



City Gardens

City Gardens Events Policy

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2. Introduction

The City of London Corporation has around 200 areas of planting and green space within the Square Mile creating a network of gardens, planting areas and churchyards of which the City Gardens team undertake the management and care.

The City gardens provide much-needed oases of calm to be enjoyed by residents, workers and visitors alike as well as providing important habitats for wildlife within the urban landscape.

The City Corporation acknowledges the value and benefit of outdoor events. Diverse and well-designed events can provide a vital element for the City of London's cultural offer. However, the City gardens are largely open spaces to be enjoyed as such by the general public and proposed events need to be appropriate and maintain the character of the City Gardens as open space.

This policy has been developed to encourage the appropriate use of the City gardens and assist the City Gardens team in providing high quality urban green spaces that reflect and benefit the local community.

3. Aims

It is intended that this policy will:

- Streamline the event application process providing a clear framework for making decisions about staging events in the City gardens.
- Assist event organisers and user groups in making applications to hold events in the City gardens.
- Facilitate events that are appropriate to the character and size of the City gardens as open space and which are: high quality, safe and environmentally sustainable.
- Facilitate engagement, recreation and enjoyment for local communities and other City Gardens users while balancing the interests of residents, businesses and stakeholders.
- Ensure all events are run effectively and comply with relevant legislation and byelaws and align with strategic policies.
- Encourage events that have strong community benefit and engagement, offering a diverse range of community events, with wide appeal for local communities.
- Ensure that events are well planned and have comprehensive and appropriate environmental protection, insurance and liability measures in place.
- Ensure the protection of the historic and natural environment and the biodiversity at all of our sites.
- Generate income that can be reinvested back into the gardens to enhance and protect the infrastructure.

- Protect the reputation and promote a positive image of the City Corporation.

4. Legislative and strategic context

This policy takes into consideration the overall strategic priorities of the City Corporation, as well as the City Gardens Management Plan, City of London Open Space Strategy and the City of London Biodiversity Action Plan.

There is a variety of legislation pertaining to the management and use of the City gardens within the Square Mile. Many sites are subject to their own byelaws, founding legislation or maintenance agreements which set out the City Corporation's powers and duties.

Byelaws can prohibit certain activities and uses from taking place within some City gardens. Where they apply, we will advise you when you make your initial enquiry or application whether byelaws will affect your proposed event. Please contact the City Gardens office for further information regarding these restrictions.

parks.gardens@cityoflondon.gov.uk

The City Gardens team will assess applications against planning and highways legislation and policy to ascertain whether other permissions or licences may be required.

Some green spaces in the City are disused churchyards which the City Corporation may manage and/or own, or ownership may lie wholly or partly with third parties. Particular policies or restrictions may apply in the case of churchyards and event organisers may be required to seek further advice or approvals from other City Corporation departments or from church authorities.

Several gardens are jointly owned or managed. Applications for events in churchyards or sites that are managed by, through or in conjunction with third parties will be considered through a joint approval process.

5. Open Space

The City gardens are largely open spaces to be enjoyed as such by the general public. Save in exceptional circumstances, proposed events will not be permitted where the general public are excluded from using the whole of any open space for the duration of the event. In exercising its discretion to permit such events (where appropriate), the City Gardens team will take into account: the nature and length of the event, the size of the individual site and the proximity and suitability of alternative provision.

6. Events covered in this policy

This policy applies to all events which are held in the City gardens where the permission of the City Corporation is required.

The Policy covers a range of event types, recognising that some City gardens may be inappropriate for some or all events due to their size or other constraints.

The majority of City gardens are less than two hectares in size and therefore can only accommodate small events, performances and activities.

Small events are small-scale events where the number of attendees and/or activities proposed do not restrict, or minimally restrict the use by members of the general public of the City garden.

Applicants must state whether their event is private, community, charity, photographic, commercial or corporate as this may affect the fees and charges applied to the event. Details of charges are provided in the application form.

