

Site specific conditions

for Dulwich Park

Information, guidance and conditions of use, in relation to putting on events:

This document has been produced to provide information to event organisers who wish to use Dulwich Park to host their event. It must be read in conjunction with Southwark's [outdoor events policy](#).

Event proposals, or applications that include an element (or elements) of activity, which contravene any conditions set out in this document may still be considered, if it is thought that the activity will have no significant, additional impact on the site as a result of the contravention. In these instances, an appropriate level of consultation with site stakeholders will be carried out before a decision to approve the event is made.

1. Site address

Dulwich Park, College Road, SE21 7BQ

2. Entrance gates

- Old College Gate, College Road
- Queen Mary's Gate, Dulwich Common A205
- Rosebery Gate, Dulwich Common A205
- Court Lane Gate, Court Lane
- Fireman's Alley via Lordship Lane

3. Site opening times

The site is open from 7:30hrs daily, 365 days per year.

Closing time is at sunset and so varies throughout the year. Please check the Park's [web page for more information](#).

4. Transport links

All event organisers will be required to advocate the use of public transport as a means of getting to an event.

Rail: West Dulwich or North Dulwich
Bus: Dulwich Common: P4, P13
Lordship Lane: 40, 176, 185, 197, 12

5. Site information

- **Site access**

Keys for gates and/or bollards may need to be issued to event organisers in order to access Dulwich Park outside of public opening times, or areas of Dulwich Park which are locked for security. The issuing of keys will be agreed and arranged by the Events team. Event organisers must take full responsibility for keys in their possession and are liable for covering the cost of replacements if keys are lost, or damaged.

- **Parking**

As per section 4; All event organisers will be required to advocate the use of public transport as a means of getting to an event.

Cars; Limited parking is available in the public car park accessed via the College Road entrance gate. A £2 parking charge is applicable from October 2019.

In order to fully, or partly close the car park, or to restrict, or manage usage in support of an event, full details of the requirement must be made in the event application and submitted to the Events team as soon as possible for the request to be considered.

Bicycles; Bike parking areas can be found at;

- College Road Gate entrance
- Car park accessed via the Old College Road Gate.
- By the Café
- By the Children's Playground

- **Vehicle access**

- College Road Gate (primary) - width restrictions due to historic grade 2 listed gates
- Rosebery Gate
- Queen Mary's Gate
- Court Lane

Weight limit: 7.5 Ton per axle max

- **Vehicle movement**

Any requirement for vehicle movement within the site will need to be approved by the Council. Vehicle movement should be minimal and controlled at all times. Larger events which involve significant vehicle movement will be required to submit a comprehensive traffic management plan. All drivers of vehicles must adhere to a max 5 mph speed limit at all times.

Any damage attributed to event vehicle movement on site will be reinstated by the Council and the costs charged directly back to event organisers.

- **Premises licence**

The Council holds a premises licence for this site, which covers all forms of regulated activity. Approval for third-party use of the licence will be at the Council's discretion and subject to satisfactory event management plans being submitted by the event organiser.

The Licence operating hours are;

Monday to Thursday	10.00 until 21.00
Friday & Saturday	10.00 until 22.00
Sunday	11.00 until 20.00

These are the times during which an event can operate under the licence and do not necessarily relate to the public opening times of the site as detailed in section 3.

In some cases, event organisers will be required to obtain their own licence. More information about whether an event needs a premises licence and the associated requirements can be found on the Council's Licensing [web page](#).

- **Utilities**

Power;

- 1 x power point which is located in the shrubbery bed opposite the café
- 1 x power point located next to the playground fence line
- 1 x power point next to the boating kiosk beside the lake

Third-party use of a power point is at the discretion of the Council and a charge applicable to consumption will be agreed with event organisers in advance of their event taking place. Use of power must be undertaken, or overseen, by a competent person and is entirely at the event organiser's risk.

Water;

- 1 x water point by Roseberry Lodge
- 1 x water point by the Winter Garden
- 1 x water point by College Lodge

Third-party use of a water point is at the discretion of the Council and a charge applicable to consumption will be agreed with events organisers in advance of their event taking place. Use of a water point must be undertaken, or overseen, by a competent person and is entirely at the event organiser's risk.

