



MANCHESTER
CITY COUNCIL

Outdoor City Centre Commercial and Promotion Events Conditions of use

Welcome to the City of Manchester, and thank you for considering us as a location to host your event. The purpose of this document is to provide information on the conditions of use and to assist you in the preparation of planning your event.

Manchester is an urban authority with a population of approximately 458,000 located at the heart of the Greater Manchester city region in the North West of England. The population of the city centre has grown in the last decade and currently stands at approximately 50,000 and is expected to rise in the future as further residential developments expand the living concept. More than 140,000 people work in the city centre and this figure is expected to rise over the next ten years. Manchester is one of the most popular cities in the country. Retail spend in Manchester hit 910 million in 2014 making the city the top shopping destination outside of London. The Greater Manchester Leisure Survey 2014 showed an average spend of around £35 per day visitor and £79 per staying visitor within the city centre. For every staying visitor, the average spend of £58.16 is spent across businesses in the city centre.

Detailed information for each location is available via www.manchester.gov.uk/citycentrespacebookings. The Events team is also on hand to support you in deciding which space would be suitable to assist you in reaching your objectives.

Each event is considered on a first come first served basis and is assessed against the following criteria:

- Type and quality of event which includes appropriateness and breath of appeal.
- Suitability of location.
- Public safety inc level of any associated disruption (to traffic, pedestrians, businesses etc).

We can only approve your application if we have a good idea of what you are intending to do, therefore, please provide as much detail as possible in your booking form. It is appreciated that in most instances the applicant is not the end-user (the on-site event manager/event management team); however, it is the responsibility of the applicant to ensure the conditions are adhered by the end-user.

The events management team reserve the right to refuse any request to book an event space and reserves the right to terminate any consent or stop any event which is in progress, should the applicant not conform to the original agreement, or conditions of the activities differ from that outlined in the event booking.



1. Booking Procedure

- Completion of an on-line booking form is required for all events at least 28 days prior to the proposed event. The application can be accessed via www.manchester.gov.uk/citycentrespacebookings.
- The application should fully detail the proposed event and confirm that the space booker will adhere to the conditions of use and confirm compliance with the appropriate legislations.
- Public Liability Insurance details must be provided with the on-line booking request. The minimum cover required is £10 million. Depending on the event being staged this cover may need to be increased.
- Upon receipt of the application, the Events Team will assess the suitability of the proposal. A provisional booking approval or rejection will then be granted.
- Additional documentation for approved provisional bookings will then be requested to formally approve the booking; document requests include risk assessment, site plan which includes running order of event and waste management plan.
- Failure to return such documentation will result in the cancellation of the provisional booking and the space will become available to other organisations to hire.
- Once all the required paperwork is submitted, a letter of consent is administered to the applicant for activity within the event space.
- The Council's Events Team will initiate raising the appropriate invoice to the applicant following the issue of the letter of consent.
- In exceptional circumstances, the Events Team may have to initiate changes to the location or conditions of use. Notification will be given to the space booker at the earliest opportunity and where possible an alternative venue will be sought. All such decisions will be final.

2. Fees

- A fee will be charged for all events at a commercial rate prices range from £800 - £1,600 +VAT per day. See locations below for prices. Discounted rates are available for multiple day bookings and for local businesses. The appropriate fee will be notified by the Events Team.
- A discounted rate of £250 +VAT per day at designated sites* is available to public service and voluntary sectors. Designated sites are identified below with an asterix*. The Council also supports registered charities.
- Separate rates apply for filming – please refer to item 11 Filming.
- Fees in addition to the daily rate will be charged for any relevant licensing and or documentation that is required.
- Additional fees will be charged should the Council incur extra cleansing costs as a result of the booked event; a retrospective charge will be levied from the applicant along with any appropriate administration fees.
- Additional fees will be charged for any damage caused to public realm as a result of the event and for any cleansing costs incurred along with any appropriate administration fees.
- Fees will be increased if additional Event staffing time is required for the event. The appropriate fee will be notified at the time of application.
- The applicant is liable for full reinstatement costs to the satisfaction of Manchester City Council to any damage caused by the event to public realm. Public realm includes but is not limited to highways, street furniture, bollards, turf, paving, drainage, planters and plants. The Council will undertake pre and post event inspections of the areas of public realm used by the event booker, any damage incurred as a result of the event will be charged to the applicant.

