



Organising an event

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[Event notification form](#)

Guides to help you plan your event:

- [Covid-19 checklist for event organisers](#)
- [Covid-19 risk assessment questionnaire](#)
- [Covid-19 risk assessment firework displays](#)
- [covid-19 risk assessment christmas events](#)
- [Health safety and welfare at music and similar events](#)
- [A guide to safe and successful events' for up to 500 visitors leaflet](#)
- [A guide to safe and successful events' for 500 visitors and over leaflet](#)

If you are organising a public event, you need to contact us. We are part of a Safety Advisory Team (SAT) who help make sure your event complies with the law and is run safely.

The team consists of officers from this council, Hertfordshire Constabulary, Hertfordshire Fire and Rescue Service, East of England Ambulance Service, Hertfordshire Highways, Hertfordshire County Council and the Health and Safety Executive. We need to know when and what events are due to take place in Hertsmere, to ensure community safety during the event.

Please complete our form and return it. You may be asked to attend a meeting to discuss your proposed event in more detail. You should also complete and return the Covid-19 Risk Assessment Questionnaire and submit an adequate Covid-19 risk assessment.

Types of events

- **Events with alcohol and entertainment**
If your event includes alcohol or has regulated entertainment,

Coronavirus

Please note that due to current Coronavirus controls, many events are currently not lawful. Please contact us before submitting paperwork if you are not sure.



you will need a  [Temporary Event Notice](#) (TEN), or a  [Premise Licence](#).

- **Street party**

If your event is a street party, there is useful information below or see [Hertfordshire County Council's information](#).

- **Bonfire night**

If you are organising an event celebrating Bonfire Night see [guidance from the government](#).

- **Remembrance events**

The Director of Public Health at Hertfordshire County Council has written to all organisers of [remembrance events with Covid-19 guidance](#). The Royal British Legion have also published a [parades policy](#).

- **Better Business for All toolkit**

The Hertfordshire partnership has produced guidance on hosting COVID-secure events which you can find on the [Better Business for ALL Covid toolkit](#). They also provide a questionnaire for event organisers.

- **Fireworks**

A tailored version of the questionnaire has been produced for Firework events, available on [Better Business for ALL Covid toolkit](#).

- **Firework Displays**

This Council has resolved to advise that public firework displays within the local authority boundaries be advertised in advance of the event, allowing residents to take precautions for their animals and vulnerable people. It acknowledges that displays can cause serious disturbance and harm to animals, be they domestic pets, livestock or wild animals. This is both from the noise generated, but also in some cases, the debris left from spent fireworks, which can pose a threat to livestock, birds and wild animals. Apart from animals, firework noise can also cause serious consequences for certain people, for example young children and those with health conditions such as PTSD or Autism Spectrum Disorder.

Fire Safety Information

Hertfordshire Fire & Rescue have produced a document on  [Fire Safety Advice and your Responsibilities](#).

Are you carrying out an event or have a venue that is open air then please visit [Open Air Events and Venues](#).

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