

From: Charles Morris Hall Booking Officer <bookings@charlesmorrishall.org.uk>
Sent: 04 May 2021 23:43
To: CHPC Clerk <clerk@colneyheathparishcouncil.gov.uk>
Subject: Re: Request to Use the Field to the Rear of Charles Morris Hall for 2021 Bonfire Night & Fireworks Party

Hello Lisa,

Thank you for your email below regarding our request for approval to use the field behind the Charles Morris Hall (Hall) to hold our Annual Bonfire Night and Firework Party on Saturday, 06 November 2021.

Any restrictions imposed by the UK government on events such as this can be known only nearer the time of the event. If restrictions are announced and applicable to the event on the date of the event, the Parties Committee shall produce a **COVID Risk and Mitigation statement/assessment** which, inter alia, shall include a means to determine the numbers permitted to attend the event.

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Addressing the other points raised in your email:

- **Marshalling** will be done in a similar manner to the 2019 event.
- **Clear up** is done on the night of the event and the following day – going by the experience of previous years, the site (apart from the area of the Bonfire) is usually clear by 13:00 on the day after the event; the area used for the Bonfire is left to properly burn out and cool down and will be cleared and re-seeded on the Sunday following the weekend of the event.
- **Costs** to plan, deliver and clean up the event include, but are not limited to (alphabetically):
 - Bar staff in the main Hall
 - Consumables and prizes for the children's poster competition
 - Consumables for the Bonfire (e.g. fencing to keep hedgehogs out of the structure and propellant to start the Bonfire)
 - Consumables for the barbecue
 - Fireworks and ancillary consumables (e.g. wire, stakes and head torch batteries)First Aid Cover
 - First Aid cover by two qualified professionals
 - Grass seed
 - Insurance
 - Music for the evening
 - Printing of tickets and safety notices
 - Posters advertising the event to those outside the Local Community
 - Publicity leaflets hand-delivered to the Local Community
 - Refreshments at meetings to plan the event
 - Stock for food, drink and children's novelties outlets
 - Temporary Event Notice (TEN) to permit the lawful sale of alcohol.

Please note the above are **fixed costs** and will be incurred regardless of the number of guests attending. While there is a history of safely delivering this event with up to 750 paying guests, the weather on the day will ultimately determine the final number who do

attend. There have been occasions when 10-15% of ticket sales were 'no-shows'.

This event happens only because of the goodwill and enthusiasm of the Parties Committee and its friends who volunteer a lot of time and effort to make it happen. It takes a minimum of three hundred and fifty (350) volunteer hours to create, deliver and tidy up after this unique evening of fun and entertainment enjoyed by the local community

Regards,

Steve PARISH

Charles Morris Hall Booking Officer

(for and on behalf of Tyttenhanger Green Parties Committee)

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www.charlesmorrishall.org.uk

Disclaimer: My role is a voluntary one, performed on a part-time basis as and when time permits. All my email correspondence is done while sitting comfortably in front of a computer monitor and at a time of my choosing. **For the avoidance of doubt (i) I do NOT do email by phone and (ii) I am unable to guarantee to respond to email by return** so please bear these conditions in mind when communicating with me by email, especially if it's time-sensitive.