

## Guidelines for an Event / Activity in Dublin City Council Parks & Open Spaces

In accordance with Dublin City Council - Parks & Open Spaces Bye-laws 2002, written permission is required from the City Council to engage in any commercial activity in any park or open space managed by the Council. An application for a permit must be made by any individual/group wishing to use any park or open space for any commercial event, filming, photography, photo calls, fashion shoots, product launches of any type and fitness activities. Permission should also be sought by non-commercial groups or organisations who wish to use the park for any organised group activity. **(Please note there is separate application form for Fitness Activities)**

**A person or group who contravenes a provision of the Parks Bye-Laws is liable to a fine of €1,200.**

### **Public Liability Insurance**

Each applicant must submit Public Liability & Product Liability Insurance cover; the level of indemnity to be not less than **€6.5 million** in respect of any one incident. Employers Liability of **€13 million** is also required where individuals/companies are employing people.

**Dublin City Council must be specifically indemnified and named on the policy.**

### **Timelines**

Applications for filming and photo shoots will be accepted no less than 7 working days prior to the date of activity.

Applications for Commercial events / Promotional Activity / Merchandising / Brand Sampling will be accepted no less than 10 working days prior to date of the promotion.

For larger events and any event / activity that requires additional infrastructure, applications will be accepted no less than 20 working days in advance of the event / activity.

If the information is incomplete or the applicant wishes to make changes after the form has been submitted, more time will be required to process the application.

### **Event / activity fees**

Category	Fee + Vat @ current rate applies
Commercial Photo Shoots / Filming	Minimum booking 2 hours €250 + Vat for the first 2 hours €100 + Vat for every hour thereafter Or €1000 + Vat daily rate (up to 6pm) €250 + Vat per hour after 6pm
Commercial events / Promotional Activity / Merchandising / Brand Sampling	Minimum booking 2 hours €350 + Vat for the first 2 hours €100 + Vat for every hour thereafter Or €1000 + Vat daily rate (up to 6pm) €250 + Vat per hour after 6pm

*These fees are subject to change at the discretion of Dublin City Council Parks and Landscape Services.*



**Note 1: Some events may require the provision of a refundable Bond in the form of a bank draft or cheque.**

**Note 2: Set-up and De-rig periods will be charged at the rates as specified in the table above.**

**Note 3: Charity events / activities which promote a brand or product will be considered commercial and charged at the appropriate rate.**

**Note 4: Local residents should be notified of any event / activity in advance, that may impact on them.**

**Note 5: Helium Balloon launches are not permitted in Dublin City Council Parks - Balloons which are used in balloon displays must be biodegradable.**

### **Cancellation Policy**

The applicant must give 48 hours notice to the Parks Administration should they wish to cancel the activity. The full fee applies if 48 hours' notice is not received by Parks Administration to cancel the activity.

If bad weather is forecast for the date of the proposed event / activity and the full fee has been paid by the applicant, consideration can be given to an alternative date, subject to location availability.

### **Invoicing**

An invoice will be issued for an approved event / activity and must be paid in full, prior to the Decision notice being issued and the event / activity taking place.

### **Payment Options**

The invoice number must be quoted when using any of the following payment options: Please note payment of the appropriate charge for the use of the park/open space must be made prior to the event / activity taking place.

On-line by credit card by clicking [HERE](#) and clicking the invoice option.  
Credit Card by calling 01 222 2222

EFT Dublin City Council Bank Account Details are as follows: -

Address: AIB Dame Street, Dublin 2  
BIC Code: AIBKIE2D  
IBAN: IBAN IE41 AIBK 9320 8680 1345 97  
Sort Code: 932086  
A/C No: 80134597

**Please ensure that you quote the invoice number and event name and location.**

When payment has been made please email notification to [parkevents@dublincity.ie](mailto:parkevents@dublincity.ie)

Once the application has been processed, approved and payment made in full, a decision notice will issue with conditions attached relating to the event / activity.

