

Town Square, Walthamstow Town Centre:

Protocol for Use

1. Waltham Forest is a multicultural and multi-belief borough and welcomes and indeed positively supports groups wishing to use The Town Square location to promote their activities or carry out events. This must however be sensibly managed for the good of all town centre users in line with the terms of this protocol.
2. The Town Square is in the ownership of the London Borough of Waltham Forest. The Council supports the periodic use by bona fide groups to promote their activities or carry out events provided such use is in full compliance with this protocol and has the express prior permission of the Council for each and every use. Use of the Town Square is also covered by the Council's byelaws for Pleasure Grounds, Public Walk and Open Spaces, details of which can be found on the Council's website.
3. The site can accommodate a number of stalls or activities although the number agreed on any one day will be dependent upon the nature of the applicant organisations and the Council's assessment of any potential for a conflict of views. For promotional activity any one organisation will be limited to two stalls each occupying a footprint of no more than 2m² (25ft²) unless otherwise agreed by the council.
4. The Council has identified the specific locations for stalls on the Town Square for promotional activity. These are shown on the accompanying site plan and applicants should indicate their preferred location(s) as part of their application. The Council will take a number of matters into account in determining stall locations including applicant preference and the number and type of applications.
5. All applications for use of the Town Square need to be submitted to the Council through completion of a Town Square Application Form available from Council offices or from the Council's website.

Applications need to be received by the Council a minimum of 7 calendar days for promotional stalls or 14 days for events before the proposed date of the booking and no longer than 4 weeks bookings can be applied for at any one time. The Council will confirm or reject the booking at least 2 calendar days before the date of the booking for promotional stalls or 7 days for events.

All cancellations or alterations will have to be sent in writing 2 working days before the event otherwise any fees charged will be non-refundable.

6. While the Council positively encourages young people to participate in their local community for insurance and health and safety purposes all

stall applications must be made by someone aged 18+ with applicants aged between 18 and 21 required to confirm their age.

7. Applications must be completed in full otherwise they will be deemed invalid and returned to the applicant.
8. The Council will not approve any application from an organisation or individual which, in its opinion, may breach the provisions of prevailing equality legislation and guidelines to which the Council is explicitly committed; nor any application which may reasonably be deemed to be counter to the social harmony and cohesion and which may lead to, or result in, public disturbance or disorder.
9. As this is Council land, which is open to the public, all applicants or organisations are required to have public liability insurance of a minimum value of £5m. Details of the insurance policy need to be given on each application form with a full copy of the policy sent to the Council at the time of the first application and at any subsequent policy renewals or changes.
10. Permitted hours are 09:00 – 17:00 unless otherwise approved by the council.
11. All stall users will be required to remove their stalls by 18:00 unless approved by the council and to leave the site in a clean and un-littered condition. Failure to comply with this requirement could prejudice an applicant's future access to stalls on Council land.
12. Applicant's attention is drawn to possible littering associated with the distribution of handbills and leaflets when such material is discarded by members of the public. Applicants will be responsible for removing all such litter associated with their activity from the vicinity of the Town Square. Failure to comply with this requirement, or the creation of a wider area litter problem, may result in future applications being refused.
13. The applicant shall take all proper precautions for the prevention of accidents to any person, the avoidance of all unnecessary noise and the prevention of any disorderly conduct and he/she shall be solely responsible for keeping and maintaining proper order.
14. In the event of any damage caused to any council property or structure the applicant will be held liable for the full cost of making good or replacing the property
15. It is the duty of the applicant to apply and obtain any licence necessary for their particular event and make any investigations as to the necessity of a licence.
16. The Council reserves the right to cancel a booking at any time if in the Council's opinion:

- i. exceptional circumstances of public importance warrant this or should the interests of the public justify cancellation;
- ii. the proposed use is likely to lead to any disorder or anything offensive to the public or any section of the public;
- iii. there is a breach of or failure to observe or comply with this protocol, the Council's byelaws or any other regulations affecting the site;
- iv. there is any disorderly, objectionable or unseemly conduct associated with the stall; or
- v. those managing the stall refuse to comply with any lawful instructions conveyed to them through an authorised representative of the Council.

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