

## Events Terms and Conditions for Third Parties

1. Document Purpose.....	2
2. What sort of events do we consider .....	2
3. Events and activities run in partnership with one of our programmes or services .....	3
4. The role of the <i>Event Organiser</i> .....	3
4.1. Who is the <i>Event Organiser</i> ? .....	3
5. Summary of Event Organiser responsibilities and undertakings .....	3
6. Cancellations.....	6
7. Further detail: Safeguarding .....	7
7.1. Key Coram's Fields safeguarding values (summary) .....	7
7.2. Reporting safeguarding concerns .....	7
7.3. Minimum levels of DBS check, safeguarding training and supervision for event personnel ...	7
7.4. Use of toilets .....	8
7.5. Identification of event personnel.....	8
7.6. Coram's Fields' DSL team.....	9
7.7. Non-event personnel .....	9
8. Park rules and conduct .....	9
9. Bullying and Sexual Harassment.....	10
9.1. Overview.....	10
9.2. Definitions of sexual harassment .....	11
9.3. Reporting Sexual Harassment .....	11
9.4. Consequences of sexual harassment.....	11
10. Vehicles on site.....	12
11. Fire Safety and Evacuation.....	13
11.1. Fire risk assessment.....	13
11.2. Fire safety briefing.....	13
11.3. If a fire is discovered.....	13
11.4. Fire Marshals and wardens .....	13
11.5. Evacuation .....	14
11.6. Evacuation points and routes.....	15

## 1. Document Purpose

Coram's Fields is a children's charity dedicated to providing free play spaces and enriching programmes for children and young people. For nearly 90 years, Coram's Fields has been a beloved destination where **“no adult can enter without a child”**, ensuring a safe and inclusive environment.

Supporting local events is a big part of our community impact - events bring people together, spark excitement, offer new experiences, and create memories that strengthen our community.

This document contains important information, guidance, terms and conditions for 3<sup>rd</sup> party Event Organisers (and 3<sup>rd</sup> parties providing activities/services to our own events and programmes at Coram's Fields)

N.B. There are separate and additional Terms and Conditions for the hire of our indoor spaces (halls) and sports pitches.

## 2. What sort of events do we consider

All organised gatherings of more than 100 people are considered to be “events”, particularly if there are organised activities that are likely to disrupt the general public's reasonably expected experience within the park.

Events must be explicitly approved by the Operations Team and each event or activity is considered on its merits – the extent to which it supports our mission and delivers inclusive impact to the community, and the extent to which it disrupts the experience of other park users.

We're happy to consider hosting events that are:

- are **free and inclusive** for local children and families
- respect and **don't compromise our safeguarding commitment** of *no entry without a child*
- are designed to **fuel imaginations** and **inspire creativity** in young people
- allow the park and its facilities to remain open and usable for families not wishing to take part in the event

Events that fall outside these criteria can still be considered but will need to provide a significant income for the charity to fund the development of the park and, through this, provide a meaningful and tangible benefit to young people and the community. These events must also demonstrate strong plans to minimise disruption for general park users and uphold our safeguarding standards.

We can't accommodate adult-only events and gatherings such as picnics, lawn parties or after work gatherings. If you're interested in organising a team-building day, see our Corporate Volunteering Page.

Please note that Coram's Fields does not permit our spaces to be used for

- religious worship
- political campaigning
- fundraising for charities other than ourselves.

### 3. Events and activities run in partnership with one of our programmes or services

Ad hoc and regular events and activities can be delivered in partnership with our programmes and services and play an important role in extending the breadth and reach of our impact.

If you would like to run an event or activity that closely aligns with one of our existing programmes, you may be asked to work with the relevant Service Manager who will determine whether and how the proposal fits into their overall programme. This helps ensure that we provide a coherent offer to the local community and maintain an appropriate balance of provision across identified needs.

If approved, the guidance and conditions in this document still applies for the event / activities you are providing, particularly in relation to your responsibilities for planning, delivering, and managing the event or activity, but there may also be additional requirements around sharing impact data.