None of the gardens are licenced for weddings/civil partnerships. However, several of the gardens are suitable for small wedding/civil partnership celebrations or wedding and engagement photographs.

None of the gardens have toilets that are available to the public. If required, provision for these will need to be organised and paid for by the event organiser.

Parking restrictions apply throughout the City and there is limited available parking near to most of the City gardens.

7. Time restrictions

Some City gardens have restricted opening hours. Due to the nature, use and setting of the City gardens, events should be carried out within normal opening times, which can vary according to the time of year.

8. Advertising

Where the City Corporation, as owner of the City gardens, is minded allowing advertisements to be displayed, permission will depend on the type and historical infrastructure of the site. Advertisement consent will also be subject to advice from our Planning Department and may require Express Consent under the Town and Country Planning (Control of Advertisements) Regulations. The following is intended as a guide (and for further information please contact the City of London Planning Department):

- The maximum size of a poster is A2 (420 x 590mm).
- Posters may be placed on either side of an entrance where railing or fencing allows. Posters may be displayed in permanent cabinets, where available, with the City Corporation's prior consent.
- Banners will not be permitted.
- Any displays must have all necessary advertisement consents issued by the Planning Department before the advertising is displayed.

If these conditions are not complied with, signs and advertisements are liable to be removed. The cost of this removal will be deducted from any refundable deposit paid. Bill posting on highway verges, fences, highway barriers, street or park furniture or vacant premises is not permitted within the City of London.

Any poster and details of proposed poster locations should be submitted as part of the event booking form and agreement to the form and location of the same will be subject to the City Corporation's agreement to the event.

Organisers of events who are granted final permission will be entitled to advertise their event on the Events page on the City Corporation's website.

9. Licensing

Some activities related to an event, subject to any applicable byelaws or other restrictions, will require a licence, these include:

- The sale of alcohol;
- The sale of food and drink;
- Performing amplified music;
- Theatrical and dance performance; and
- Charity collections.

Further information can be found on our website:

<https://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Make-a-licence-application.aspx>

10. Temporary Events Notice (TENs)

A Temporary Event Notice (TENs) will be required to enable alcohol to be sold at an event. Please note that TENs are restricted to attendances of 499 people or less and there is a limit on the number of TENs notifications per venue granted each year. Event organisers need to formally notify the City Corporation if they are holding a licensable event. Any premises (including any open space) may be given up to twelve (12) TENs notifications per calendar year. Each notification can be for a period of up to seven (7) days but the total number of days, the subject of notifications per annum, may not exceed twenty-one (21). Full details are available on the City Corporation's website.

See website for further information:

<http://www.cityoflondon.gov.uk/business/licensing/Pages/default.aspx>

11. Temporary street trading

The City of London (Various Powers) Act 1987 permits temporary street trading to take place in accordance with a licence.

Where permission for an event has been given in accordance with this Events Policy, associated street trading may take place. The area of permissible street trading for the duration of the event will be designated on an approved plan. Legal trading from private land is unaffected by these provisions, however planning permission may be required in certain locations.

12. Events which will not be granted permission

Applications for the following type of events will be refused:

- Any event which contravenes byelaws specific to the garden or any other legislation or regulation;
- Political campaigns or rallies;
- Events associated with extremist organisations or proscribed organisations;
- Events which could damage the reputation of the City Corporation;
- Events which could be damaging to community relations;
- Any event which is considered discriminatory on the grounds of race, religion, gender, sexual orientation or disability. This aspect will specifically include any ticketed event where any of groups or individuals affected by the above are excluded or refused entrance;
- Boxing/wrestling or gaming events (which includes any form of gambling);
- Events considered to have a detrimental impact on the 'normal use' of the City garden;
- Any event which is refused support by any of the Emergency Services;
- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site;
- Any event for which the organiser has not provided adequate documentation;
- Any event where there is a risk of serious injury or ill health to participants, contractors or members of the public, and when measures to reduce risk to an acceptable level are either not available or are not proposed by the event organiser; and / or
- Any event where there have previously been problems (sometimes, event applications may be received from people who have run events inadequately in the past, or where there are still fees outstanding). These may be identified at the initial application stage and may prevent an event from proceeding any further.

