



The Friends of Tower Hamlets Cemetery Park

Terms and Conditions for using Tower Hamlets Cemetery Park

Terms and conditions for using the Tower Hamlets Cemetery Park

Last updated October 2023

This document should be read alongside the more general 'Using Tower Hamlets Cemetery Park.' This document includes the specific procedures and terms and conditions that event hosts or organisers should abide by.

Group visits, exhibitions or activities

Organisations or individuals wishing to host events or activities within the Cemetery Park must notify the FoTHCP to obtain explicit permission. This particularly includes weekend and evening events where staff might not be onsite, and which raise additional access and security requirements.

Events and activities include:

- Community fun days
- School groups and Forest Schools
- Guided walks or tours
- Fitness groups
- Arts events, including installations

The FoTHCP will require such parties to initially explain the purpose of the visit, a summary of the activities planned and visitors expected (child/adult, numbers), and what support (if any) they believe they will require from the FoTHCP in order to deliver the activity.

There is a standard charge of GBP35 per organisation per session (though we may be able to agree a concession or negotiate e.g. a fee-share arrangement or ongoing arrangement). Such fees help the Charity to continue to effectively manage the site for the benefit of all and help cover administrative costs.

If your event is agreed in principle, you will need to provide the following:

- Payment of any fees due to FoTHCP (and any additional fees due through obtaining additional licenses)
- Adequate meetings/communications leading up to your event with relevant FoTHCP staff
- Full detailed Risk Assessment including operational plan (for each activity)
- Proof that you hold any additional licences as required by the London Borough of Tower Hamlets (LBTH) Council for trade or activity (see 'Additional Licences and/or Permissions' below)
- Agreement to provide any additional information as requested by FoTHCP
- Adherence to all Park bylaws and conditions of use
- Provision of adequate first aid cover (if required)
- Provision of public liability insurance (£5M Minimum)

We can provide additional event support (depending on the nature of the activity), subject to availability and additional fees.

1. Initial Consultation

Please contact FoTHCP at the earliest opportunity to discuss your plans. As part of this initial discussion, you will be asked to supply information including the type of event, activity(s) planned within that, and the target audience.

Your request will be evaluated against the FoTHCP's internal guidelines which consider the suitability and appropriateness of hosting such an event within the Cemetery Park. It's important that you provide as much information as possible upfront and as discussions progress. It is also important that you notify us of changing plans.

It is the responsibility of the event organiser (and host, if different) to ensure that activities are performed as agreed and that conditions and terms of use are adhered to during the event (including set-up and wind-down, where required).

2. Booking Procedure

- Completion of a booking request form is required for all events. The form is available [here](#).
- Public Liability Insurance details must be provided with the booking request. Insurance levels minimum requirements: £5 million Public Liability Insurance, £10 million Employers Liability Insurance (if applicable) and £5 million Professional Liability Insurance (if applicable). Proof of each will be required).
- Upon receipt of the application, the FoTHCP team will assess the suitability of the proposal. You will be notified of the outcome of this.
- Additional documentation for approved provisional bookings will then be requested to formally approve the booking. Document requests will include risk assessment(s) for each activity, and operational plan(s).
- Failure to return such documentation in a timely manner may result in the cancellation of the provisional booking and the space may be offered to other organisations to use.
- Once all the required paperwork is submitted, a letter of consent is administered to the applicant for activity within the designated space.
- The Parks Team will initiate raising the appropriate invoice to the applicant following the issue of the letter of consent.
- In exceptional circumstances, the FoTHCP may have to initiate changes to the location or conditions of use. Notification will be given to the organiser at the earliest opportunity and where possible an alternative location / venue will be sought. All such decisions will be final.

3. Fees

- A fee will be charged for the events at a fixed rate of £35 per organisation per session. However a discounted rate may be available.
- Additional fees may be charged for any relevant licensing and or documentation that is required. You will be notified of these charges before your event is confirmed.
- Additional fees may be charged should the FoTHCP incur extra cleansing plus all reinstatement costs as a result of the booked event; a retrospective charge may be levied from the applicant along with any appropriate administration fees.
- Fees will be increased if additional FoTHCP staffing time is required for the event. The appropriate fee will be notified.
- Additional approvals will be, and fees may be, due to Tower Hamlets Council for filming and photography.