### 4. The role of the *Event Organiser*

#### 4.1. Who is the *Event Organiser*?

Every organised event (or organised activity) must have someone who is in charge of, and responsible for, organising and overseeing it. This person may be relying on other people, teams, contractors, freelancers or third parties to deliver certain aspects or activities, but they themselves are responsible for the successful oversight, planning and delivery of the event. This person is the *Event Organiser*.

- If you are organising an event at Coram’s Fields, you are the Event Organiser.
- If you are organising a one-off or regular event or activity in partnership with one of Coram’s Fields programmes or services, these are still considered to be “events” and you are the event organiser (e.g. one-off sports day events, regular youth football leagues etc).
- If you are providing an activity or service that will be run as part of a wider event which is being organised and led by someone else, then you might not be the Event Organiser, but you may still have responsibilities for your activity (safeguarding, health and safety, conduct etc.)

### 5. Summary of Event Organiser responsibilities and undertakings

Scope, Risk and Insurance	Ensure the event has a full documented plan and Risk Assessment prior to the event (covering the responsibilities below)
	Undertake a full pre-event check to ensure risk mitigations and plans are in place and executed as prescribed.
	Undertake continuous and dynamic risk assessment throughout the event.
	Ensure that appropriate insurance cover, including Public Liability Insurance (min £5m), is in place for all activities being delivered as part of the event, including any activities provided by third-party organisations or contractors engaged by you. You are responsible for ensuring that all third parties have adequate insurance arrangements in place and, to the fullest extent permitted by law, agree to indemnify Coram’s Fields against any claims, losses, damages, costs, or liabilities

Date last reviewed: 1/3/26  
 Next review due: 1/3/28  
 Responsible: Operations Officer



	<p>arising from the event or the actions of your staff, volunteers, contractors, agents, or attendees.</p> <p>Undertake responsibility and have appropriate insurance for any items or equipment on site, including left overnight (if agreed). Coram's Fields accepts no liability for your items or equipment on-site.</p>
Safeguarding	<p>Undertake to be, or provide, a named Designated Safeguarding Lead responsible for all aspects of Safeguarding for the event and ensuring reporting procedures for the event are in place and understood.</p> <p>Undertake that all event personnel have appropriate DBS checks in place (with procedures in place to ensure this) and ensure there are enough trained supervisors (with Enhanced DBS certificates) to adequately oversee all activities involving children and vulnerable adults, and all event personnel at all times.</p> <p>Undertake to formally report any Safeguarding incidents and/or concerns to a member of Coram's Fields Safeguarding team.</p> <p>Undertake to maintain an accurate and comprehensive list of all event personnel and ensure they are easily identifiable to the public and event visitors e.g. with a lanyard and badge showing their name worn at all times throughout the event. Supervisors must be easily identifiable as such.</p>
Health and Safety	<p>Undertake responsibility for all aspects of Health and Safety relating to the event and activities being delivered. The risk assessment must assess the suitability of the site for the activities being run, and only suitable activities should be conducted. Undertake responsibility for briefing, training and supervising all event personnel to ensure they are operating safely.</p> <p>Undertake that no vehicle movements will take place on site during park opening hours without specific approval from Coram's Fields SMT and that all vehicle movements will be managed in accordance with the Coram's Fields procedure outlined below. Vehicles are not permitted to drive on the lawn areas of the park.</p> <p>Undertake responsibility for all aspects of First Aid, ensuring adequate numbers of trained first-aiders for the size and risk profile of the event, appropriate incident &amp; accident reporting for the event, and that all third-party suppliers have adequately first-aid-trained staff. All serious (RIDDOR) injuries must be formally reported to a member of Coram's Fields SMT.</p> <p>Undertake that all electrical items brought onto site have valid PAT tests</p> <p>Undertake that valid and appropriate gas safety certificates have been obtained where necessary.</p> <p>Undertake to ensure anyone permitted to provide food and drink for public consumption has the requisite food hygiene and allergy awareness certificates, gas safety licences (if using gas), business registration</p> <p>Undertake to produce a fire risk assessment for the event and determine any necessary changes to the standard Coram's Fields Fire Safety procedures. Where the event is likely to exceed normal park numbers, the Event organiser is responsible for providing sufficient additional stewards to safely manage an evacuation. Where the event exceeds 500 people, the risk assessment and fire safety plans must be approved by the Coram's Fields Fire Marshal for the event to be permitted to take place.</p> <p>Ensure all event personnel are aware of Fire Safety and Evacuation procedures for the event.</p>

