Planning a Community Event in a Park or Green Space

This is one of a series of guidance sheets produced by Sheffield City Council designed to help you make the most of the Tour de France coming to Yorkshire.

The Tour de France is the world’s largest annual sporting event with a worldwide audience of 3.5 billion. On Sunday 6th July 2014, stage 2 of the race will be from York to Sheffield.

The Sheffield section begins at the ‘Ye Olde Mustard Pot’ pub coming into Midhopestones off the A616. Maps showing the route through Sheffield, from start to finish, are available on www.welcometosheffield.co.uk/tdf2014.

Community events are a great way to celebrate together and make the most of the Tour de France coming to our region.

This guidance sheet has been written for event organisers’ who would like to hold a community event in a park or green space that is managed by Sheffield City Council’s Parks and Countryside Service.

Community events are defined as events of all sizes that are organised by community organisations, are free to attend and open to all in the community.

Permission to hold any event is always required from the land owner.

If you would like to hold an event in a park or green space, please contact the Events Team on 0114 273 6839 or by emailing events@sheffield.gov.uk, as soon as possible with details of:

1. The type of event you would like to hold
2. The location of the event
3. The times of the event
4. Your contact details

We cannot guarantee to agree to all proposals; however, we will work closely with event organisers to help make as many events as possible happen and to make the Tour de France as memorable as possible for all.

If we have agreed to the event in principle, the event organiser will need to complete an Event Application form so we have a record of what is being planned.

A named person is required to take responsibility for the proposed event and this person will be the point of contact for Sheffield City Council during the planning and delivery of the event.
There are certain requirements to hold an event on a site managed by the Parks & Countryside Service which include:-

1. Having public liability insurance to cover the event
2. Having First Aid cover at the event
3. Carrying out a risk assessment
4. Producing a site plan

Further guidelines and information will be sent with the Event Application form.

The completed Event Application form must be returned by Friday May 9th 2014.

If you are organising an event on a site that you know is not managed by the Parks & Countryside Service then you may still find the guidelines useful to assist with your planning.

Please contact the Events Team on 0114 273 6681 or by emailing events@sheffield.gov.uk for a copy.

As your event is aimed at your local community we would not expect to actively promote it to others. However, we will list community events in our media section of www.welcometosheffield.co.uk/tdf2014 as we expect there will be some interest from local press etc.

Marketing Sheffield will list your event via www.welcometosheffield.co.uk but you must have followed these guidelines and notified us of your event before 8th June 2014. Information can be sent to tdf2014@marketingsheffield.org