



See it to believe it!

WORTHING TOWN CENTRE INITIATIVE Terms & Conditions for Events/Activities in Pedestrian Precincts



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- The event/activity shall be adequately marshalled if appropriate.
- The event/activity shall be carried out so as to cause no danger or obstruction to any member of the public or private property.
- No member of the public shall be unreasonably interrupted in their use of the highway.
- All organisers, marshals and persons participating in the event/activity shall, at all times, comply with any directions which may be given by Police Officers, Civil Enforcement Officers, West Sussex County Council, Worthing Borough Council and the Worthing Town Initiative.
- West Sussex County Council and the Worthing Town Centre Initiative shall be indemnified against any actions, proceedings, claims, damages and liabilities which may be taken, made or incurred, consequent upon, or arising in connection with the event/activity.
- Vehicles must not exceed 3.5 tonnes in weight and must have been approved by the Worthing Town Centre Initiative. Vehicles must clearly display their permit at all times; permits allow parking on the precinct only they do not give parking permission in any Car Park or for any On Street spaces unless by prior arrangement with NSL Services or NCP Car Parks.
- Risk Assessments for vehicles must include details of how the organisers plan to bring the vehicle onto the precinct without causing any risk to pedestrians.
- No stand, stall or similar structure shall be brought into the precinct area or be allowed to stand on any part of the highway without prior arrangement. A risk assessment must be completed before any structure, stand or vehicle is given approval to be placed on the precinct. No structure, stand or vehicle can be placed where it will block the access to any business or trading area.
- It is a condition of the event / activity taking place that no collection of money is made unless a street collection licence has been issued by Worthing Borough Council. This can be obtained by telephoning 01903 221068.
- No sales of pre-recorded music on CD or tape can take place without the prior permission from the licensing team at Worthing Borough Council 01903 221068.
- Where amplification is permitted, it must be kept to a reasonable level to comply with local Byelaws and shall be reduced immediately if it is deemed unacceptably loud. As a guide members of the public in the closest premises to your activity should be able to carry on a conversation without the need to raise their voices. Please note that amplification is not permitted Monday – Friday inclusive due to a history of noise complaints from local residents and businesses and no amplified music is allowed before 10am Saturdays or 11am on Sundays.
- Performances in South Street Square must be in the allocated space, and should not be at the top of the steps, or block the steps leading to the Guildbourne Centre or the entrance to Warwick Street.
- Street furniture, such as Lamp posts or seating, should be kept clear and not used as part of any performances.
- Any events that are pre-booked for a specific area will take precedence over general busking activities which should not be carried out within hearing distance of the event. Busking performances should not be continuous in one location (i.e. not more than half an hour in one session or one place).
- Any litter generated by an activity should be picked up and placed in the rubbish bins. If additional cleansing costs are incurred as a result of an event or activity the Town Centre Initiative reserve the right to pass these costs onto the organisers.
- Anyone under the age of 18 applying to busk or be involved in an activity must have a parent or guardian sign the form on their behalf.
- Under 16's involved in an activity must be supervised by an adult at all times.
- Provisional Booking is not confirmation of an event and only once all the appropriate paperwork has been received will the application be processed and a letter of no objection issued. If the completed application is not received 7 days before an event this booking will be automatically cancelled and the date made available to other organisations.
- The letter of no objection acts as your confirmation and must be available on request at all times during the event or activity.
- The Worthing Town Centre Initiative reserves the right to ask buskers to relocate, or stop performing, should any complaints be received from businesses or the public.
- If the organiser has received a letter of no objection but then chooses to cancel the booked event without informing the Worthing Town Centre Initiative any monies paid will not be subject to a refund.
- If the organiser cancels a confirmed event, and informs the Worthing Town Centre Initiative at least a week prior to the planned date, the monies paid may be subject to a full or partial refund. A claim for a refund must be received in writing not in excess of 30 days after the planned event date and is subject to the Worthing Town Centre Initiative discretion.
- Any event cancelled due to inclement weather may be rescheduled by the Worthing Town Centre Initiative and will be subject to alternative date availability.
- All terms and conditions must be adhered to and apply to all activities, should any of the terms and conditions be breached this could result in an event or activity being stopped.
- Any event organiser or busker will be responsible for arranging their own PRS (Performing Rights Society) license for the use of live and/or recorded music and will be responsible for paying any fees applicable to this License. The Worthing Town Centre Initiative does not issue PRS licenses for live or recorded music and any queries regarding this license or fees should be directed to www.prsformusic.com.

