

Site specific conditions

for Southwark 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 Southwark 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

Gomm Road, London, SE16 2UA

2. Entrance gates

- Jamaica Gate (pedestrian and vehicle)
- China Hall Gate (pedestrian and vehicle access)
- Hawkstone Gate (pedestrian and vehicle access)
- Paradise gate (pedestrian)
- Christchurch Gate (pedestrian)
- Gomm Road Gate (pedestrian and vehicle)
- Dalston Grove Gate (pedestrian)
- Moreton Terrace Gate (pedestrian)

3. Site opening times

The site is open from 7:30hrs daily, 365 days per year.

Closing times vary throughout the year. Please see below;

January:	5:00pm
February:	6:00pm
March (before clocks go forward):	6:30pm
March (after clocks go forward):	8:00pm
April:	8:30pm
May:	9:00pm
June:	9:30pm
July:	9:30pm
August:	9:00pm
September:	8:00pm
October (before clocks go back):	7:00pm

October (after clocks go back):	5:00pm
November:	5:00pm
December:	4:30pm

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:	Bermondsey or Canada Water
Overground:	Surrey Quays or Rotherhithe
Bus:	1, 47, 188, 199, 225, 381, C10 , P13

5. Site information

- **Site access**

Keys for gates and/or bollards may need to be issued to event organisers in order to access Southwark Park, or areas of the park, outside of public opening times - see section 3. 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 are liable for covering the cost of replacements if keys are lost or damaged, and for locks that have to be changed for security reasons.

- **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; Limited parking, including disabled parking, is available on the connecting carriageway between Jamaica Gate and Gomm Road Gate.

There is a public car park at the Hawkstone Road entrance gate, which has 44 x parking spaces (for pay by phone), 6 x disabled spaces, and 1 loading bay.

Requests to fully, or partly close the carriageway, or car park, or to restrict usage for an event, must be made in the event application and submitted as soon as possible for the request to be considered. In the case of approval to close the carriageway, or car park, notices (using standard template) must be put up by the event organisers in advance, as directed by the Events team.

Bicycle; racks are located at:

- Between the tennis courts and the bowling green (4 space rack)
- Near Dalston Grove Gate (4 space rack)
- By Art Gallery (8 space rack)

- **Vehicle access**

Jamaica Gate (primary)
Gomm Road Gate (primary)
China Hall Gate
Hawkestone Gate

Weight limit: max 7.5 Ton per axle

- **Vehicle movement**

Any requirement for vehicle movement within the site will need to be approved by the Council. Vehicle movement must 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.

Vehicles must keep to the paths, avoiding all utility covers, unless access to grassed areas has been agreed in advance by the Parks team. Any damage attributed to event vehicle movement on site will be reinstated by the Council and the costs charged directly back to event organisers.

- **Premises licence**

The Council holds a premises licence at 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 the 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 21.00

These are the times during which an event using the licence can operate and do not necessarily relate to the public opening times of the site as detailed in section 3.

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;

There is 1 x power point which is located at:

North end of site, underneath the Bandstand

This power point is only suitable to service activity taking place on, or immediately around the Bandstand area. The power point provides 3 x double 13amp supplies, which require the use of regular three pin plugs suitable for outdoor use.

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 2 x water supply points on site. They are located at:

- North end by the Bandstand
- North end by Jamaica Gate

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

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

There are some areas within Southwark Park that:

- Are not appropriate for event use
- Have restrictions in place for event use
- Are managed by other Council departments, or third parties

These areas are not covered by the conditions set out in this document. However, advice and support will be provided by the Events team if an event is due to take place in the areas and 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.

Space:	Restrictions/managed by:
Athletics track	Managed by Everyone Active
Café	Managed by tbc
Children’s nursery	Managed by Pilgrims’ Way Children’s Centre
Bowls club	Managed by LBS Parks Team
Tennis Courts	Managed by LBS Parks Team
Art Gallery	Managed by Southwark Park Galleries
Sports pitches	Event restrictions in place due to seasonal use

Wildlife Garden	Managed by LBS Parks Team
Lake	Managed by LBS Parks Team

Further clarification on the location of all spaces can be obtained from the Events Team: events@southwark.gov.uk or 020 7525 3422

6. Events

- **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 and frequency of third-party events that are allowed to take place within Southwark 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 event approval will always be subject to consultation with park 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 Southwark Park will be utilised to accommodate a variety of events that are appropriate for those spaces. This will ensure the continued delivery of a varied events programme, while alleviating pressure on any one particular area of the park.

Table 1

Event classification	Max number per calendar year	Minimum time between events
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 should 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 Southwark Park include, but are not limited to:

- Children’s Nursery
- Art Gallery
- Café
- Athletics track
- 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 a space within Southwark Park for an event and the application process can be found [here](#).

11. Friends of Southwark Park

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