

Policy for Hosting Events in Culture Division Buildings

Introduction

Donegal County Council believes that promoting and supporting arts, culture, heritage and language is good for our society, our economy and our national identity at home and abroad.

The primary use of the Culture Division's exhibition and event spaces (see Appendix 1 for list of relevant buildings) is to fulfil the aims and objectives of Cultur le Cheile; Strategic Plan for Culture Division 2022-2026. The Culture Division welcomes opportunities to actively engage with communities. Events organised by outside groups will be facilitated under the terms and conditions laid out hereafter.

For the purposes of this policy the Culture Division refers to the following: the Library Service, the Arts Service, the Regional Cultural Centre, Donegal County Museum, the Archives Service and County Donegal Heritage Office.

Guiding Principles

The Guiding Principles that form the basis for the development of these terms and conditions are:

- A commitment to the development of a comprehensive and balanced programme of events
- To recognise the totality of our culture and heritage, and the diversity that this encompasses
- Mutual respect shall be central to all events and historical accuracy shall be paramount

General Conditions

Culture Division facilities shall only be made available for use by organisations that do not practice or advocate discrimination based on Gender, Civil status, Family status, Sexual orientation, Religion, Age, Disability, Race, membership of the Traveller community.

Culture Division Facilities are generally not available for:

- **Events of a primarily personal or fund-raising nature**
- **Events where the organiser is planning to make collections, seek contributions, give door prizes, have auctions or raffles**
- **Events that promote commercial enterprises or products**

- **Events for partisan political, sectarian, or similar purposes.**

The Culture Division reserves the right to refuse use of facilities to any organisation not complying with these guidelines. An individual or organisation has the right to appeal such a decision to the Director of Service, Housing, Culture and Corporate Directorate, Donegal County Council

The relevant staff in the Culture Division will determine which areas of the building may be used for the event.

The organiser shall be responsible for all costs associated with or resulting from the event unless otherwise agreed in advance with the relevant staff.

A member of Culture Division staff must be present in the building for the duration of the event.

The organiser must designate a representative who will remain on the premises throughout the event.

Organisers of events must adhere to all child protection procedures as laid out in Donegal County Council's Child Protection Policy and LGMA Code of Behaviour for the Protection and Safeguarding of Children in Public Libraries.

Organisers of events must adhere to all Health and Safety requirements of Donegal County Council including but not limited to risk assessments in advance of each event, fire safety procedures etc.

Events must not disrupt the normal functions of the service.

Regular meetings and events will be constantly reviewed. Approval may be withdrawn at one months' notice.

Staff must have access to the space at all times. DCC reserves the right to monitor all meetings and events to ensure compliance with this Policy.

Request Procedure

Each event organiser will be asked to complete the Hosting Events Application Form to obtain consent to hold an event in a Culture Division facility. The Application Form must be completed and submitted to the relevant service at least 21 days before the proposed event is to occur. The request will be evaluated on the basis of the application and on the proposed event's relevancy to the Culture Division's mission, the availability of space, the availability of staff and the time of year. Upon completion of the Application Form a risk assessment of the event will be completed.

Insurance

This policy should be read in conjunction with the IPB's *Step by step guide to managing local authority risk for public events.*

The legal liability of the Local Authority is protected under its existing public liability, subject to normal policy, terms and condition, exceptions and endorsements. Third parties should be requested to provide evidence of insurances with provision of

indemnity to the Local Authority to minimize exposure to the Local Authority. Before granting access for an event to be held in any of the Culture Division facilities, staff should carry out a full assessment of the risks involved and ensure that the event organisers have documented a risk assessment. Staff should also ensure events organisers have adequate insurance cover in place. For the purpose of managing risk, public events may be divided into outdoor and indoor events and into the following six categories:

Category A: A once off event such as a poetry reading, book launch, public talk, training for a community group over a number of weeks, storytelling, an information evening, meeting of a gardening club or book club, residents association meeting. These events may involve up to 100 people and are hosted indoors e.g. library meeting room, they may be classified as low risk events.

