



## Terms and Conditions for the Use of North End

1. The organisation or individual applying for an event shall nominate a representative who will be on site at all times.
2. The use of professional fund-raisers is not permitted.
3. Croydon Council reserves the right to inspect the accounts of any fundraising events.
4. Where applicable, evidence of current Public Liability Insurance Cover must be provided.
5. Emergency vehicle routes must be kept clear at all times.
6. No vehicle should be parked in the pedestrianised area without approval, and only within the site location as licensed.
7. A driver must remain in or near any vehicles parked, or displays placed out so they can be easily removed in case of emergency, or upon the instructions of an authorised officer.
8. You will be required to provide the appropriate licence for the event on request. If you do not provide this information you will be asked to leave the North End with immediate effect (refer to the section on Licensing below).
9. Selling, or offering for sale, any goods or services not specified on the licence is strictly forbidden, and will result in the withdrawal of the licence.
10. Amplified music should not cause a nuisance to others.
11. The event organiser will ensure that any conditions on a Licence shall be complied with.
12. Any litter arising from the event shall be removed by the organiser.
13. No food shall be prepared or displayed or sold (unless otherwise agreed by NEAG).
14. The sale of fruit, vegetables and plants is not permitted.
15. The filming of events in North End Croydon is prohibited (unless otherwise agreed by NEAG).
16. Electricity is not provided for events. Please provide evidence of a current warranty or certified maintenance and inspection certificate for any appliance you wish to use.
17. The London Borough of Croydon will not, under any circumstances, accept any responsibility for any loss, damage, or injury arising from any event held in North End.
18. Where recorded music is played during the event, it is the organiser's responsibility to ensure that any necessary licences from the Performing Right Society (0800 068 48 28) and Phonographic Performance Ltd (020 7534 1030) are obtained.

# Licensing Requirements

It is a legal requirement to hold the appropriate licence to trade or entertain in Croydon. **No event will be permitted without the appropriate licence.** Please see below a guide to the types of licence you may be requested to obtain:

## 1.0 Temporary Event Notice (TEN)

Required from organisers of small scale events (no more than 499 people, including staff/organisers attending at anyone time).

## 2.0 Street Collections Licence

A Street Collections Licence is required in order to collect money or sell articles for the benefit of charitable or other purposes if that collection is to be held 'in a street or public place'.

## 3.0 Personal Licence

A personal licence authorises an individual to sell alcohol in accordance with a Premises Licence or a Temporary Event Notice (TEN).

## 4.0 Street Trading Licence

A Street Trading licence is required for the selling, exposing or the offering for sale of any article or service in the street for gain or reward. The licence is valid for six months to three years.

## 5.0 Temporary Licence

A temporary licence is similar to a Street Trading Licence, but valid for one day to six months.