Town Centre Manager
2nd Floor 7 Chapel Road, Worthing BN11 1EG
tel: 01903 203252 | fax: 01903 203289

Events & Activities in Worthing Town Centre

Worthing has two designated areas for Events and Activities in the Town Centre:-



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1. South Street Square

This is the large area at the junction of Warwick Street and South Street, near the entrance to the Guildbourne Centre. It is important not to block the pedestrian flow in the area and event organisers are asked not to block the entrance to Warwick Street and to maintain access to the Guildbourne Centre steps at all times.



2. Montague Place

This is the large area at the junction of Montague Street and Montague Place. This area is set slightly back from the pedestrian flow behind the Rotunda. There are some authorised Street Traders, such as the flower seller who trade around this area. Montague Place is unavailable on a Wednesday due to the Weekly General Market.



Both activity areas have access to a power supply; keys and adaptors can be requested in advance from the Worthing Town Centre Initiative.

Under the Licensing Act 2003 public entertainment needs to be licensed otherwise a temporary event notice is required. Both these Town Centre event areas have been licensed by the Worthing Town Centre Initiative and subject to applicants agreeing to the Terms and Conditions overleaf temporary event notices will not be required.

Enquiries regarding the use of the Seafront, Promenade, Pier or any of the Towns Parks should be directed to the Leisure Services department at Worthing Borough Council on 01273 263134.

Type of activity that will be considered

- Events & Entertainment
- Company Promotions
- Leafleting
- Charity Awareness
- Public Information Services

Booking these areas does not permit the event / activity holders to sell products or collect money without the required permissions from the Worthing Borough Council Licensing Department who can be contacted on 01903 221068. Any licenses issued permitting such sales or collections must be available for inspection whilst on site.

Covered Areas

The Montague Centre and Guildbourne Centre are the two covered shopping areas in the Town Centre. These areas are privately owned and permission must be granted by the relevant Centre Manager. Please note these areas are not licensed and a temporary event notice may be required if your activity includes entertainment. If you are unsure please contact the Licensing Department at Worthing Borough Council on 01903 221068.

The contact numbers are:-

| | |
|------------------------|--------------|
| The Montague Centre | 01903 207327 |
| The Guildbourne Centre | 01903 823043 |

Street Trading and Markets

Street Trading is not usually permitted unless it is part of a Town Centre Initiative organised Market or Event in the Town Centre. Every Wednesday there is a General Market in Montague Street and every fourth Saturday of the month there is a Farmers Market in South Street Square.

The Wednesday Market is managed by Town and Country Markets and costs and availability of stalls can be obtained by calling Town and Country Markets on 01952 242 019.

The Farmers Market is managed by David Steadman on behalf of the Town Centre Initiative. To check prices, criteria for traders and availability of stalls please contact David Steadman on 01273 263152.

Occasionally Worthing Borough Council may grant a Street Trading Licence; however these will only be approved where traders add vibrancy, colour and interest to the Town Centre. If you feel your application would meet this criteria please contact the Worthing Borough Council Licensing Department on 01903 221068.

Street Collections

Worthing Borough Council considers Street Collection Applications for the Town; these are only available to registered charities and are usually limited to one collection per year per charity. To find out more about Street Collections and to make an application please speak to the Worthing Borough Council Licensing Team on 01903 221068.

Busking

Buskers and other forms of street entertainment are a regular part of the street scene in Worthing; they help to create a colourful and welcoming atmosphere for residents, shoppers and visitors alike. However, for those living or working in the town centre, busking can sometimes become intrusive or annoying and lead to complaints about noise.

The Worthing Town Centre Initiative welcomes street entertainers however we ask that you register and sign up to the terms and conditions for activities within the Town Centre to ensure you are aware of, and adhere to, legislation relating to Street Trading and Noise pollution.

Busking can take place throughout the Town Centre but amplification or loud instruments are not permitted on weekdays because of the inconvenience experienced by the offices located just off the pedestrian precincts. Buskers should move location approximately every half hour and / or take breaks so the music is not continuous. We reserve the right to ask any busker to move on if noise complaints are received; and buskers should ensure they do not interfere with any organised events or activities.

