

The Green & The Gardens

CAMBRIDGE BIOMEDICAL CAMPUS

Privately owned, maintained by CBC Estate Management Company Ltd, funded by CBC stakeholder occupiers, for use by stakeholders' employees, patients and visitors.

Event/Activity - Do's and Don'ts

- Only the area known as *The Green* is available for events/activities. Note, it is not designed to be able to accommodate vehicles. The area which forms *The Gardens* is a rain garden and is not designed to accommodate vehicles or be walked on and is not able to accommodate any event/activity. Pedestrians should keep to the formal pathways.
- The area of *The Green* that is to be used should be shown on a plan and the event should not take place beyond that area. A plan can be downloaded from <https://cambridge-biomedical.com/amenities/>
- A 2m exclusion zone must be preserved around the public art (tent sculptures/style/fence) located in *The Green & The Gardens*.
- The event/activity must be arranged in such a way as to be able to accommodate the ongoing/simultaneous use of *The Green* by Campus occupiers/stakeholders' employees, patients and visitors not taking part in the event/activity.
- The event/activity should not interfere with or cause nuisance to Campus occupiers/stakeholders' employees, patients and visitors. Owing to the proximity of Royal Papworth Hospital, no amplified music or sound can be permitted.
- The event/activity should not impact the guided busway in any way and priority must be given to guided buses and emergency services at all times. Given the proximity of guided busway to *The Green*, no ball/frisby/shuttlecock games can be permitted. There is no parking provision.
- The event/activity must comply with any legal requirements (eg health and safety, risk assessments) and the Owner's reasonable regulations as outlined in this document, relating to the use of the *The Green*. Fireworks and camp fires cannot be permitted.
- The organisers of the event/activity may not display any sign, advertisement, nameplate, inscription, flag, banner, placard, poster, or notices on the *The Green & The Gardens* without the Owner's permission, which the Owner may withhold in its absolute discretion.
- The organisers of the event/activity may not make any changes, alterations or additions to *The Green & The Gardens* without the Owner's permission, which the Owner may withhold in its absolute discretion.
- The organisers of the event/activity may not use *The Green & The Gardens* for the event/activity at any time other than during the permitted event/activity hours and date.
- The organisers of the event/activity may not use *The Green* for any purpose other than the event/activity.
- The organisers of the event/activity may not cause or permit to be caused any damage to *The Green & The Gardens* or any neighbouring property, or any property of the owners or occupiers of the Campus;

- The organisers of the event/activity may not apply for planning permission in respect of the *The Green & The Gardens* or anywhere else on the Campus.

When the event/activity is deemed to require an Event Licence – an administration fee of £250 + VAT will be charged by CBC Estate Management Company Ltd for time/resources spent checking the application and that all relevant insurances, etc are in place:

- The Event Licence holder must have adequate Public Liability Insurance – where applicable.
- The Event Licence holder must provide a Risk Assessment Method Statement (RAM) prior to the event – where applicable.
- Vehicular access to the guided busway is very limited and will need to be by arrangement only and recorded in the Event Licence. Priority is given to guided buses and emergency services. There is no parking provision.
- The Event Licence holder is responsible for the removal of all rubbish associated with event. The CBC Estate Management Company would prefer that its litter picking operative is used - Quality Care Cleaning. The Event Licence holder should contact the operative direct for a quote - 01223 833300, info@qualitycarecleaning.co.uk and arrange to pay for its services direct.
- The Event Licence holder must ensure sufficient security/marshalls are in place, if required. The Estate Management Company would prefer that its security provider is used - GR8 Security. The Event Licence holder should contact the provider direct for a quote - 0800 7566 577, ops@gr8.com and arrange to pay for its services direct.

The Green & The Gardens Use Categories

Non Commercial Groups/Charities – less than 10 people

- Informal exercise classes where individuals take part at their own risk
- Informal gatherings such as book clubs

Non Commercial Groups/Charities – more than 10 people

- As above

These would have to be vetted on a group by group basis dependent upon the activity

Commercial Groups/Charities – where the organiser of the event/activity intends charging/fund raising

- Groups of 10 or under
- Groups of 10 or over up to a maximum number of people to be agreed depending on the event/activity
- Clubs, classes or events where a fee is charged for entry or taking part or where event holder is selling goods, food or beverages

CBC – The Green & The Gardens (privately owned) - Protocol re ad hoc outside broadcasting/filming by the media/production companies:

- By prior arrangement only – contact the Chair of the CBC Communications Workstream Group – enquiries@167.99.87.46, who will vet whether the subject matter is suitable and reserves the right to refuse permission if thought to be in any way detrimental to the Campus and/or its stakeholders, patients or visitors.
- Outside broadcast units cannot be accommodated as *The Green & The Gardens* is not designed to take the weight of vehicles.
- Small mobile camera crews on foot can be accommodated and should respect other users of the public realm, the public art, landscaping and the guided busway/cycle/footpaths.
- Please note that applicants must have public liability insurance in place which is current and, if required, should be able to produce evidence to that effect.
- CBC Estate Management Company Ltd, which maintains the area, will not be liable for anything and use of *The Green & The Gardens* will be at the applicant's own risk.
- Requests for drone fly overs can be accommodated provided notification is given in advance as to the proposed time for the flight, so that construction teams and Campus stakeholders can be notified.
- The drone operator must provide a method statement, risk assessment, copy of the insurance cover and evidence of the PfCO (Permission for Commercial Operation). NB Should a helicopter be scheduled to come into the Campus with a patient, the critical care control desk at East of England Ambulance Service, Chelmsford, will contract the drone operator to allow time for the drone to land, so as to be safely out of the way. Therefore, the drone operator should contact the control desk (01245 444496) on the day the flight is taking place, to let them know what is happening.