It must be noted that the holding of events in the City gardens is entirely at the discretion of the City Corporation which retains the right to decline any application for any reason.

13. Application requirements for event organisers

13.1. Essential criteria

Events must:

- Be appropriate to the character, size and local environment of the City garden and surroundings.
- Not damage the historic and biodiversity value of the City garden.
- Comply with relevant legislation, byelaws and policies.
- Not significantly impair the public use and enjoyment of the City garden.
- Not financially impact the City Corporation unless otherwise specifically approved in writing by the City Corporation.
- Be carried out strictly in accordance with any City Gardens guidelines or other approvals granted.

13.2. Amenity impact

Events (whether individually or taken with other events) must not cause material damage to the amenity of the City garden or significantly impair public enjoyment of it or cause unreasonable disruption to residents or business in the vicinity.

The following principles will be applied to the timing and frequency of events:

- i) No more than one (1) event will normally be approved on the same day in any garden; and
- ii) The overall number of events approved throughout the year will be managed to maintain a balance between general public access, maintenance needs and structured access for event purposes to City Gardens.

Should two applications be received for the same garden on the same date, one or both organisers may be offered an alternative date or choice of garden.

13.3. Historic and environmental protection

Events must not cause damage to ecology, landscape, fauna and flora of the City garden. Location, duration and timing of all events will be restricted in order to protect the environment of the City gardens.

Scheduled Ancient Monument

Where the garden forms part of a Scheduled Ancient Monument and has statutory protection, no activities will be permitted that would affect or cause potential disturbance or damage to or negatively affect its Scheduled status. This includes proposed work to any structures or surroundings or any intrusions into the ground. It is a criminal offence to destroy or damage a Scheduled Ancient Monument whether

intentionally or through recklessness. It is also a criminal offence to carry out or to permit others to carry out unauthorised¹ works to a Scheduled Ancient Monument.

Listed Buildings

Where a garden contains Listed Buildings, no works will be permitted that would affect or cause potential disturbance or damage to the Listed Building. Carrying out unauthorised² works to a Listed Building is a criminal offence.

13.4. Health and safety

The event organiser is responsible for the safety of the event. Event organisers must assess the health and safety risks of their proposed activities and ensure that, as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and/or safety. A pre-site visit will be essential to assess the hazards within the garden in relation to the activities.

Further information is available on the Health and Safety Executive website. <http://www.hse.gov.uk/event-safety>

Certain events may require fire risk or other risk assessments to be carried out.

When selecting food businesses for an event, event organisers will need to be able to demonstrate that they have ensured that the business has been registered by its operator as a food business. Organisers are also advised to ask for and take into consideration the food hygiene rating achieved at the business's last local authority food hygiene rating inspection.

For some events, evidence of safety test certificates will be required for equipment such as bouncy castles, mini-marquees etc. Sub-contractors engaged by organisers also have health and safety responsibilities and must provide to the City Corporation all relevant documentation on demand.

Where the garden is also a disused churchyard, other conditions may apply, and special care may need to be taken with regards to memorials³. A risk assessment may also be required. Advice should be sought from the church authorities where relevant.

¹ i.e. works undertaken without Scheduled Monument or Class Consent

² i.e. works undertaken without Listed Building or Conservation Area Consent

³ i.e. tombs headstones, plaques

13.5. Cost to the City of London Corporation

No costs should result to the City Corporation by reason of the event, unless specifically approved in writing in advance by the City Corporation. Event organisers should therefore be clear that all associated event costs, for example waste management, are met by the event organiser. This will include the costs of cleansing and dealing with litter affecting adjoining property or the adjoining highway. Where additional waste management issues arise, or the organiser would like to use one of our services, full cost recovery is required by the City Corporation for the use of the service. Invariably, the City Corporation's waste service is used at events as we are confident with the quality of the service provided. This is also the case with the City Corporation's Environmental Protection (noise) team.

