

## **Stage by the Sea Hire Policy**

### **Introduction**

This Hire Policy has been designed to provide information to individuals and organisations wishing to use the Littlehampton Town Council's Stage by the Sea for an activity (e.g. theatre or music performance, demonstration, outdoor exhibition).

The Stage by the Sea has two sides, one north facing and the other south facing, it is the north facing side which is the larger of the two that is available for performances. The south facing side does not lend itself to performances due the constant need for the promenade to be free of obstructions.

In order to be considered you must first fill in an application online to use the Stage by the Sea. The application is made to Arun District Council as the structure is situated on their land.

This document outlines what activities are permitted and which are not as well as your responsibilities as the hirer. It should be noted that performance organisers should refer to the Health and Safety Executive publication '*The Event Safety Guide: A Guide to Health, Safety and Welfare at Music and Similar Events*' which offers guidance, suggestions and ideas to help you run a successful, enjoyable and safe performance.

If you are planning your first Event, it is advisable to start with something simple. We recommend you visit [Arun District Council's events' pages](#) online which contain a helpful list of things to consider.

### **Cost of Hire**

The Stage by the Sea can be used free of charge.

### **Period of Hire**

The Stage by the Sea is available for hire all year round with the Spring and Summer periods being the busiest.

All performances must end by 21.00 and the clearing up must be complete by 22.00.

### **Activities that are not permitted**

- Busking – the seafront area is a 'busk-free' zone
- Cooking inside the shelters
- Bouncy castles and other inflatables
- Sales of alcohol and ice-cream
- Collections without previous consent from the Licensing Authority.

## **Responsibility**

When you undertake an activity on the Stage by the Sea you also undertake the legal responsibility of all aspects of its management.

This means you take on the responsibility for:

- The health, safety and welfare of everyone involved in or watching your performance.
- Risk assessing your performance.
- Ensuring that the performance does not create an annoyance or nuisance to the occupiers of any neighbouring property or business.
- Complying with all byelaws, regulations and statutory controls which regulate either the use of the site or any of the activities which take place as part of the performance.
- Ensuring that no alterations or additions are made to the structure and surrounding area including the fixing of posters.

## **Other things to consider**

Establish the maximum number of visitors expected at the performance and ensure the promotion of the performance is appropriate so that overcrowding does not occur.

Stewarding and first aid provision should be considered as well as a plan for dealing with lost children and property.

## **Clearing up**

It is your responsibility to ensure that all rubbish is cleared before, during and after the performance.

## **Refusal of Booking and Cancellation**

Arun District Council and Littlehampton Town Council reserve the right to refuse any application for the hire.

Arun District Council and Littlehampton Town Council reserves the right to withdraw permission to use the Stage by the Sea but shall not be under any liability for expense incurred or loss sustained by the hirer as result of cancellation.

Cancellation by the hirer must be received via email or a call to Phil Graham, Events & Leisure Development Officer at Arun District Council, telephone 01903 737500.