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Park rules and conduct	Adhere to, and enforce, the general rules of the park
	Undertake to uphold and adhere to Coram's Fields Sexual Harassment policy.
	Ensure that all event personnel understand and adhere to Coram's Fields' Sexual Harassment policy, in addition to any Sexual Harassment Policy you have for your own organisation.
Ingress	Ensure sufficient personnel and infrastructure to manage visitor ingress (including adequate signage for the entrance, ticket-checking, queuing system etc.) and ensure adults without children do not enter the park (unless this has explicitly been otherwise agreed.)
De-rig and clear-up	Undertake to ensure all event attendees, personnel, equipment and temporary infrastructure are removed from the park at the agreed times.
	Undertake to ensure the park where the event is taking place is left as found (including all litter collected). If unacceptable levels of litter are left, Coram's Fields may use third-parties or staff overtime to ensure the park is safe and ready to open, the reasonable cost of which will be charged to the Event Organiser and the Event Organiser is liable to pay.
Marketing	Undertake that all event marketing is submitted in advance for approval by Coram's Fields, and only issued with Coram's Fields approval
	Undertake that any event banners and signage onsite must be submitted and approved by Coram's Fields in advance.
	No sponsorship or marketing collateral may be displayed in the park without approval and permission.
GDPR	Undertake to be compliant with all applicable data protection legislation in relation to any personal data collected or processed in connection with the event
Licences	Obtain requisite statutory licences (e.g. for any music and/or amplified music being played and/or any activities being delivered) and indemnify Coram's Fields in the event you fail to do so.
Damage	Undertake liability for any damage caused to the site as a result of the event (N.B. even if not caused directly by event personnel).
Egress and emergency situations	Ensure that you have assessed whether the available escape routes are sufficient for the anticipated number of attendees. You must also agree the emergency evacuation procedures with the Coram's Fields Fire Marshal before the event takes place.

By organising, delivering, or participating in the organisation of an event at Coram's Fields, the Event Organiser agrees to be bound by and comply with these Terms and Conditions.

If you have not met the responsibilities outlined above, you must not proceed with the event. The event may only go ahead once all required responsibilities have been fulfilled.

Date last reviewed: 1/3/26  
Next review due: 1/3/28  
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## 6. Cancellations

Depending on the size and nature of the event, and at our discretion, we may require you to provide evidence that you have met these responsibilities. If you are unable to provide satisfactory evidence, we reserve the right to refuse, suspend, postpone, or cancel the event without any liability or obligation to compensate you.

Coram's Fields also reserves the right to refuse, suspend, postpone, or terminate any event where it reasonably believes there is a risk to safeguarding, health and safety, security, legal compliance, the reputation of the charity, or the welfare of park users.

The Event Organiser remains solely responsible for the safe, lawful, and compliant planning and delivery of the event and for meeting all requirements set out in these Terms and Conditions. Any review, approval, oversight, intervention, or action by Coram's Fields is intended as a safeguard only and does not transfer responsibility or liability to Coram's Fields.

Coram's Fields shall not be liable for cancellation, postponement, closure, or disruption caused by circumstances beyond its reasonable control, including severe weather, utility failure, industrial action, terrorism, public health incidents, emergencies, or directions from statutory authorities.

Coram's Fields shall not be liable for any loss, costs, expenses, loss of income, loss of profits, or other consequential losses arising from the refusal, suspension, postponement, cancellation, or termination of an event.

## 7. Further detail: Safeguarding

### 7.1. Key Coram's Fields safeguarding values (summary)

- The welfare of the child is paramount as enshrined in the Children Act 1989. It is essential all event organisers and staff are committed to safeguarding and promoting the welfare of children and young people.
- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Fundamental to our work in safeguarding children and young people, is effective collaboration and joined up working with a range of statutory and voluntary sector partners.