- **Unavailable, restricted use, or separately managed spaces**

There are some areas within Dulwich Park that;

- Are not appropriate for event use
- Have restrictions in place for event use
- Are managed by other Council departments or third-parties

The areas managed by third-parties are not covered by the conditions set out in this document. However, advice and support will be given by the Events team if an event due to take place in any of these areas is deemed to be of a scale, or nature, that raises issues around public safety within the park, or is likely to have a notable impact on the local environment.

Space:	Restrictions/managed by:
Tennis Courts	Please contact the Parks team
Cricket Cages	Please contact the Parks team
Football Pitches	Please contact Everyone Active
Cafe	Please contact dulwich@colicci.co.uk
Bowls club	Please contact the Dulwich Park Bowls Association or the Parks Team
Francis Peek Centre	Please contact Idverde (Parks contractor)
Boating Lake	Please contact the Parks team
Sports pitches	Please contact Idverde (Parks contractor)
Playground	Not suitable for events

There are also some areas of the park where underground water storage containers are located and these areas may not be suitable for events with infrastructure that needs to be staked into the ground.

Further clarification on the location of all of these spaces can be obtained from the Events Team: events@southwark.gov.uk or 020 7525 3422

6. Events information

- **Event classification**

Small	Up to 499 people
Medium	Between 500 and 2,000 people
Large	Between 2,001 and 7,999 people
Major	Over 8,000 people

- **Number and frequency of events per calendar year**

The Council will seek to create a reasonable balance between the number of third-party events that are allowed to take place within Dulwich Park, when weighed against the level of impact

they are likely to have upon the environment and the disruption they may cause to regular site users and/or local residents.

Table 1 below is intended to be used as a guide only. It is recognised that applications for events which would be beneficial to the borough and/or the park, may be received after given quotas have been reached and it would be inappropriate to reject an application on this basis. In these instances, processing applications and granting event approval will always be subject to consultation with park stakeholders.

Table 1 below sets out the minimum times that should be implemented between events taking place in each classification. A common sense approach will be taken with regards to scheduling events across different classifications and there will be no back-to-back bookings, or events taking place in quick succession, that are likely to have a significant impact upon the park or local area.

Different spaces within Dulwich Park will be utilised to accommodate a variety of events that are appropriate for those spaces. This will ensure the continued delivery of a varied events programme, whilst alleviating pressure on any one particular area of the park.

Table 1

Event classification	Max number per calendar year	Minimum time between events
Small	Up to 12	No minimum
Medium	Up to 6	2 – 4 weeks depending upon size
Large	Up to 3	4 – 12 weeks depending upon size
Major		12 weeks – 6 months depending upon size

Low impact sports activities which do not affect public safety, or usual activities within the park will not count towards the figures given in the frequency table, but should still be subject to the application process for small events.

7. Noise levels

All events shall comply with '[Noise conditions for outdoor events](#)' in Southwark.

Noise sensitive buildings and spaces in and around Dulwich Park include, but are not limited to:

- Café
- Francis Peek centre and Park office
- Riding Stables on Dulwich Common
- Nearby residential properties

8. Fireworks & pyrotechnics

No displays of fireworks are permitted at Dulwich Park, due to close proximity of riding stables. Any event intending to use a form of pyrotechnic special effects must provide details of the effects in time for full public consultation to occur.

9. Waste

All event organisers are to ensure that the area of Dulwich Park they are hiring is returned to the state that they find it in at the start of their period of hire. If the Council are required to undertake any cleansing, or reinstatement works that have not been pre-agreed as a consequence of an event taking place, the costs for the works will be recharged to the event organiser.

10. Out of hours staff cover

Where council staff are required to attend an event during any period (including build and break periods) outside of standard office hours (Mon-Fri 9am-5pm), or pre-agreed hours, there may be additional charges incurred by the event organiser at the rates detailed on the Council's [fees and charges](#) web page.

11. Event hire

More information about hiring Dulwich Park for an event and the application process can be found [here](#).

12. Friends of Dulwich Park

Dulwich Park has a very active and well established 'Friends' group. More information about the group and the work that they do can be found on their [web page](#).