13.6. Compliance with local byelaws and legislation

Due to restrictions governing many of the City gardens under relevant byelaws and other legislation you must notify, by way of request in your application, if you wish to do any of the following:

- Bring vehicles into the garden/open space;
- Bring equipment or infrastructure into the garden/open space (i.e. gazebos, mini marquees, tables and chairs);
- Play music, amplified or not;
- Display signs or banners;
- Sell items/goods;
- Sell food and drink or alcohol; and/or
- Play games.

13.7. Event organiser responsibilities

We expect all event organisers to:

- Clear away all items and equipment after the event;
- Remove all litter;
- Adhere to the route and area of the site agreed;
- Be covered by Public liability insurance with cover of at least £5 million per incident. (Organisers of private/family celebrations may find that this is included as part of their household policy);
- Ensure that children (or vulnerable persons) participating in the event are supervised at all times by a competent adult or carer;
- Provide adequate stewards if required. For example, sponsored walks will be expected to provide stewards along the route and at road crossings; and
- Make arrangements for first aid.

13.8. Permissions

Event organisers must not:

- Fix items to trees, railings, fences or any other structures in the City garden;
- Drive stakes into the ground;
- Aside from approved food concessions; cook or barbecue any food, or light fires or flaming torches;
- Leave items or equipment unattended;
- Hand out literature at an event, unless special permission has been given;
- Solicit donations from garden visitors i.e. bucket collections or similar; (charitable collections require the grant of a licence and the terms and conditions of any granted licence must be adhered to).
- Release balloons or confetti;
- Stage pyrotechnic displays;
- Disturb wildlife;
- Climb, or allow others to climb on, statues, monuments, trees or infrastructure;
- Move benches, fixtures and fittings; and/or
- Allow vehicles into the gardens without prior written permission from City Gardens

14. Event application

A comprehensive application, vetting and approval process is intended to ensure that events are not approved or staged until all conditions and criteria have been properly met.

An applicant having held a previous event should not presume that subsequent events will similarly be approved.

14.1. Event application form

An event application form is available on the City Gardens events and green space hire page: www.cityoflondon.gov.uk/citygardensspacehire. All relevant sections of the form must be completed by the event organiser and returned to either parcs.gardens@cityoflondon.gov.uk or to the postal address given on the form.

If you are applying on behalf of a company, charity or community group, please state the name of your organisation and the name of the person who is organising the event. At a later date we will require contact details of the individual who will be responsible during the event or activity.

It is advisable to submit your application as early as possible for summer events as these dates are particularly in demand and availability is limited.

The fully completed event application form must be received **eight (8) weeks** prior to the event date to allow for the consultation and approval process to be completed. Should an application not be received within this period, it may be declined.

Commercial or corporate event organisers must include their non-refundable application fee payment with their form.

14.2. Consultation

Depending on the size, type and impact of the event, consultation may be required. This will include some, but not necessarily all, of the following stakeholders; garden user groups, garden staff, Ward Members, residents, local businesses, churches, the City of London Police, Environmental Health, Pollution Control Team, Licensing and Planning departments and the Open Spaces and City Gardens Committee.

14.3. Event Management Plan

Event organisers must develop and submit an Event Management Plan with their application. This plan together with the application form must demonstrate that each of the requirements within this Policy will be met.

15. Decision and assessment process

15.1. City Gardens Support Officer (CGSO)

The event application and supporting information is to be sent to the CGSO. An initial assessment will determine whether the application is complete and consistent with policies and legislation and appropriate for further consideration.

Small photography events will be determined by the CGSO; all other events will be considered by the City Gardens Event Group (CGEG) at their next group meeting.

15.2. City Gardens Event Group (CGEG)

The CGEG was established to consider and provide recommendations on applications where events are likely to cause minimal impact or issues to the City Gardens or the community. CGEG meetings are held monthly.

The CGEG will consider the application in accordance with this Policy and either grant or refuse permission.