- The Council reserves the right to waive or reduce fees if an event demonstrates significant benefit to the City Of Manchester.

Site Location and Fee	Information
Albert Square <i>Commercial rate £1.6k +VAT per day</i>	<p>Albert Square is a public Square in the Centre of Manchester which is overlooked by the Grade 1 listed Manchester Town Hall Building. The Square contains a number of monuments and statues and provides a great platform for events including the famous Manchester Christmas Markets.</p> <p>Size of site: 90m x 18m (various shapes and sizes within this perimeter can be accommodated).</p>
Piccadilly Gardens <i>Commercial rate £1.6k +VAT per day</i> Site A: Wellington Statue Site B: Victoria Statue Site C: Market Area* <i>Public Service rate of £250 + VAT per day</i>	<p>Manchester Piccadilly Gardens is located on the main pedestrian route from Piccadilly Station which is the principal railway station in Manchester and is the fourth busiest station in Britain outside London.</p> <p>It is the largest open space in the city centre, its water fountains and grassy areas skirted by cafés, bars and restaurants make it an ideal place to meet friends or just relax on the grass. For many visitors and locals alike, Manchester Piccadilly Gardens is the heart of the city.</p> <p>There are three sites available for use:</p> <p>Site A – Wellington Statue This site takes in the area from the Wellington Statue to the corner of Kro Piccadilly which is within the No 1 Piccadilly Complex.</p> <p>Size of Site: 20m x 10m</p> <p>Site B – Victoria Statue This site is located at the top end of Market Street, close to the location of the weekly Manchester Markets.</p> <p>Size of Site: 14m x 8m</p> <p>Site C – Market Area This site is located at the top end of Market Street, next to Boots the Chemist and Superdrug.</p> <p>Size of Site: 21m x 16m</p>
Exchange Square <i>Commercial rate £1.6k +VAT per day</i>	<p>Exchange Square has become one of Manchester's major new public spaces, located in the heart of the shopping district bordered by the Arndale Centre, The Corn Exchange, Selfridges and Harvey Nichols, as well as being close to a range of designer shops and the Printworks Entertainment Complex.</p> <p>The Square is located directly on the pedestrianised route from Victoria Station and is adjacent to the new Metrolink Station which transports</p>

	<p>tens of thousands of visitors into the heart of the City Centre shopping area.</p> <p>Size of site: 26m x 20m (various shapes and sizes within this perimeter can be accommodated).</p>
<p>Market Street</p> <p><i>Commercial rate £1.6k +VAT per day</i></p>	<p>Market Street is one of the principal retail streets in Manchester. It is a pedestrian zone bustling with shoppers and commuters on their way to work. It is flanked by major high street stores and the famous Manchester Arndale Centre. The Arndale Centre is one of the largest shopping centre's in the UK with 41 million visitors annually. Market Street is the main thoroughfare located directly on the pedestrian route from Piccadilly Station and Victoria Station with an average weekend footfall in excess of 200,000.</p> <p>Size of site: 30m x 8m</p>
<p>St Ann's Square*</p> <p><i>Commercial rate £1.6k +VAT per day</i></p>	<p>St Ann's Square is lined with many buildings of architectural merit and is surrounded by businesses and shopping arcades, as well as many coffee shops with outside seating areas.</p> <p>The Square is a conservation area and home to St Ann's Church and the Royal Exchange Theatre. It provides a route both through from the Deansgate shopping area to both the New Cathedral Street and to the Arndale Shopping Centre.</p> <p>Size of Site: 12m x 9m</p>
<p>Cathedral Gardens*</p> <p><i>Commercial rate £1.6k +VAT per day</i></p>	<p>Cathedral Gardens is an open space bounded by Victoria Railway Station, Chetham's School of Music, Manchester Cathedral, The Triangle and the Manchester Football Museum.</p> <p>The area is built with new natural stone and granite paving, surrounding lawn areas and mature trees providing a green oasis to the busy City Centre.</p> <p>Size of site: 15m x 9m</p>
<p>New Cathedral Street*</p> <p><i>Commercial rate £800 +VAT per day</i></p> <p><i>Public Service rate of £250 + VAT per day</i></p>	<p>New Cathedral Street is a pedestrianised retail street running between Exchange Square and Exchange Street and is in close proximity to the Manchester Arndale Centre.</p> <p>The street is home to the Manchester branch of Marks and Spencer's, Selfridges, Harvey Nichols, Louis Vuitton, Reiss, Zara and the largest Ted Baker and Hugo Boss stores outside London.</p> <p>Size of site: 30m x 8m</p>
<p>Kings Street*</p> <p><i>Commercial rate £800 +VAT per day</i></p>	<p>Kings Street, once known as the Bond Street of the North has become one of the most important thoroughfares of Manchester City Centre and is dominated by luxury department stores and restaurants.</p> <p>Size of site: 40m x 3m</p>