4. What we expect of you

- Organisers should be open, comprehensive and timely in their communications, before, during and after events.
- Organisers are responsible for the organisation, management, safety and delivery of the event and shall be primarily responsible for all commercial aspects in respect of the operation of the event.
- Organisers must ensure that their employees (inclusive of contractors and/or agents) comply with all relevant legislation (inclusive of byelaws), and in particular complies fully with all legislation relating to equal opportunities, health and safety and employment protection.
- Organisers must ensure that their employees are able to provide professional management of their activities and are qualified/licensed as necessary. Such individuals should employ best practices and behave appropriately so as to not cause harm or risk to participants, cemetery park users or the site.
- Organisers must ensure that their employees (and where relevant participants) are provided with appropriate equipment including PPE to conduct their activities.



The Friends of Tower Hamlets Cemetery Park

Terms and Conditions for using Tower Hamlets Cemetery Park

- Your Risk Assessment should document and detail matters including but not limited to:
 - Event operations, detailing set-up, wind-down, production and timetables
 - Technical specifications for items being brought onto site and all their relevant documentation
 - Evacuation Plans (if required)
 - Contingency Plan (if required)
 - First aid proposals
 - Safeguarding and H&S policies
- The FoTHCP will review all supplied materials and will confirm that they are satisfactory. Final say sits with the FoTHCP (and may require permissions from other entities). Event hosts should not host activities until these are confirmed.
- We may request to review marketing materials and/or materials to be used within your event or activity, especially where representations are made about the Cemetery Park and/or the FoTHCP as an organisation

5. Important Information

- The safety of all visitors is paramount. Event hosts must agree to abide by all instructions given by FoTHCP staff when planning and delivering their events or activities. This may include changes to location or routes as necessitated by prevailing conditions, weather or other activities that are essential to park maintenance.
- In particular, third parties must abide by the FoTHCP's Safeguarding Policy ('SAFEGUARDING (CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK) POLICY'). Per the Safeguarding Policy, event hosts will be required to evidence that necessary DBS checks are complete and current. Event hosts will also be required to report any actual or potential safeguarding concerns in writing via email to FoTHCP staff (or Trustees), as outlined in the Safeguarding Policy.
- Accidents and/or incidents occurring within the Cemetery Park, including identified actual and potential risks of harm arising to people or damage to the Cemetery Park and its assets (including but not limited to trees, monuments, pathways, benches/seating areas, boundaries, gates, walls), must be communicated at the earliest opportunity, in writing via email, to the FoTHCP staff.

6. Additional Information

- Event organisers and hosts should remain mindful of the need to maintain good public relations and will conduct their activities (including set-up and wind-down) in a manner which is conducive to the maintenance of constructive relationships with the community and park visitors.
- Cars and motorised vehicles are not permitted within the Cemetery Park. The FoTHCP will reasonably consider access requirements arising from any event or activity hosting. Parking is not permitted within the Cemetery Park.
- Any publicity arising from specific incidents or queries should be notified to the FoTHCP immediately or as soon as practicable, and where required a joint response agreed prior to dissemination.
- If an incident occurs, the event organiser will be required to fill in an incident report to FoTHCP. If the organiser becomes aware of any risk or damage to the site, they should communicate that to FoTHCP at the earliest opportunity.
- No structural or material changes can be made to the venue without prior consultation and approval. Should structural changes be required, these will be supervised by a member of FoTHCP staff.
- FoTHCP reserves the right to check that events and/or activities are running as agreed, and reserves the right to modify or terminate any event which is in progress if the organiser/host is not conforming to the original agreement and/or conditions differ from those previously agreed.
- The FoTHCP reserves the right to request a holding deposit for reservations. The FoTHCP reserves the right to request a deposit against damages to mitigate costs due to hire activities.

7. Additional Licenses and/or Permissions

Some activities and events will require additional licenses and approvals. The FoTHCP staff will require evidence that such licenses are current, valid and appropriate for the proposed events. Examples of events or activities requiring additional permissions include (but are not limited to) those involving:

- Markets and Craft Stalls
- Events providing food and drinks
- Fitness groups
- Photography groups
- Significantly large and/or complex events

8. Equal Opportunities

Each event must comply with the [Equality Act 2010](#).

9. Sustainability

As an organisation which champions and celebrates nature, heritage and the community, the FoTHCP hope that all events and activities held in the Cemetery Park align to these values.

We ask that organisers give due consideration to sustainability factors when organising and delivering their activities, and work to reduce negative impacts on the environment.