



NORWICH
City Council

Hire of Hay Hill

Information pack

Norwich City Council – culture and events team
t: 01603 212138

City Hall
St Peters Street
Norwich
NR2 1NH
e: events@norwich.gov.uk
www.norwich.gov.uk

Norwich City centre promotional site

Hay Hill

Nearest post code Haymarket: NR2 1QD

Passing footfall between 100,000–175,000 per week

Norwich has a thriving and vibrant city centre with a unique shopping experience, attracting people from far and wide; it is listed as one of the top 10 places to shop in the UK outside of London's Oxford Street. Hay Hill which is a public space is located directly off the main shopping street Gentleman's Walk.

For an initial enquiry and to discuss your application please phone Norwich City Council Culture and events team on **01603 212138**.

City Hall, Norwich, NR2 1NH. e: **events@norwich.gov.uk**.

Hay Hill promotional site

There are two pitches within this site which can be booked for commercial, community and arts activities with additional areas available for local community use.

Pitch one: front facing Gentleman's Walk

Usable size: 14m frontage, 7m depth, 10m back space

Cost	Monday to Friday and Sunday	Saturday	Seven-day hire
	£280	£350	£1,750

Pitch two: side facing St Peter Mancroft church

Usable size: 4m x 5.5m

Cost		Monday to Friday and Sunday	Saturday	Seven-day hire
	Commercial	£180	£250	£1,150
	Non commercial	from £90	from £125	
	Small information stall	from £30	from £30	

Small community bookings

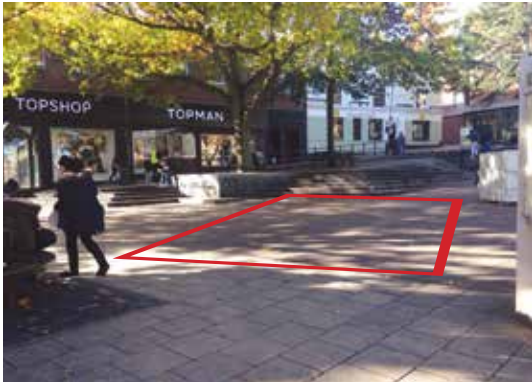
Additional areas within Hay Hill can be used for local small scale community use.

Cost per day: From £25

On site power

1 x 16amp and 1 x 32amp power supply is available for additional cost, own cables will have to be provided. Cost from £25 per day.

