**Terms and conditions of events in Dublin City**

* Applicants must ensure that Dublin City Council is kept fully informed of the intentions of the Event company.
* The Events is to take place at the stated locations, dates and times only as per your Event Management Plan

**General**

* I understand that the submission of my application does not mean I have the permission to hold the event and that I may be required to provide more information before the application can be processed.
* I confirm that I am over 18 years of age and I have the full authority of my organisation/company to make this application. I certify that the information supplied in the EMP is accurate. I will accept the undertakings requested by this application.
* I understand that false information supplied will result in being excluded for consideration to hold any event on Dublin City Council property, park or open space.
* I agree to pay all fees in relation to processing the application which includes all charges and cancellation fees if applicable.
* I understand that Dublin City Council recommends that the event organiser does not announce press release, marketing information or advertising for their event without the prior consent of Dublin City Council.
* There must be no obstruction of access or egress to retail or other premises
* No excessive litter to be created as a result of the event
* Noise levels should not be considered a nuisance and consideration must be given to any noise-sensitive premises in the area.
* There is to be no selling or release of balloons at any of the stands or vendors
* Only people holding a valid Casual Trading Licence are entitled to trade at the Event. Anyone found trading without a Licence will be closed down/removed and may face prosecution
* Adequate provision, where practicable should be made for spectators and participants with disabilities
* Event organisers must ensure they are in compliance with the Department of Children & Youth Affairs Child Protection Policy and Code of Behaviour for working with children/young people.
* It is the responsibility of the event organiser to ensure that any copyright music being played is appropriately licensed by IMRO.

Finance

* Cancellation policy; Event application fees are non-refundable once you have received the reference number and invoice.

**Roads and Traffic**

* It is recognised that Event Management companies must act in a responsible and professional manner. However, all Event personel need to take their surroundings into consideration and must not;
  + Obstruct others from carrying out their business;
  + Cause a disturbance or safety hazard or impede the mobility of pedestrians, goods or services without adequate prior consultation.
  + Dublin City Council has a duty of care towards residents and businesses and will exercise control if a particular event is causing an unreasonable nuisance.
  + The selection of event locations that may have the potential to affect normal traffic flow and should only be done in consultation with An Garda Síochána and Dublin City Council’s Roads and Traffic Department.
* If required all road closures must be applied for and agreed to in advance of the event.
* There must be no interference with vehicular or pedestrian traffic unless specifically applied for and a Traffic Management Plan is received and approved by An Garda Síochána Dublin City Council.
* Parking permits and suspension of parking if required must be applied for and permits granted prior to commencement of the event.
* Positioning of vehicle applications and equipment if required, must be made and granted prior to commencement of the event.

**Notice and Consultation**

* You must notify relevant Garda station/s.
* An Garda Síochána and Dublin City Council have the right to terminate any permits granted, should prior agreements not be adhered to.
* Any Event undertaken is the responsibility of the applicant. Adequate notice must be given to An Garda Síochána and Dublin City Council when making any arrangements.
* Any additional requirements of the statutory agencies must be resolved directly with them prior to holding of the event.
* All consultation with businesses/residents and other premises is to be completed prior to the commencement of event.

**Structures**

* The requirements of DCC’s Building Control Section must be complied with in full and the certificate of the structural engineer, in relation to the erection of temporary structures must be submitted to [buildingcontrol@dublincity.ie](mailto:buildingcontrol@dublincity.ie) prior to commencement of the Event.

**Health and Safety**

* 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 in parks/open spaces.
* 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.
* The applicant must satisfy themselves that the person responsible for drawing up and implementing the Health and Safety Statement and Risk Assessment Plan for their filming is competent to do so. Sole responsibility lies with the applicant 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.
* Dublin City Council bears no responsibility for the management of safety for the duration of the event.
* The applicant must comply with all Health and Safety Legislation, the Safety, Health and Welfare at Work Act 2005, Health and Welfare at Work Act (Construction) 2013, Health and Welfare at Work Act (General) 2007, Fire Services Act 1981 and 2003. All regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this event.
* Comply with all requirements of the Health Service Executive in relation to this event
* All food traders at this event must be registered with the H.S.E. to ensure compliance with food hygiene regulations
* Ensure adequate stewarding is in place for this event
* Emergency access must be maintained at all times

**Medical**

* It is the responsibility of the applicant to ensure that All Emergency Medical Technicians (EMTs), Paramedics (Ps) and Advanced Paramedics (APs) must be registered with the Pre-Hospital Emergency Care Council to legally practice in Ireland. The Pre-Hospital Emergency Care Council (PHECC) maintains a statutory register of all pre-hospital emergency care practitioners who meet the required standards.

**Insurance**

* All productions should provide Dublin City Council evidence of insurance we will require; Submission of Public Liability Insurance indemnifying Dublin City Council up to **€**6.5million will be required along with proof of Employers Liability of €13 million.

**Privacy Notice**

* All information requested is for the sole purpose of processing your application. We do not collect personal information for commercial marketing or distribution to private organisations. It may be necessary from time to time to pass your contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory agency partners, e.g. An Garda Síochána, as long as those parties agree to keep this information confidential.
* Access to any non-public personal information that you provide will be restricted to only those employees who need to know that information to process your application.
* It is our policy to retain collected information for a five-year period after which your information will be disposed of securely.

Contact our Data Protection Officer at [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) or 01 222 3775.