



BRISTOL CITY COUNCIL

BOND PROCESS FOR EVENTS ON COUNCIL PARKS & OPEN SPACES

Applications received for outdoor events on the council's parks and open spaces are reviewed by the Parks and Harbourside Estates Team to assess the potential impact and risk of the event on Bristol City Council land. This will be agreed in consultation with the event organiser separately to the site permissions process.

Once your documentation is submitted via Event App the process for assessing bonds is as follows:

1. The relevant member of the Parks or Harbourside Estates Team will assess the Event Management Plan and supporting documentation to identify the risk and any potential damage to the land. Factors such as location, size, type of event and what ground protection measures the event organiser has in place will be considered.
2. Once the event's risk and impact on the land has been assessed, the member of the Parks or Harbourside Estates Team will contact the organiser to discuss whether a bond is required. If deemed necessary a bond will be agreed based on the cost of reinstatement works required to make good damage caused directly as a result of the event. A bond of anything up to £20,000 can be levied.
3. A pre-event site inspection will be scheduled with the event organiser for all events which require a bond. This will take place shortly before gaining access to the site where any existing damage within the event footprint can be identified and recorded.
4. A bond invoice will be then be raised a week before the event moves onto site and emailed to the event organiser. Payment of this invoice will not be due until the post- event in speiation has taken place.
5. Post event, a site inspection will be carried out by parks and estates site manager with the event organiser. If reinstatement is to the satisfaction of the site manager, a full credit note will be issued to the organiser.
6. If the Site manager is unsatisfied with the condition and any damage caused to the park or open space following the post-event inspection, a plan will be agreed in order to cover the cost of reinstatement works and any outstanding balances charged for these works.