Category B: Annual events such as summer BBQ, Christmas Markets, arts and craft fairs, a summer fete or a family fun day. This type of event will usually involve in excess of 100 people and fewer than 1,000 people. The event may be held indoors or outdoors and may be classified as a low risk event.

Insurance requirements for categories A& B is public liability of 2.6million. If the applicant has no public liability insurance the Local Authority can still give approval if the risk is assessed as low.

Category C: Annual events as in B. However they will involve more than 1,000 people and therefore are classified as medium risk events.

For events in category D-F consideration should be given to hiring a professional event organiser. Information on these categories and further information about insurance requirements is available in the IPB's guide on pages 10 and 11.

Public Relations

All publicity for the event is the responsibility of the organiser.

The organiser must inform the service of all planned media coverage of an event, prior to the event. The Service must review and approve in advance all press releases and social media content mentioning the Service at least three (3) business days in advance of their release.

Any publicity should acknowledge Donegal County Council and the relevant Service where appropriate.

Donegal County Council and the relevant Service must be acknowledged during the event if appropriate.

Do not publicise the event in any way that implies that Donegal County Council endorses the message of the event without prior agreement.

Printed Materials

The content and design of all printed materials relating to an event, including but not restricted to the invitation, program copy, and any signage, are subject to the review and

approval of the Culture Division seven (7) days in advance of printing if appropriate. The relevant logos must be included on all printed material unless otherwise agreed in advance with the Culture Division.

Guest List Policy

The Culture Division must be notified in advance if any official government or diplomatic dignitaries are attending the event. The Culture Division reserves the right to determine the appropriate protocol for greeting and handling of these guests while in the building.

The appropriate protocol must be adhered to if issuing an invitation to the Cathaoirleach and Chief Executive of Donegal County Council to attend and/or speak at an event.

Cancellation

Please note that unforeseen circumstances may cause the cancellation of an event and as much notice as possible of such cancellation will be provided.

If the organiser has to cancel an event, notification of the cancellation must be received no less than five working days before the event is scheduled.

Event Vendors and Catering

The organiser is responsible for the actions of any vendors or other agents, including but not limited to caterers, photographers, entertainers and audio-visual companies contracted for the event.

Appendix 1 List of Culture Division Buildings to which this policy relates

Building	Address	Contact person	Phone number
<i>Letterkenny MD</i>			
Central Library	Oliver Plunkett Road, Letterkenny	Gavin Burke	074 91 24950
County Museum	High Road, Letterkenny	Judith McCarthy	074 91 24613
Regional Cultural Centre (RCC)	Port Road, Letterkenny	Jeremy Howard	074 91 29186
Milford Community Library	Public Services Centre, Milford	Catherine Rainsford	074 91 53927
<i>Inishowen MD</i>			
Buncrana Community Library	St. Mary's Road, Buncrana	Belinda Glackin	074 93 61941
Carndonagh Community Library	Public Services Centre, Carndonagh	Sara Lynch	074 93 73701
Moville Branch Library	The Square, Moville	Morgan Fry	074 93 85110
<i>Stranorlar MD</i>			

Twin Towns Community Library	The Base Enterprise Centre, Stranorlar	Aine Taylor	074 91 75384
Lifford Community Library	The Old Courthouse, Lifford	Thomas Kelly	074 91 73726
Raphoe Branch Library	The Diamond, Raphoe	Thoams Kelly	074 91 44115
County Archives	Three Rivers Centre, Lifford	Niamh Brennan	074 91 72490
Donegal MD			
Ballyshannon Branch Library	Abbey View Office Block, Ballyshannon	Ann Kujawa	071 98 58824
Bundoran Community Library	Civic Offices, Bundoran	Colin Drummond	071 98 29665
Donegal Town Branch Library	VEC Offices, Donegal Town	Loretta Maurhofer	074 97 25329
Glenties MD			
Leabharlann Phobail Ghaoith Dobhair	Aislann Gaoth Dobhair, Páirc Ghnó, Na Doire Beaga	Denis McGeady or Anne Rennicks	074 95 60862
Leabharlann Phobail na Rosann	Ionad Tempaill Chróine, An Chlochán Liath	Fiona Sweeney	074 95 22500