|  |
| --- |
| **Temporary Commercial Activity Application**  |
| Name of Organisation |  |
| **Event Organiser** |  |
| Contact Address(including eircode) |  |
| Tel No / Mobile No  |  |
| Email |  |

|  |
| --- |
| **Nature of Event/Activity** |
| Fitness/Yoga Class |  | Commercially Sponsored/Promoted |  |
| Other (please specify) |  |
|  |  |

|  |
| --- |
| **Event / Activity Summary** |
| Name of Event/activity |  |
| Park / Open space |  |
| Dates / Times | Date(s) | Start Time | Finish Time |
|  |  |  |  |
|  |  |  |
|  |  |  |
| Description of event/activity**Please provide as much detail as possible** |  |

|  |
| --- |
| **Event/Activity Details** |
| **Event Controller** (on site)(if different to event organiser) |  |
| Tel No / Mobile No |  |
| Email  |  |
| **Event Safety Officer** (on site) |  |
| Tel No / Mobile No |  |
| Email |  |

|  |  |
| --- | --- |
| Anticipated attendance?  |  |
|  |  |

|  |
| --- |
| **Safety Management Plan** |
| **Please submit safety management plan**  |
|  |

**Terms & Conditions: -**

* I understand that the submission of my application does not mean I have permission or permission in principle to hold the event/class 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 is accurate. I will accept the undertakings requested by this application.
* I understand that false information supplied could result in being excluded for consideration to hold any event on South Dublin County 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 South Dublin County Council recommends that the event organiser does not announce press release, marketing information or advertising for their event / activity without the prior consent of South Dublin County Council.
* All consultation with business/residents and other premises to be completed prior to commencement of event / activity.
* It is the responsibility of the event organiser to ensure that any copyright music being played is appropriately licensed by IMRO.
* I certify that the organisation/company will conform to all legal requirements and abide by the terms of the approval.
* The applicant is responsible for all and any claims that may arise directly from this Event/Activity.
* **The area of operation should be confined to a defined area and not spread out over the general site.**
* **Any litter generated by the group should be removed from the park/open space.**
* **Playing pitches shall not be used for holding running/exercise/boot camp style or other type classes.**
* The applicant must ensure that South Dublin County Council is indemnified with their insurers, prior to the event taking place.
* South Dublin County Council or An Garda Síochána reserves the right to cancel an Event/Activity.
* The applicant must satisfy themselves that the person responsible for drawing up and implementing their Health & Safety Statement & Risk Assessment Plan for their Event/Activity, 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 South Dublin County Council for the duration of the Event/Activity.
* South Dublin County Council bears no responsibility for the management of safety for the duration of the Event/Activity.
* Comply with all Health & Safety Legislation, the Safety, Health & Welfare at Work Act 2005, all regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this Event/Activity.
* Further site specific terms and conditions may apply if approval is granted.
* 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

**Acceptance of Terms and Conditions**

|  |  |  |
| --- | --- | --- |
|  | **Print name (Block Capitals)** |  |
|  | **Signature** |  |
|  | **Position in organisation (if applicable)** |  |
|  | **Date** |  |

**Checklist**

I have enclosed the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Signed Terms and Conditions |  | Public Liablity Insurance |   |
| Site Plan / Route Plan  |  | Safety Management Plan |   |

**Guidelines for an Event / Activity in South Dublin County Council Parks & Open Spaces**

In accordance with South Dublin Council - Parks & Open Spaces Bye-laws 2011, written permission is required from the 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.

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

**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.

**South Dublin County Council must be specifically indemnified on the policy.**

**Timelines**

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** |
| Fitness/Yoga Class/Other (Max. 15 People) | €30 + VAT per class OR€100 + VAT per week  |
| Fitness/Yoga Class/OtherCommercially sponsored/promoted(Max. 100 people) | €150 + VAT first hour and €100 per hour thereafter  |

*These fees are subject to change at the discretion of South Dublin County Council 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 4: Local residents should be notified of any event / activity in advance, that may impact on them.***

**Cancellation Policy**

The applicant must give 48 hours notice to South Dublin County Council should they wish to cancel the activity. The full fee applies if 48 hours’ notice is not received by Public Realm 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 event / activity taking place.

**Payment**

The invoice number must be quoted when making payment options:

Cheque

EFT

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

When payment has been made please email notification to publicrealm@sdublincoco.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 publicrealm@sdublincoco.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 South Dublin County Council for the duration of the event / activity.

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

South Dublin County 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. South Dublin County Council reserves the right to cancel or withdraw consent at any time.

South Dublin County 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.

**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\*

\*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 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 Public Realm 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 South Dublin County Council Parks & Open Spaces.

**Completed Application Forms must be submitted by e-mail to** publicrealm@sdublincoco.ie

**For information please phone: 01 4149000**

|  |
| --- |
| **For Office use only**  |
| Event name |  |
| Event Type |  |
| Hours in park |  |
| Amount Payable | **€** |
| Invoice Number |  |

**South Dublin County Council**

**County Hall,**

**Tallaght,**

**Dublin 24**

**Privacy Statement for the Environment, Public Realm and Water Department**

**Business Unit: Public Realm Administration**

**Who we are and why do we require your information?**

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council’s core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include ‘personal data’ as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

**Why does the Council have a privacy statement?**

South Dublin County Council has created this privacy statement to demonstrate the Council’s firm commitment to privacy and the security of the personal data you provide to the Council.

 South Dublin County Council’s commitment to you is that the personal data you may be required to supply to us is;

* Obtained lawfully, fairly and in a transparent manner
* Obtained and retained for only specified, explicit and legitimate purposes
* Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
* Recorded accurately and, where necessary, updated
* Stored safely and securely
* Kept only for as long as is necessary for the purposes for which it was obtained.
* Kept in a form which permits identification of the data subject
* Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

**Service referred to in this Privacy Statement**

The policy, procedure and management of data in relation to the allocation of allotments, sporting pitches and facilities; and the approval of events in the Council’s Parks.

**Personal data required**

Name, address, email address, contact number, mobile number. In the case of an application for an allotment you will also be required to provide proof of address. In the case of an application to hold an event in a Council owned Park, you may be required to provide the registration number of your vehicle(s).

**Specific and legitimate purpose for which the personal data is being sought**

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

**Legal basis under which the information is required to be supplied**

Depending on how we are processing your personal data will determine the legal basis for processing.  Generally, the legal bases for processing by the Council as a public authority will be the General Data Protection Regulation 2018.

**Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service**

The Council may share your information internally (within the Council) and with third parties in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts. The staff of Public Realm Administration may request, obtain and share information, in carrying out its various functions, from/ with An Garda Síochána as appropriate.

**How your personal data will be kept safe from unauthorised or unlawful processing**

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

**Period for which your personal data will be retained**

The Environment, Public Realm and Water Department will only keep your personal data for as long as is necessary for the purpose for which we are processing it and in accordance with our Record Management & Retention policy unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period.  Where we do not need to continue to process your personal data, it will be securely destroyed.

***Contact Details***

In order to communicate with you, the Council will ask for your contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier for the Council to communicate with you.

**Your Data Protection Rights**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate,you have the right to have the data corrected by the Council.

You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.

You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

You may withdraw consent at any time where processing is based entirely on your consent.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: dataprotection@sdublincoco.ie. Telephone: 01 4149000

**Right of Complaint to the Office of the Data Protection Commissioner**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner’s website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact the Commissioner’s Office at:

Lo-Call Number: 1890 252 231

E-mail: info@dataprotection.ie

Postal Address: Office of the Data Protection Commissioner

Canal House

Station Road

Portarlington R32 AP23, Co. Laois.