CGEG decisions will take account of the frequency and timing and impact of events to ensure that they are spread throughout the summer wherever possible. A site visit, to assess the appropriateness of the site for activities associated with an event, may be required.

If the CGEG is satisfied that your event can proceed, we will write to you giving permission. After payment is received the event licence will be issued and must be signed and returned to the City Gardens team. The signed copies must be carried with you on the day of the event and

made available should you be asked by a member of the City Gardens team or the City of London Police to show proof of your event.

The CGEG can in its discretion make recommendations to the Safety Advisory Group (SAG) and to Open Spaces Committee (as appropriate) whether to grant or refuse permission.

15.3. The City of London Safety Advisory Group (SAG)

The SAG was established to provide a forum for all stakeholders, both internal and external, including all emergency services, to offer expert advice and provide guidance to event organisers. Only those event organisers who are planning events which have the potential to cause significant community impact or safety issues may be invited to attend SAG. At any time, SAG can refuse permission for an event. SAG meetings are arranged quarterly.

15.4. Open Spaces and City Gardens Committee

Events of significant size or impact may be presented to Open Spaces and City Gardens Committee, to decide on whether the event should be held or not. The committee's views on the event will be final.

15.5. Further requirements

At any stage of the assessment process further information may be sought from the event organiser. Requests will be made in writing to the event organiser with a request for further details and/or additional documentation and a specified deadline given for their production.

15.6. Appeals

Appeals from decisions of the CGSO or CGEG must be submitted in writing to the City Gardens Manager within seven (7) days of a refusal notice being issued. If refused, one (1) further appeal may be submitted within twenty-one (21) days of the appeal decision notice, to the Superintendent of Parks and Gardens, whose decision will be final.

Decisions of SAG or Open Spaces and City Gardens Committee cannot be appealed against.

15.7. Concerns

Residents wishing to express a concern while an event is taking place should contact the City Gardens office on telephone number 020 7374 4127 or email parcs.gardens@cityoflondon.gov.uk. Outside office hours there will be an answering service. For noise complaints please call 020 7606 3030, or email publicprotection@cityoflondon.gov.uk.

15.8. Fees and charges

A fees and charges structure for events in City Gardens has been benchmarked against prices charged by other equivalent London boroughs. The fees and charges schedule will be reviewed annually. In addition, the City Corporation reserves the right to vary any proposed entrance fees set for commercial events by their organiser(s) where the City Corporation considers that they are excessive.

15.9. Application fee

A non-refundable application fee for commercial and corporate events will be payable.

Once your application form is received you will be sent an invoice for the application fee. The application will not be processed until payment has been received.

16. Event categories

16.1. Community Events

A community event is one organised by community groups or volunteers. There should be no entrance fees charged by such organisers. No advertising or other commercial benefit opportunity can be provided to any profit-making business or organisation. The organiser will be asked to confirm that they are not profiting from allowing third party contractors, e.g. commercial stallholders, to attend their event.

The City Corporation has links with a number of different garden user groups who help oversee the maintenance, development and enjoyment of our gardens. These volunteer groups hold several events throughout the year and in recognition of the invaluable role played by them, hire fees will not be charged by the City Corporation for such events.

16.2. Charity Events

Charities must be able to provide a UK registered charity number and demonstrate that all income from the event will be used for the purposes of the charity.

16.3. Commercial Events

These are defined as events which are intended to generate a profit and at which an entrance fee may be charged by the organiser.

16.4. Corporate Events

Corporate events are events organised by businesses for activities such as team building, VIP functions and incentive events.

16.5. Private Hire

These may include family occasions, private parties and other personal events, and will be assessed on a case-by-case basis. Events of this type will normally be small scale, up to approximately 50 guests. The erection of small marquees (water ballast only) or temporary enclosures/ shelters may be appropriate (where not otherwise prohibited e.g. under relevant byelaws) providing these structures do not obstruct the enjoyment and use of the City garden by other garden users.