### 7.2. Reporting safeguarding concerns

The Event Organiser is responsible for ensuring appropriate mechanisms are in place for identifying and reporting safeguarding concerns, and for safeguarding compliance throughout the event, including where activities are delivered by subcontractors, partner organisations, volunteers, or other third parties.

Strong safeguarding is achieved through good communication and collaboration - all safeguarding concerns must be addressed as an immediate priority and any unresolved safeguarding concerns must be reported to a member of the Coram's Fields DSL team. All concerns reportable to external authorities must also be reported to the Coram's Fields DSL team.

### 7.3. Minimum levels of DBS check, safeguarding training and supervision for event personnel

Event personnel	Minimum requirements
<ul style="list-style-type: none"> <li>• Safeguarding Lead for the event</li> <li>• Event personnel acting as supervisors of other event personnel</li> <li>• Event personnel delivering activities with children and/or vulnerable adults unsupervised and in a position of care (c.f. 'sole charge')</li> <li>• Event personnel providing First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and clear Enhanced DBS Check (within the last 2 years)</li> <li>• Face-to-face safeguarding training</li> <li>• Understanding of the types of abuse and procedure for reporting a safeguarding concern</li> </ul>
<ul style="list-style-type: none"> <li>• Event personnel delivering activities directly to or with children or vulnerable adults but not in 'sole charge' i.e. there are sufficient numbers of named and responsible staff members or event personnel with an Enhanced DBS check to act as supervisor <b>at all times</b> (of the children and the individual).</li> </ul>	<ul style="list-style-type: none"> <li>• Basic DBS Check</li> <li>• Online safeguarding training</li> <li>• Understanding of the types of abuse and procedure for reporting a safeguarding concern</li> </ul>

<ul style="list-style-type: none"><li>• Staff who are not engaged in activities directly involving children or vulnerable adults</li></ul>	<ul style="list-style-type: none"><li>• Do not require DBS but require supervision <b>at all times</b> by a <u>named member of staff or event personnel with a clean and clear Enhanced DBS check (within the last 2 years)</u></li></ul>
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If the event organiser is unclear on what minimum DBS is required, please contact a member of the Coram's Fields DSL team.

Where any DBS certificate contains disclosures or information that may be relevant to safeguarding, the Event Organiser must undertake an appropriate risk assessment and review before permitting the individual to participate in the event, and this decision must be endorsed and approved by the Coram's Fields DSL team. The Coram's Fields DSL team reserves the right to refuse attendance where safeguarding concerns exist.

The Event Organiser must maintain appropriate records demonstrating compliance with DBS and safeguarding requirements and provide evidence upon request.

#### 7.4. Use of toilets

All event personnel must use alternative toilet facilities (ideally the accessible single visitor toilets) and avoid using the shared public toilets which may be used by children and vulnerable adults. It is the Event Organiser's responsibility to ensure visitors do not access areas and toilets designated for event staff and volunteer use.

Under no circumstances are event staff or volunteers to use toilets dedicated to children e.g. the Under-5s toilets or children's toilets between the Band and Guides Hall (if using either as a 'green room' or rest area) unless you have explicit permission from Coram's Fields DSL team (e.g. because they are known to be not in use.)

#### 7.5. Identification of event personnel

All members of the event staff and volunteer team must be easily identifiable e.g. with a lanyard and badge showing their name, which must be worn at all times throughout the event.

Stewards must wear high-vis vests/jackets.

## 7.6. Coram's Fields' DSL team

Name	e-mail	Tel.
Stuart Woods (CEO)	stuart.woods@coramsfields.org.uk	0203 3384 2201
Kate Gardner (Out of School Club and Under 5s Manager)	kate.gardner@coramsfields.org.uk	020 3384 2212
Gavin Jary (Buildings and Facilities Manager)	gavin.jary@coramsfields.org.uk	0203 154 6132
Mat Williamson (COO)	matthew.williamson@coramsfields.org.uk	0203 384 2205

## 7.7. Non-event personnel

Under no circumstances must adult non-event personnel be permitted to enter the site without explicit permission from Coram's Fields staff (unless members of emergency services.) Permitting adult entry without a child is in breach of our strict 'no-entry without a child' policy and we reserve the right to immediately cancel or suspend an event without any liability or obligation to provide compensation.