Lincoln Square* <i>Commercial rate £800 +VAT per day</i> <i>Public Service rate of £250 + VAT per day</i>	<p>This small public square on Brazennoze Street runs between Albert Square and Deansgate with the majority of the length being pedestrianised.</p> <p>Size of site: 9m x 4m</p>
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3. Cancellation

- If the applicant fails to turn up on the day, they will still be liable for full booking event charge costs.
- Should an event be cancelled after a letter of consent has been issued, an administration charge up to the full hire rate will be charged.
- The Council reserves the right to cancel or withdraw consent, at any time prior to the initial booking.
- Applicants may be required 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 alternate arrangements that can be made.
- Manchester City Council or the Emergency Services have the right to terminate approved events on the day it takes place in the event of any transgressing of the conditions of use, or if such termination is deemed to be in the interests of public safety – any such termination would be without any claim or liability on the City Council or Emergency Services.

4. Terms

- All event bookings must comply with the Conditions of Use and should adhere to all relevant legislation and policies applicable to the event including, but not limited to, health and safety, environmental health and highways.
- The letter of consent confirming authorisation for use of the event space and any other appropriate documentation must be available for inspection by any officer of Manchester City Council or Greater Manchester Police on the day(s) in question.
- If there is any kind of erecting or barrier near a play area, this must be outside the play area with at least a metre of free space.
- The event (including any infrastructures) should be positioned within the defined perimeters of the designated space to mitigate obstruction and cause minimum disruption.
- Manchester City Council accepts no liability for loss or damage in respect of items displayed however caused, except if it can be evidenced to be through an act of willful negligence on the part of employees of the City Council.
- Manchester City Council or the Emergency Services have the right to terminate approved events on the day it takes place in the event of any transgressing of the conditions of use, or if such termination is deemed to be in the interests of public safety – any such termination would be without any claim or liability on the City Council or Emergency Services.
- Appropriate firefighting equipment must be provided and be readily available.
- The applicant is liable for full reinstatement costs to the satisfaction of Manchester City Council to any damage caused by the event to public realm. Public realm includes but is not limited to highways, street furniture, bollards, turf, paving, drainage, planters and plants. The Council will undertake pre and post event inspections of the areas of public

realm used by the event booker, any damage incurred as a result of the event will be charged to the applicant.

- All events must comply with the requirements of the Council and Emergency Services. If asked to move during an event the applicant will immediately comply with the request.
- The applicant will ensure that the event will not affect pedestrian flows, public safety or the interests of surrounding businesses, services, residents and or users.
- The applicant must ensure that the activities of the end user shall not cause any nuisance or annoyance to any occupiers of adjacent land or buildings or to Manchester City Council.
- Any displays erected must be safe, tidy and attractive to the satisfaction of Council. Attaching or placing signs, banners or other items on street furniture or highway surfaces is not permitted.
- The applicant will ensure the end user will be responsible for the satisfactory behavior of any employees, associated staff and participants involved in the event.

5. Access and Egress

- Vehicle movement to and from the City Centre spaces should not compromise public safety in any way.
- Vehicle access onto public spaces should be before 8.00 am and vehicle egress should be after 6.00 pm (with the exception of Market Street and Exchange Square in which vehicle egress is 7pm). Exceptions to these timings apply when specific consent has been granted or the applicant has been instructed to move by the Council or Emergency Services. Please refer to the site information for maps illustrating direction of traffic.
- Safety of the public, businesses and public realm must be ensured throughout access and egress; hazard lights and a 5 mile per hour speed limit should be adhered to.
- Some spaces require bollards to be removed to gain access to set up and hold events. Details will be given with your event booking confirmation if applicable to your location request. The Event Team must be aware of your proposed arrival and departure times to enable the bollards to be removed in a timely manner. Please refer to the site information for maps illustrating bollard restrictions.