16.6. Public Art Installations and Performance

These are short and long-term art installations and/or performances which are open and free for the general public to engage in. The event organiser will also need to submit a separate application to the City Arts Initiative Panel for assessment.

16.7. Weddings/civil partnerships

A number of the gardens are suitable for small wedding/civil partnership celebrations, though none are licenced for wedding ceremonies.

16.8. Photography

Pre-arranged or professional photography shoots.

16.9. Ticketed events/entrance fees

Where an event is ticketed, or an entrance fee is charged by the organisers, the City Corporation will make an additional charge of 15% of the total anticipated sales in addition to the hire fee.

16.10. Exercise classes

Exercise classes are not considered an event and will be dealt with outside of this policy. Anyone wishing to organise exercise classes within one of the City gardens must contact the City Gardens team.

16.11. Other events

The fees for any events that do not fall into any of the above categories will be considered by CGEG on a case-by-case basis and an appropriate fee determined.

17. Fees and deposits

17.1. Hire fees

Are detailed in the application form on the events and green space hire page on the website: www.cityoflondon.gov.uk/citygardensspacehire

17.2. Booking deposit

A booking deposit may be required, this will be determined by the CGEG. Once an event is approved and the organiser advised of the hire fee, a deposit payment of £500, or 25% of the hire fee, whichever is greater, will

be required prior to the event. This amount will be deducted from the final payment of the hire fee for the event. Payment of the deposit secures the booking and until this fee or the total hire fee is received the allocated garden will remain available for hire by other users.

17.3. Damage deposit

In addition to the hire charge, events that are assessed to have potential risk to the physical environment of the City garden may attract a damage deposit. This additional deposit must be paid a minimum of **ten (10) working days** before the event date and will be used to fund any renewal or repair for damage caused by the event. Should funds remain after any renewal or repairs are completed, the remainder will be refunded to the event organiser.

The damage deposit is usually £500 or 25% of the hire fee whichever is the greater. CGEG reserves the right to apply a higher fee if it considers the event presents a higher than normal risk.

Where the deposit proves to be insufficient to pay for damage caused, the organiser will remain liable for all additional costs.

17.4. Full payment

Full payment of all fees in cleared funds must be made a minimum of **ten (10) working days** before any event takes place.

18. Waste management conditions

The event organiser is responsible for clearing their waste from the site.

Where this is not feasible the costs of waste management at the event site will be assessed to determine the appropriate cost for clean-up by City Gardens staff or a City Corporation subcontractor.

Waste management in the City gardens after events can absorb considerable resources. Where an event is expected to generate substantial waste the event organiser will be required to either:

- Use a professional licensed waste management service provider and show prior evidence of payment for their services, or
- Use the City Corporation's waste management service (preferred).

Any waste management following an event not using the City Corporation waste management service must be carried out to the satisfaction of the City Gardens Manager.

19. Cancelling an event

The City Corporation reserves the right to cancel forthwith the holding of any event in the City gardens in the event of any emergency or as a result of a security alert or on the advice of the police authority or any other appropriate authority or because of poor or extreme weather.

Where proposed due to poor or extreme weather conditions the City Gardens team will make an assessment taking in to account the type of audience and the nature of the event. In the event of any event being cancelled under the provisions of this clause, the City Corporation shall not be held liable to the hirer for any fees costs or damages, or other loss nor for consequential loss sustained as a result of or in any way arising out of the cancellation of the event but shall repay to the hirer without interest all sums paid on account of the hire fee (and/or deposit(s)).

The City Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency). In the event the hirer is unable to alter the date, the City Corporation will repay all monies originally paid by the hirer to the City of London Corporation but will accept no liability for any other fees, costs or damages or any consequential loss howsoever occurring.

In the event of the hirer cancelling the event more than **60 days** in advance of the event and no alternative booking is received, City Gardens reserves the right to retain the full deposit.

In the event of the hirer cancelling the event less than **60 days** before the event and no alternative booking received the City of London Corporation reserves the right to retain the full deposit and to recover the balance of the Hire Fee as debt due.