose*

**Insurance must be in dated to include all event dates and must be held in the name of the event organiser.**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position within Organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return completed application form & supporting documentation to:**

**Town & Village Management Team  
Causeway Coast & Glens Borough Council  
Cloonavin  
61 Portstewart Road  
Coleraine BT52 1EY**

**Or email: [town.management@causewaycoastandglens.gov.uk](mailto:town.management@causewaycoastandglens.gov.uk)**



## Annex C - Booking form Play equipment and Event Space Equipment



### Application Form

Please note that all equipment provided by the Town & Village Management Team is for the purpose of increasing footfall and dwell time within the town and village retail centres of Causeway Coast and Glens Borough Council.

**All equipment has been funded by the Department for Communities, under Town Centre COVID Recovery Revitalise Programme and is available free of charge.**

**Please note that there may be a charge if delivery is required**

### **All event organisers must comply with statutory Legal requirements**

- Event organiser(s) must hold valid **Public Liability Insurance** and **Events Insurance** if applicable.

**Please note you will be required to submit a copy of your insurance with this application**

#### **Event organiser(s) will be required to:**

- Collect and return all equipment on loan in agreement with Town & Village Management.
  - Provide a deposit of £100, which will be refundable on safe return of equipment.
  - On agreement with Town & Village Management, if collection/return cannot be arranged by the event organiser(s), Council may be able to arrange for transport. Please note that this is a chargeable service. Event organiser(s) will be required to pay for transport costs of equipment to & from event within 28 days of receipt of invoice.
  - Supervision of equipment must be provided throughout the event.
  - Equipment must be stored safely, in a locked storage area, if being retained by event organisers overnight.
  - **All equipment must be returned cleaned and in good working order.**
  - Any damage must be reported to TVM as soon as possible.
  - Provide a first aid box equipped to deal with foreseeable accidents that could arise.
- 
- Event organiser(s) will be responsible for any loss or damage as a result of use or misuse, this may result in cost recovery.

<b>Name of event organiser</b>	
<b>Address of event organiser</b>	
<b>Event Title</b>	
<b>Event Location</b>	
<b>Event Date(s) &amp; Times</b>	
<b>Contact Name</b>	
<b>Position within Organisation</b>	
<b>Contact Number</b>	
<b>E-mail address</b>	

**Please give brief details of the event:**

*Please indicate how your event will increase footfall and dwell time within the retail centre  
(If available please provide an event plan)*

**Risk assessment must be submitted with application form**

**Expected number of attendees: \_\_\_\_\_**

<b>Age range:</b>	<b>Nos expected:</b>	
<b>under 5's</b>		
<b>5 – 11yr olds</b>		
<b>12 – 16yr olds</b>		
<b>16 – 21yr olds</b>		
<b>21 – 55yr olds</b>		
<b>56+</b>		



### Equipment Requested – see Annex 1 for full details of equipment

Item	Please tick each item requested for event	Please indicate if you can collect or if delivery is required
Giant connect 4		
Chess board (lawn friendly)		
Chess pieces		
Checkers pieces		
A-Board Chalkboard		
Soft play Giant's Causeway building blocks		
Hopscotch mat		
Sensory tactile play board		
Floor cushions		
Drum music panel		
Freestanding musical panel		
Freestanding musical chime		
Grass covered sheep seat		
<b>Please include the number required for outdoor furniture</b>		
Tables (Max 6)		
Chairs (Max 24)		
Grass matting (Max 18)		
Freestanding picket fencing (1.8m per panel)		
Marquee (6m X 3m) + weights		<b>DELIVERY ONLY</b>

**N.B. All equipment requested may not be available on the dates and times requested.**

**PLEASE TICK TO CONFIRM THAT YOU INCLUDE THE FOLLOWING:**

**Risk Assessment** [ ]

**Event Plan (if available)** [ ]

**Insurance certificate** [ ]

*N.B. Public liability is a minimum requirement for application purpose*

Insurance must be in dated to include all event dates and must be held in the name of the event organiser.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Position within Organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return completed application form & supporting documentation to:**




**Town & Village Management Team  
Causeway Coast & Glens Borough Council  
Cloonavin  
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## ANNEX 1




### Play Tool Kit Equipment

Item	Size H x W x D cm	Weight	Description	Image	Notes
Giant connect 4	104 x 120 x 43	11kg	42 rings & board		
Chess board (lawn friendly)	280 x 280	3.74kg	64 tiles 32 white 32 black		Tiles easily clip / unclip Stored in easy carry bags
Chess pieces	Height ranging from 42 – 64 Base 24 in diameter	2.5kg (in total)	32 pieces 16 white 16 black		Chess pieces are stored in new wheelie bins for ease of transport One set per bin <b>N.B. Bins containing the chess pieces must only be used for this purpose</b>

<p><b>Checkers pieces</b></p>	<p>9 x 25</p>	<p>4.12kg 9in total) 344grams (each)</p>	<p>24 pieces 12 white 12 black</p>		<p>Stored in easy carry bags</p>
<p><b>Chalkboard A Board</b></p>	<p>108 x 130 x 68</p>		<p>Freestanding A board, double sided</p>		<p><b>2-person lift</b> Will be supplied with chalk &amp; erasers</p>
<p><b>Soft play Giant's Causeway building blocks</b></p>	<p>Ranging from 27 x 60 x 60 to 65 x 60 x 60</p>		<p>7 hexagonal blocks various colours &amp; sizes</p>		<p>Bulky product</p>
<p><b>Hopscotch mat</b></p>	<p>300 x 100</p>		<p>Heavy duty tuff pile mat Rhombus anti-skid Dura-Latex safety backing Abrasion resistant Distinctive and brightly coloured Crease resistant</p>		<p>Rolled for ease of transport</p>

<p><b>Sensory tactile play board</b></p>	<p>100 x 100 x 12</p>		<p>8 tactile features Foam feet to keep board upright, Velcro installation Wipe clean PVC</p>		<p>Suitable for indoor use or on matting only</p>
<p><b>Floor cushions</b></p>			<p>Pack of 10 coloured cushions filled dense foam.</p>		<p>Cushions come in a carry bag for ease of transport</p>
<p><b>Drum music panel</b></p>	<p>73 x 110 x 60</p>		<p>Please contact TVM for details</p>		<p><b>2-person lift</b></p>
<p><b>Freestanding musical panel</b></p>	<p>150 x 110 x 15</p>		<p>Please contact TVM for details</p>		<p><b>2-person lift</b></p>

<p><b>Freestanding musical chime</b></p>	<p>150 x 100 x 15</p>		<p>Please contact TVM for details</p>		<p>2-person lift</p>
<p><b>Grass covered sheep seat</b></p>	<p>30 x 27 x 58</p>		<p>Please contact TVM for details</p>		
<p><b>Tables</b></p>			<p>6 tables at each location</p>		<p>2-person lift</p>
<p><b>Chairs</b></p>			<p>24 per location</p>		

<b>Grass matting</b>	1m X 1m		18 per location		<b>2-person lift</b>
<b>Freestanding picket fencing</b>	0.9m x1.8m		Various – Please contact TVM for details		<b>2-person lift</b>
<b>Marquee</b>	3m X 6m	N/A	Please contact TVM for details Panel types available: <ul style="list-style-type: none"> <li>• Solid white</li> <li>• Large window</li> <li>• Full window</li> <li>• Door</li> </ul> Each panel is 3m wide – to fully enclose the marquee you will require 6 panels. If required, partition panel can be used to split the marquee into 2 units. <i><b>Please note the number &amp; type of panels required</b></i>		<b>Not available for collection – DELIVERY ONLY</b>