6. Vehicles

- Only authorised vehicles can remain on site. All such vehicles should have parking dispensations clearly displayed in the windscreen of vehicles. There is a fee for parking dispensations, which will be an additional cost to the daily rate charges. The Events Team will process all parking dispensation requests and will recharge appropriately. Further information can be found via www.manchester.gov.uk/parkingtickets (select 'apply for a parking dispensation or suspension')
- Vehicles without authorised parking dispensations are not permitted to remain on site other than to unload and load. Vehicles that do not adhere to these conditions are liable for fixed penalties charges.
- All vehicle movement is limited to 5 miles per hour and vehicles should use hazard lights.
- Vehicle height and weight restrictions vary for each site, details will be given with your event booking confirmation.
- Reversing of vehicles should be avoided where possible.
- All vehicles must be guided on and off the event site by members of the space booking team.
- Any cabling from an event vehicle must be sited in line with current health and safety legislation and should be included within the risk assessment.
- All vehicles must use drip trays to avoid oil markings on the paving. The applicant will be

responsible for the removal of oil markers or fuel spillages caused by vehicles used as part of their booking.

- All trailers must be disconnected from the towing unit and 'A Frames' must be screened by boards to ensure they are not a hazard to pedestrians. Boards must be highly visible in appearance and safely secured.
- Vehicles used for towing or transportation units or equipment to a site should be removed from the site within the specified timescales before the event commences.

7. Leaflet distribution

- The distribution of leaflets, pamphlets or printed matter of any kind requires consent from Manchester City Council.
A Printed Matter Licence is required for distribution of leaflets, flyers, free samples, printed goody bags and other printed material. There is a fee for the permit, which will be an additional cost to the daily rate charge. Details for application will be given with the booking confirmation. Further information can be found via www.manchester.gov.uk/licensing/flyers
- All charities are exempt from having to apply for a permit but still need to abide by the conditions.
- Any event found distributing printed material without being in possession of a license will be found guilty of an offence (or conviction) with a fine of up to £2,500.
- All license documentation must be available for inspection on the day of booking. The conditions of the license should be adhered to as failure to do so will result in a fixed penalty notice being served.
- Where the event includes the distribution of printed material, litter must be collected and removed within a 50m radius by the applicant during and after the event. Any distribution of printed matter should be within the designated space. Failure to adhere will result in the applicant being served a fixed penalty or abatement notice.
- Waste bags cannot be left on site and must be removed by the applicant.
- Council bins are not permitted to be used.
- Should the Council incur any additional cleansing costs as a result of the event then the appropriate retrospective charge will be levied along with any appropriate administration charge.

8. License and Permission's

- Petrol generators use is not allowed. No power is available on any sites. The only power supply usage permitted by the Council is silent non-petrol or battery generators, details of which should be contained within your risk assessment.
- Sales or offers of sales of any kind or description take place with the written authority of Manchester City Council.
- The promotion and/or sampling of alcoholic drinks are not permitted unless control measures have been agreed with both GMP City Safe and The Manchester City Council Public Protection Group. A temporary transfer of license must be obtained alongside the submission of an alcohol management plan. Further information can be found via www.manchester.gov.uk/licensesandpermits
- Any food sampling as part of an event must have the approval of Manchester City Council's Environmental Health before it can take place – this approval forms part of the application process therefore there is no requirement to contact the team directly. Only sample sized food and drinks promotions are permitted. You will need to confirm that you are registered as a food business and provide relevant documentation relating to food safety training/certification and food hygiene rating. Such documentation should also be

required for inspection at the time of booking.

9. Noise

- The applicant will ensure that sound levels generated by the setup, derig and actual event are reasonable and do not cause any noise nuisance to the public, residents or businesses in the vicinity. Requests to reduce noise must be complied with immediately.
- Any noise or disturbance arising from the approved activity is kept to a reasonable level, or at the discretion of Manchester City Council.
- The use of loudhailers will not be permitted, unless specifically agreed with by the Council Events team in advance of the booking.

10. Waste Management

- The applicant will be responsible for leaving the allocated site in a clean and tidy condition after use, including the disposal of litter generated as a result of the event. Event organisers are free to make their own waste management plans and to contract other agencies to deliver them and / or install additional public bins as required.
- Waste bags cannot be left on site and must be removed by the applicant. Council waste bins are not permitted for use. It is the responsibility of the applicant to demonstrate in their risk assessment and waste management plan that:
 - They have identified all waste sources.
 - Have taken the necessary steps to minimise the waste from each source.
- Have put mechanisms in place for waste to be controlled and removed from the site (recycling where possible).
- Should the Council incur any additional cleansing costs as a result of the event then the appropriate retrospective charge will be levied along with any appropriate administration charge.

