

# OUTDOOR EVENTS FLOW CHART

## Holding an Event on Council outdoor property

### STEP 3 – Event Notification Form for event circulated to service areas

- All documents checked by service areas for completion, and fees paid to Council.
- Venue/Site checked by FODC Estates- site meeting organised if required.
- Permission for Event to proceed presented at Policy & Resources Committee & Council meeting.
- **APPROVAL**- Email/Letter of permission for Event to proceed sent to event organiser.
- **REFUSED**- Email/Letter of concern or refusal for the event to take place – contact events team to discuss.

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### STEP 4 – During and Post Event

- Checks may be carried out on the day by Council staff to ensure all H&S aspects are adhered to.
- Event Survey results obtained from client
- Outdoor Facility Restored as per agreement

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### Outdoor Events & Festivals

#### How do you apply to hold an event on Council outdoor property?

If you are holding an event on outdoor Council property, before your event can take place, you need to contact the Council to apply for and be granted permission to use the site. The decision to grant permission will involve service areas: Events Team, Operations and estates, Licensing and Parks sections of the Council. This can only be done by completing the Events Notification Form (ENF), along with providing all requested essential documents from the Event Organiser. This will outline if you, the event organiser, will be required to attend a Safety Advisory Group (SAG) meeting. A SAG meeting attendance is generally required for events that have the potential to have significant impacts on the community and / or environment; or require input and advice from a variety of authorities. All Service areas review the Event Notification Form and may contact the Event Organiser to discuss the Event directly and seek additional information about the Event.

**Note:** Outdoor property at Council leisure Centres contact directly or Playing fields please contact Leisure, Recreation and Sport section T: 0300 303 1777.

### STEP 2 - Send Completed ENF back to Council

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- Completed Event Notification Form (ENF)- and requested essential documents, from organiser Online or Hardcopy (scan) and return to [events@fermanaghmagh.com](mailto:events@fermanaghmagh.com) for circulation to all service departments for review.

### STEP 1 - I want to hold an Event on Council outdoor property?

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- Initial Enquiry from Public to hold an event on FODC Outdoor property - contact **0300 303 1777** and ask for Events Team, or email [events@fermanaghmagh.com](mailto:events@fermanaghmagh.com).
- They will advise to complete an Event Notification Form (ENF) [www.fermanaghmagh.com/events-and-festivals/](http://www.fermanaghmagh.com/events-and-festivals/)
- All event organisers seeking to use FODC Outdoor property MUST contact Operations and Estates team BEFORE completing the ENF form to check the outdoor venue and date is available. Tel: **0300 303 1777**