## 8. Park rules and conduct

- No aggressive shouting or swearing, especially in front of children
- Adopting a calm and reasonable manner when dealing with park visitors
- No animals are permitted on site unless registered and trained assistance dogs supporting a person's orientation and immediate safety.
- No smoking or vaping throughout the site
- No alcohol on site
- No adults may enter the park unless accompanying a child. All event personnel should be proactive in ensuring that adults without children in the park are asked to leave.
- Where explicit permission has been granted for adults to enter without a child, the event area must be securely cordoned off, and event attendees must be kept separate from general park users. The event organiser is responsible for ensuring that unaccompanied adults do not leave the designated event area or pass through any fencing or cordons into the wider park. This arrangement will only be approved in exceptional circumstances and is likely to incur considerable additional costs to support the personnel and infrastructure required.

- All event personnel should be aware of health and safety risks. Potential hazards should be dealt with straight away and the matter reported to the Event Organiser, Grounds Staff supervisor or the main office.
- All event personnel have a duty of care to children in the park and deal with any inappropriate behaviour when it occurs.
- Event personnel are required to wear clothing and shoes appropriate to their role in the playground.
- Event staff are expected to take responsibility for their own behaviour and, if necessary, change it to restore a respectful working environment.
- No activities involving hard projectiles, balls or launched objects are permitted.
- Visitors may take photographs and videos for personal, non-commercial use, provided they take reasonable care not to capture identifiable images of other visitors. All photography and filming for 'public use' is only permitted with explicit permission. See our filming and photography policy for full details.

## 9. Bullying and Sexual Harassment

### 9.1. Overview

Coram's Fields is committed to being an inclusive, respectful environment where everyone is treated with kindness, free from bullying and harassment.

Everyone should feel confident to raise issues, make complaints, and to challenge behaviour, without fear of ridicule or reprisal.

It is essential all event organisers and event staff undertake an equal commitment to good conduct.

Coram's Fields does not tolerate sexual harassment, and the Coram's Fields Sexual Harassment policy applies to everyone in the organisation, regardless of status or role.

Events, event coordinators and event staff (including 3<sup>rd</sup> parties providing services to events) are subject to Coram's Fields Sexual Harassment Policy.

It is likely that 3<sup>rd</sup> party events, event coordinators and event staff will simultaneously also be subject to their own Sexual Harassment policies.

A full copy of our policy can be issued upon request.

## 9.2. Definitions of sexual harassment

Sexual harassment is unwanted behaviour of a sexual nature, that has either violated an individual's dignity or created an intimidating, hostile or degrading, humiliating or offensive environment

Behaviour may be considered sexual harassment if it has one of the effects above, even if it was not intended (i.e. it can be unintentional) or if it is reasonably likely they were intended even if the harassed individual wasn't offended

'Behaviour of a sexual nature' can include a range of behaviour, including...

- sexual comments about someone's body, clothing or appearance
- unwelcome sexual jokes and banter
- asking questions about someone's sex life or a person discussing their own sex life
- making comments or jokes about someone's sexual orientation or gender reassignment
- displaying or sharing pornographic or sexual media
- propositions and sexual advances
- suggestive looks, staring or leering
- sexual gestures
- sending sexually explicit emails or text messages
- unwelcome touching or unnecessary invasion of personal space

## 9.3. Reporting Sexual Harassment

Where incidents of Sexual Harassment cannot be satisfactorily resolved informally, they should be reported to both the Event Organiser and member of Coram's Fields staff.

Coram's Fields will work collaboratively with 3<sup>rd</sup> party Event Organisers to investigate any reported incidents, though each party may freely determine its own findings and course of action.

Where Sexual Harassment is a criminal offence, Coram's Fields' policy is to respect the harassed employee's wishes on whether to report the incident to the police, except in cases where we reasonably believe the individual at risk of further harm and/or acting under duress.