11. Filming



- For all filming requests for outdoor city centre spaces please contact Screen Manchester. Screen Manchester is Manchester's Film Office and delivers a comprehensive support service for all productions seeking permission to film on location in Manchester.
- In recent years, Manchester has played host to a variety of high end TV and film productions, including Victor Frankenstein (Davis Entertainment Company/Twentieth Century Fox Film Corporation), Captain America: The First Avenger (Marvel Studios/Paramount Pictures), Genius (Desert Wolf Productions/Michael Grandage Company), Sherlock Holmes (Warner Bros), Peaky Blinders (Caryn Mandabach Productions/Tiger Aspect Productions for BBC), No Offence (AbbottVision for C4), Scott and Bailey (Red Production Company for ITV), Cold Feet (Big Talk Production for ITV), Houdini and Doyle (Big Talk Productions for ITV), Fresh Meat (Objective Productions for C4).
- Once you have discussed your initial requirements with Screen Manchester, they will liaise with us to obtain the required permissions, organise a site visit as applicable and determine a charging fee (if appropriate).
- All bookings for filming must adhere to the conditions of use and provide evidence of public liability insurance. Additional sites may be able to accommodate on request.
- Contact:
Bobby Cochrane
Development Manager
SCREEN MANCHESTER
Tel: 07976 629 933
Email: bobby@screenmanchester.com

12. Temporary Structures

- All temporary structures (including the use of marquees) planned as part of an event booking must be highlighted to the Events Team as part of the application process.
- The applicant is legally responsible for the temporary structures throughout the duration of the booking.
- Design documentation to include drawing/structural calculations, certificates, risk management, measurements and weights, statement of loading, operational and maximum wind speed details etc must be submitted to the Events Team to aid understanding of the request.
- It is the responsibility of the applicant to ensure that all temporary structures remain safe throughout the duration of the event (pre event inspection, erection, duration and dismantle). Monitoring of the stability of temporary structures should be completed on a regular basis, mitigating risks such as wind load when necessary.
- It is the responsibility of the applicant to ensure they or a competent contractor inspects the temporary structures prior to the event booking.
- All temporary structures must be erected in accordance with the design drawing and documentation submitted.
- Structures requiring engineering require the submission of documentation of structural calculations.
- If applicable, the applicant must provide evidence of designer competence for temporary structures by way of qualification and experience in the relevant field. Evidence of their public liability and professional indemnity insurance must also be submitted to the Events Team.
- A certificate or written record prepared by the contractor to confirm that independent inspection checks have been carried out and that the temporary structure has been erected in accordance with the design drawing and documentation must be submitted to the Events Team.

13. Cash Collections

- Cash collections will only be allowed by charitable organisations and will be controlled by the Licensing Department at Manchester City Council. Please note where an event involves a charitable collection, consent must be gained and evidenced prior to the event. Further information and guidance can be found via www.manchester.gov.uk/licensesandpermits

14. Market Rights

- Manchester Markets on behalf of Manchester City Council, manage the Market Rights for the City of Manchester. If you wish to host or operate a market or fair in Manchester you must apply for a Markets Right License. Applications must be submitted at least 21 days in advance of proposed event.
- Markets and Fairs will only be licensed once an application for a Markets Right License has been successful.
- Applications for Market Right Licenses are available at: www.manchester.gov.uk/markets (Select 'apply to hold a market or fair')

15. Public Assemblies

- City Centre Spaces are not pre-bookable for public assemblies (this term includes demonstrations), although you are advised to check with the Council's Events Team whether locations are available before organising such events. Notification should also be given to Greater Manchester Police.
- This does not impede the right to freedom of speech.

16. Equal Opportunities

- Each event must comply with the Equality Act 2010 and Manchester City Council's commitment to deliver the best equality outcomes for the City (for more information please refer to www.legislation.gov.uk/ukpga/2010/15/part/11/chapter/1)

17. Sustainability

- All events should be designed to maximise the positive impact on local communities and economies, whilst reducing the negative impact on the environment. Manchester City Council asks that consideration is given to sustainability factors when organising an event.