

# Site specific conditions

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## *for* Burgess Park

### Information, guidance and conditions of use, in relation to putting on events:

This document has been produced to provide information to event organisers who wish to use Burgess Park to host their event. It must be read in conjunction with Southwark's [outdoor events policy](#).

Event proposals, or applications that include an element (or elements) of activity, which contravene any conditions set out in this document may still be considered, if it is thought that the activity will have no significant, additional impact on the site as a result of the contravention. In these instances, an appropriate level of consultation with site stakeholders will be carried out before a decision to approve the event is made.

#### 1. Site address

Albany Road, SE5

#### 2. Entrance gates

- Albany Road (Various vehicle and pedestrian points between Old Kent Road and Camberwell Road)
- Old Kent Road (pedestrian)
- Chumleigh Street (pedestrian)
- Wells Way (vehicle access and pedestrian)
- St Georges Way (one vehicle and various pedestrian points between Sumner Road and Wells Way)
- Coburg Road (pedestrian)
- Camberwell Road (pedestrian)
- New Church Road (vehicle access and pedestrian)
- Depot Street (vehicle access and pedestrian)
- Rust Square

#### 3. Site opening times

Burgess Park is open at all times

#### 4. Transport links

All event organisers will be required to advocate the use of public transport as a means of getting to an event.

Tube: Elephant and Castle

Buses: Old Kent Road entrance: 53, 63, 78,168, 172, 363, 453

Camberwell Road entrance: 12, 35, 40, 45, 68, 468  
Albany Road/Chumleigh Gardens entrance: 343, 136

## 5. Site information:

- **Care of the park**

Event organisers must have 'care of the park' at the forefront of their minds and all event planning.

Burgess Park is a new park that has been re-created and has undergone substantial re-landscaping since 2012. Organisers must comply with the guidance set out in the [Outdoor Events Policy](#) which concerns the protection of wildlife, habitat and trees.

- **Site access**

Keys for gates and/or bollards may need to be issued to event organisers in order for them to access certain areas of Burgess Park. The issuing of keys will be agreed and arranged by the Events team. Event organisers must take full responsibility for keys in their possession and will be liable for covering the cost of replacements if keys are lost, or damaged.

- **Parking**

As per section 4; All event organisers will be required to advocate the use of public transport as a means of getting to an event.

**Cars;** There is a public car park with 25 free parking spaces (4 hour maximum stay) located at the Albany Road entrance to the park.

In order to fully, or partly close this car park, or to restrict its usage for an event, full details of the requirement must be made in the event application and submitted as soon as possible for the request to be considered.

**Bicycles;** there is a bike park located at Chumleigh Gardens off Albany Road

- **Vehicular access**

- Wells Way
- Albany Road
- Depot Street
- St George's Way
- New Church Road
- Rust Square

Weight limit: 7.5 Ton per axle max

- **Vehicle movement**

Any requirement for vehicle movement within the site will need to be approved by the Council. Vehicle movement should be minimal and controlled at all times. Larger events which involve significant vehicle movement will be required to submit a comprehensive traffic management plan. All drivers of vehicles must adhere to a max 5 mph speed limit at all times.

Any damage attributed to event vehicle movement on site will be reinstated by the Council and the costs charged directly back to event organisers. This rule will also apply to damage attributed to any items of event equipment, or infrastructure.

- **Premises licence**

The Council holds a premises licence for this site, which covers all forms of regulated entertainment. Approval for third-party use of the licence will be at the Council's discretion and subject to satisfactory event management plans being submitted by an event organiser.

The Licence operating hours are;

Monday to Thursday	10.00 until 21.00
Friday & Saturday	10.00 until 22.00
Sunday	11.00 until 22.00

These are the times during which an event can operate under the licence.

In some cases event organisers will be required to obtain their own licence. More information about whether an event needs a premises licence and the associated requirements can be found on the Council's Licensing [web page](#).

- **Utilities**

**Power;**

A 3 phase power supply is available at Rust Square and the West Field close to Depot Street

Third-party use of a power point is at the discretion of the Council and a charge applicable to consumption will be agreed with event organisers in advance of their event taking place. Use of power must be undertaken, or overseen by a competent person and is entirely at the event organisers risk.

**Water;**

There are a number of hydrant points located cross the park. To use these you must get a licence and hire a metered Standpipe from [Aquam](#). Use of a water point must be undertaken, or overseen by a competent person and is entirely at the event organiser's risk.