## 9.4. Consequences of sexual harassment

Allegations of sexual harassment against Coram's Fields' staff will be managed under the Coram's Fields sexual harassment policy. The consequences of upheld allegations of Sexual Harassment include disciplinary action and dismissal.

Where an allegation of sexual harassment is made against third party event staff, and subsequently upheld, consequences can include...

- banning the individual with immediate effect and from participating in further events at Coram's Fields
- severing commercial relationships with the individual's company/employers
- banning the event and/or event organiser from future events at Coram's Fields

Date last reviewed: 1/3/26  
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Responsible: Operations Officer



**The primary priority after any report of sexual harassment is preventing further harm and minimising the risk of future harm.** Coram's Fields may insist event staff, volunteers and/or visitors leave the park if we reasonably believe this is necessary to reduce the risk of further harm.

## 10. Vehicles on site

Vehicles are only allowed on site to deliver or remove equipment. In general, this must be done outside of the hours of park opening (and the event) to avoid vehicle movements and vehicles in densely populated pedestrian areas, both in consideration of Martyn's Law and general risk management.

Vehicles are only allowed to park on site with explicit permission.

Any vehicles driving on site must be walked through by an event steward and drive no faster than 5mph.

All personnel managing vehicles on site must have vehicle management training.

## 11. Fire Safety and Evacuation

### 11.1. Fire risk assessment

Event organisers must conduct a fire-risk assessment detailing...

- any and all hazardous materials being brought on to site
- an assessment of all event personnel to determine the need for any personal emergency evacuation procedures (PEEPs)
- any necessary proposed changes to the standard Coram's Fields fire evacuation procedure required to mitigate any unique risks identified.

If changes are required to the Coram's Fields fire evacuation procedure, please contact our Fire Marshal at least 4 weeks prior to the event. Any changes must be agreed with the Coram's Fields Fire Marshal and documented as a bespoke Fire Safety Plan for the event.

### 11.2. Fire safety briefing

Event organisers must have a fire safety briefing prior to commencing an event. This briefing ensures that event personnel understand the emergency procedures, know who the on-duty Fire Marshal is, and understand how to contact them..

### 11.3. If a fire is discovered...

- Operate the nearest fire alarm point.
- If there is no fire alarm point in the immediate vicinity, remain calm and do not cause panic. Give clear, loud warning - "Fire!" and ensure colleagues and members of the public hear and understand. Locate the nearest Fire Point and activate it.
- If it is possible to instantly and safely isolate the fire by closing a door, do so.
- The fire must only be attacked with appliances provided no personal risks are involved, and if possible, by people who have received appropriate training.
- If safe to do so, check that an on-site Fire Marshal is aware of the fire.
- Known event personnel should retreat to the muster point on the football pitches (north side). Unknown event visitors should evacuate the park

### 11.4. Fire Marshals and wardens

- Coram's Fields will always have an on-duty fire marshal on-site during park opening hours, along with enough grounds staff to effectively evacuate the park for normal anticipated visitor numbers.
- If the number of simultaneous people anticipated at the event exceeds 'normal park volumes' there will be a need for the Event Organiser to arrange for event stewards to support Fire Wardens with a safe evacuation. It is essential that event stewards listen to the instructions of the Fire Marshal.

Date last reviewed: 1/3/26  
Next review due: 1/3/28  
Responsible: Operations Officer



- Upon hearing the alarm and/or calls of “Fire”, the Fire Marshal will assess the fire and situation, and lead and coordinate the response (with the Fire Wardens’ support), communicating through standard radios and loud hailers.

#### 11.5. Evacuation

- In the event of an evacuation, park visitors should proceed calmly to the park exits as shown on the diagram.
- It is important to listen carefully to instructions as the location of the danger may influence the Fire Marshal’s choice of exit.
- Do not under any circumstances attempt to move any vehicles unless instructed to do so by the Fire Marshal, and when moving vehicles, the procedure for movement of vehicles on site must still be adhered to.
- Event personnel should evacuate to the muster point on the north side of the football pitches and wait for further instructions. Do not return to the park until told it is safe by the Fire Marshal.

### 11.6. Evacuation points and routes

#### BRUNSWICK SQUARE