Bookings Protocols

To ensure the Town is available to everyone we restrict the number of advance weekend bookings that will be accepted from each organisation. Weekend bookings should be event orientated and provide some form of entertainment for the general public as this helps to add vibrancy and interest to the Town Centre at busy times. Weekends are very popular especially at peak times, such as Christmas and during the summer, therefore company promotional activities are usually limited to weekdays only. A company promotion may be granted at the weekend if there is an element of entertainment or community involvement included in the activity.

All dates are subject to availability and numbers of bookings taken may change subject to demand.

Insurance / Public Liability

All activities are carried out at the risk of the organiser(s) and evidence of at least £5 million Public Liability Insurance will be required before an event will be authorised.

Risk Assessments

All event activities will require organisers to carry out risk assessments and submit these to the Worthing Town Centre Initiative prior to an event being authorised. If you require help with risk assessments please contact 01903 203252 for assistance.

How to book an Activity or Event

Before completing this form please call 01903 203252 to check the availability of your preferred date. This date will then be provisionally booked and will only be confirmed upon receipt of a completed application form, proof of public liability, risk assessments and, if applicable, payment.

Complete the attached form and return with any supporting documents and any payment due to:-
 Worthing Town Centre Initiative
 2nd Floor
 7 Chapel Road
 Worthing
 West Sussex
 BN11 1TH

On receipt of the paperwork the application will be processed and if approved a letter of no objection will be issued and forwarded to the event organiser. This letter must be available for inspection on the day of the event or activity.

Vehicles

Vehicles are not permitted on the precinct unless they are an integral part of the event or activity and must be approved by the Town Centre Initiative. If permission is granted then a maximum of two vehicles will be permitted, usually these should be placed on the precinct before 9.30am and should not be moved until 5pm. A weight restriction now applies to all vehicles allowed on the precinct and vehicles must not exceed 3.5 tonnes, the only exception to this will be emergency vehicles.

A vehicle permit will only be issued once the name and mobile phone number of a person able to move the vehicle is supplied. This permit must be clearly displayed in the windscreen of the vehicle while it is on the precinct. Vehicles must not be left unattended on the precinct at any time and vehicles and their contents are parked at the owner's risk.

Costs

No charge is made for Charity or Community Events however a small charge is usually made for commercial activities.

Commercial Company Promotions or Commercial Events
 £30 + VAT per location per weekday
 £40 + VAT per location per weekend day

Leafleting

Free *
 * However, if additional cleansing costs are incurred from litter generated by leafleting then we reserve the right to pass this onto organisers. If leafleting litter is picked up and disposed off in the correct manner then no charges will apply.



WORTHING TOWN CENTRE INITIATIVE

Application to hold an Events or Activity on a Pedestrian Precinct



Contact Name: _____ *.Company _____

Address _____

Post code _____ Tel. number (inc STD) _____

Mobile number (contact on the day of the event) _____

Name of mobile phone holder _____ Email address _____

Location of Activity
 Montague Place
 South Street Square
 Montague Street (buskers)

Type of Activity
 Entertainment
 Company Promotions
 Leafleting
 Charity Awareness
 Public Information Services

Application for
 Busking
 Commercial Activity
 Charity Activity
 Charity Reg, No _____

Proposed date(s) & time(s) of the Event / Activity _____

Description of the Event / Activity / Performance type _____

Description of any display, stall or vehicle to be used _____

Approximate number of people involved in the Event / Activity

Do you propose to use amplification? YES NO
 Do you need access to electricity? YES NO
 I have Public Liability Insurance (please enclose a copy) YES NO

I agree that if I am granted permission to run my event / activity I will do so within the terms and conditions of West Sussex County Council and the Worthing Town Centre Initiative.

Signed _____ Date _____

*If applicant is under 18 a parent or guardian must sign on their behalf.
 Worthing Town Centre Initiative is acting on behalf of West Sussex County Council and do not issue "permits" but draw attention to the regulations applicable and the responsibility to obtain the correct permissions for some activities will fall to the event organiser.

**Please return this form with relevant payment to:
 Worthing Town Centre Initiative, 2nd Floor, 7 Chapel Road, Worthing, West Sussex, BN11 1EG. Any
 Cheques should be made payable to "Worthing Town Centre Initiative".**