### **Decisions**

The decision notice must be signed and a scanned copy returned by email to [parkevents@dublincity.ie](mailto:parkevents@dublincity.ie)

A copy of the decision notice must be kept on-site at all times for the duration of the event / activity.



The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement and Risk Assessment Plan for their event / activity is competent to do so. Sole responsibility lies with the Event Organiser to ensure that all elements of plans are carried out as stated in the documentation submitted to Dublin City Council for the duration of the event / activity.

Dublin City Council bears no responsibility for the management or safety management of the event / activity.

Dublin City Council or An Garda Síochána reserves the right to suspend / terminate any and/or all proposed activities being held in the park/open space for reasons of public safety, congestion or nuisance or any other reason. Any such termination would be without any claim or liability on the statutory bodies. Dublin City Council reserves the right to cancel or withdraw consent at any time.

Dublin City Council may require the applicant to curtail, relocate or cancel an event on or before the booking date, in circumstances of emergency or other legitimate access requirements for which there is no satisfactory alternative arrangement that can be made.

### **Locations not under DCC management**

Please note the following locations are managed by the Office of Public Works (Ph. 01 4757816): -

- St. Stephen's Green
- Phoenix Park
- Iveagh Gardens
- Garden of Remembrance

### **Events/ Activity on Bull Island (Dollymount Beach)**

A site map must be provided showing the exact location of your proposed event / activity.

Prior approval is required for vehicular access to the beach and may be considered, subject to receipt of the following information: number of, type of and registration number(s) of vehicle(s)

### **Events/ Activity on Sandymount Seafront**

The Foreshore along Sandymount Seafront is a Special Protection Area which protects birds feeding in this area in accordance with S.I. No. 212 of 2010 and as such it may not always be possible to facilitate event / activity applications for this area.

### **Events/ Activity on Ringsend Beach**

To gain access to the beach, permission is required from Electric Ireland. Contact Denis McCabe on 087 8061063

### **Temporary Structures**

Temporary structures associated with an event / activity are required to be certified fit for purpose and safe to use under the conditions they are likely to be exposed to on site during the course of an event / activity. The promoter of an event is required to engage a Chartered Engineer to assess and advise on the adequacy of both the design and the construction of the temporary structures to be used\*

The relevant information must be lodged with Building Control at least 14 days before the event takes place.

E. [buildingcontrol@dublincity.ie](mailto:buildingcontrol@dublincity.ie) for further information.

\*A temporary structure may include platforms, raised seating, stages, proscenium arches, tents, marquees, stage sets, lighting rigs, sound towers, camera platforms, film sets, elevated screens, floodlights, barriers, fencing, bridges,



containments, suspensions, inflatables, stairs, elevated walkways, gantries etc... A temporary structure may also include a temporary use of an existing structure not normally so used or not known to be suitable for a temporary use.

### **Traffic Management**

If an event / activity requires any of the following an application **MUST** be made to the Environment & Transportation Department, Roads and Traffic section.

- Suspension of Parking Bays
- Road closure(s)
- Traffic diversion(s)
- Positioning of Equipment/Crane/vehicle etc

(Please note a separate application is required for each of the above. In addition to this, an application for a formal road closure must be submitted 5 weeks prior to the event /activity date. A full Traffic Management Plan must accompany any such application.)

### **Refundable Bond**

As part of the terms and conditions of a permit an applicant may be required to submit a refundable bond, where Parks and Landscape Services decide that the proposed event is of a scale that is likely to cause damage to the park surface from construction, vehicular or crowd movement, or any other activity associated with an event.

A pre-event on-site meeting must be arranged at least 14 days in advance of the event with the District Parks Officer for the particular park to discuss any potential impact to the site.

A post-event meeting should be arranged by the applicant within 7 days of event to determine if there was any damage to the park. It will then be decided if the bond is to be retained, or refunded in full or in part.

Any infringement of the Terms and Conditions of the permit may affect future applications for an event / activity in Dublin City Council Parks & Open Spaces.

**Completed Application Forms must be submitted by e-mail to [parkevents@dublincity.ie](mailto:parkevents@dublincity.ie)**

**For information please phone: 01 222 5278**