Pictures of the two pitches

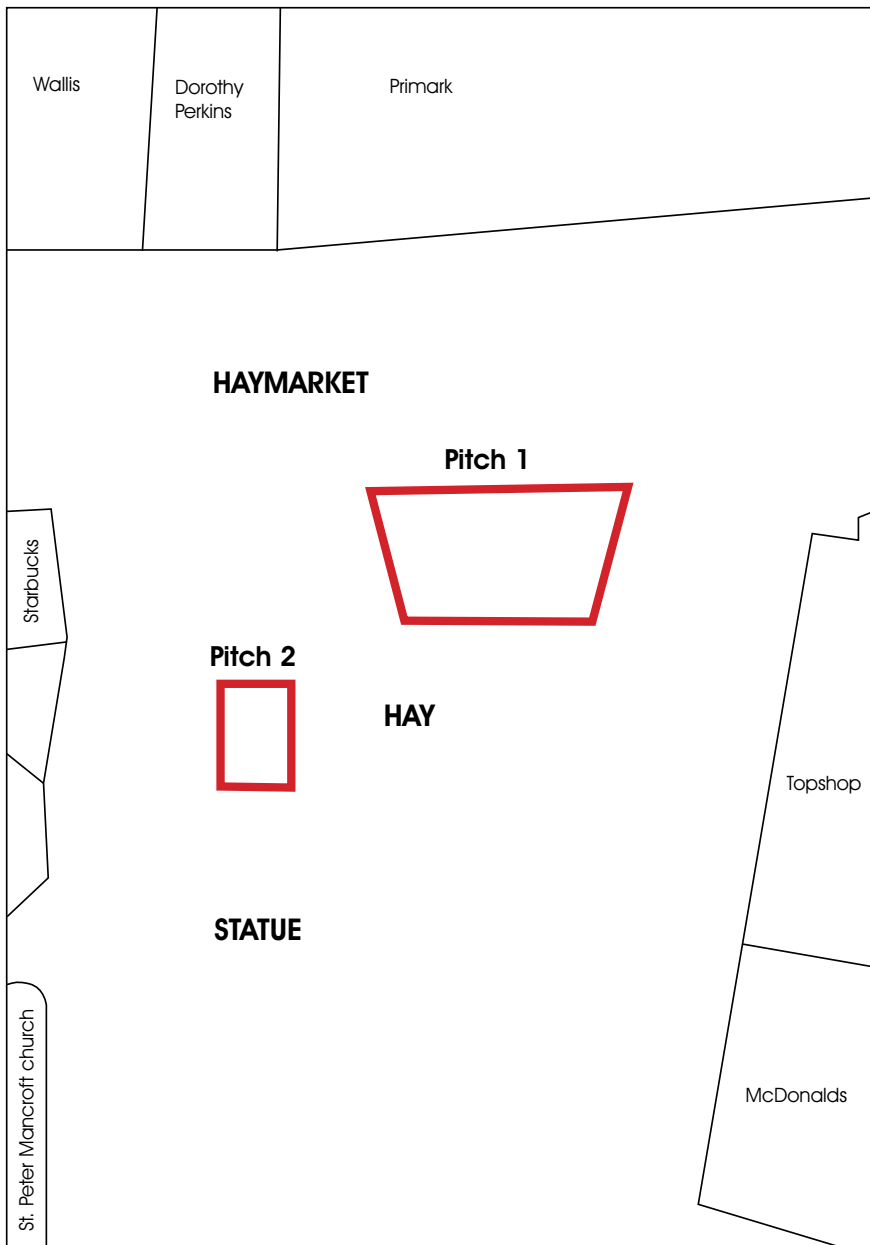


Pitch 1



Pitch 2

Site map



Booking

You are required to book at least two weeks in advance of your activity.

Please complete the online application form link and return to events@norwich.gov.uk.

We will process your application within 10 working days.

General guidelines for use of Hay Hill

Organisations will be required to abide by the terms of any agreement entered into with Norwich City Council.

Access

Participants must not cause obstruction to entrances, pavements, adjoining shop windows or access routes and roads.

Care of venue

The hirer must at all times take good care of the site and will be responsible for any damage to the site or any part of it or any equipment or other property of the council whether forming part of the hire or not.

The property of, and any litter created by the hirer and the hirer's agents must be removed at the end of the period of hire.

Electricity

1 x 16amp and 1 x 32amp power supply is available on request.

We discourage the use of generators but the hirer can obtain approval if necessary. Generators must be operated in a safe manner and segregated from the public.

All portable electrical equipment must be PAT certificated and conform to the relevant British/European standard. The hirer shall ensure that a residual current device is mounted to the electrical installation.

Insurance

The hirer must accept liability for any loss, damage, injury or death due to their activity and agrees to take out public liability insurance cover or third party risks [including products liability where appropriate] for a minimum of £5million per claim, (five million pounds) and produce evidence of such insurance. In certain circumstances less than £5million cover may be acceptable.

Management of activities

The hirer is responsible for the supervision and control of activity participants, officials, visitors and spectators.

Please ensure the contract and conditions of hire are given to the site manager as evidence of permission of use for the area. Without it council officials or the police will have the authority to move you off the site.

Risk assessment

You must complete a Risk assessment for your activity. Organisers have a legal responsibility to ensure the health, safety and welfare of any employees, volunteers, contractors and the public. Activities must comply with recognised safety standards and you must take all reasonable precautions to ensure the activity takes place safely.

More information regarding risk assessments can be obtained from HSE publications. HSE Books t: **01787 881165**, **www.books.hse.gov.uk** or email **hsebooks@prolog.uk.com**.

Sound amplification

The use of any public address system must be agreed by the council and must be operated so as not to cause a noise nuisance.

Licenses

Under the Licensing Act 2003 it is likely that a temporary event notice (TEN) or Premises license will be required for any of the following licensable activities: late night refreshment; a performance of a play; a performance of live music; any playing of recorded music; a performance of dance.

Use of area

Activities should not be disparaging to other cultures, or preach religious or cultural intolerance.

Activities should be sympathetic to other users. People must be able to go about their lawful business without being harassed. Access to any other stalls, shops and restaurants must not be obstructed.

The hirer shall not stage or engage in any activities that might be deemed to be ancillary to the main purpose of the booking without the prior written consent of the council.

Vehicles

No vehicles, caravans, trailers or stalls are allowed on site without agreement from Norwich City Council.

Vehicular access for loading and unloading is permitted before 9.30am and after 5pm. All vehicles must be removed from site.

Vehicle access to the site is via Rampant Horse Street and Brigg Street.