- **Unavailable, restricted use and separately managed spaces**

There are some areas within Burgess Park that are:

- Not appropriate for event use
- Restricted for event use
- Managed by other Council departments or third-parties

The areas managed by other parties are not covered by the conditions set out in this document. However, advice and support will be given by the Events team if an event due to take place in these areas is deemed to be of a scale, or nature, that raises issues around public safety within the park, or is likely to impact upon the local environment.

If events taking place in these areas are deemed to have a significant impact on the park, or local environment, then they will be included in the 'Number and frequency of events per calendar year' section, reference Table 1 below.

Space:	Restrictions/managed by:
Community sports centre	Please contact the centre directly if you have enquiries about this space <a href="mailto:southwarkpitches@everyoneactive.com">southwarkpitches@everyoneactive.com</a>  Use of the green in front of the centre for events is only permitted where the entire sports facility has also been booked for the same duration.
BMX track	Please contact the track team directly if you have any enquiries about this space <a href="mailto:thebmxtrack.london@southwark.gov.uk">thebmxtrack.london@southwark.gov.uk</a>
Tennis Centre	Please contact the Tennis Centre directly if you have any enquiries about this space Tel: 07759 131 439
Chumleigh Gardens	Please contact the Parks Team if you have any enquiries about this space
Lake	Please contact the Parks Team if you have any enquiries about this space
Car Park	Please contact <a href="mailto:events@southwark.gov.uk">events@southwark.gov.uk</a> if you have enquiries about this space
Children's playground	Not available for event use
BBQ area	Not available for event use

## 6. Event information

- **Event classification**

Small	Up to 499 people
Medium	Between 500 and 2,000 people
Large	Between 2,001 and 7,999 people
Major	Over 8,000 people

- **Number and frequency of events per calendar year**

The Council will seek to create a reasonable balance between the number of third-party events that are allowed to take place within Burgess Park, when weighed against the level of impact they are likely to have on the environment and the disruption they may cause to regular site users and/or local residents.

**Table 1** below is intended to be used as a guide only. It is recognised that applications for events which would be beneficial to the borough and/or the park, may be received after given quotas have been reached and it would be inappropriate to reject an application on this basis. In these instances, processing applications and granting events approval will always be subject to consultation with stakeholders.

**Table 1** below sets out the minimum times that should be implemented between events taking place in each classification. A common sense approach will be taken with regards to scheduling events across different classifications and there will be no back-to-back bookings, or events taking place in quick succession, that are likely to have a significant impact upon the park or local area.

Different spaces within Burgess Park will be utilised to accommodate a variety of events. This will ensure the delivery of an events programme, while alleviating pressure on any one particular area of the park.

**Table 1**

<b>Event classification</b>	<b>Maximum number per calendar year</b>	<b>Minimum time between events</b>
Small	Up to 12	No minimum
Medium	Up to 6	2 – 4 weeks depending upon size
Large	Up to 3	4 – 12 weeks depending upon size
Major		12 weeks – 6 months depending upon size

Low impact sports activities which do not affect public safety, or usual activities within the park will not count towards the figures given in the frequency table, but may still be subject to the application process for small events.

## **7. Noise levels**

All events shall comply with '[Noise conditions for outdoor events](#)' in Southwark.

Noise sensitive buildings and spaces in and around Burgess Park include but are not limited to:

- Chumleigh Gardens conference rooms and offices
- Cafe
- The Old Library Building
- Giraffe House
- Nearby residential properties

## **8. Waste**

All event organisers must ensure that the space they are hiring is returned to the state that they find it in at the start of the period of hire. If the Council are required to undertake any cleansing, or reinstatement works that have not been pre-agreed as a consequence of an event taking place, the costs for the works will be recharged to the event organiser.

## **9. Out of hours staff cover**

Where council staff are required to attend an event during any period (including set up and break down) outside of standard office hours (Mon-Fri 9am-5pm), or pre-agreed hours, there may be additional charges incurred by the event organiser at the rates detailed on the Council's [fees and charges](#) web page.

## **10. Event hire**

More information about hiring Burgess Park for an event and the application process can be found [here](#).

## **11. Friends of Burgess Park**

Burgess Park has an active and well-established 'Friends' group. More information about the group and the work that they do can be found on their [web page](#).