

Events & Organised Activities in DLR Parks & Open Green Spaces

DLR Parks and open green spaces can be used to hold a range of outdoor events and activities including family fun days, sports days, charity walks and runs, animal charity events, sporting events, yoga and fitness classes, veteran car events, art exhibitions, etc.

Permission must be obtained from Dún Laoghaire/Rathdown County Council from any organisations or individuals looking to host such events and activities.

DLR Co. Co. will need the following documentation in order to consider granting permission for any proposed event or activity:

1. **Application Form** – This form and other relevant information can be found on the DLR website at www.dlrcoco.ie/parks/event-and-activity-application. All sections of the application form must be fully completed.
2. **Event Management Plan** – A plan must be submitted that includes a detailed description of how the event or activity will operate from set up to finish. This should address health and safety issues, crowd management, marshalling, car parking arrangements etc. First aid/ambulance requirements must be facilitated for large events. An event management plan template for larger events can be downloaded via the above web-link.
3. **Location Details** – Details of the proposed park or green space area required should be provided e.g. Marlay Park Concert Field. Fun-Run and Walk organisers need to provide a map of the proposed route.
4. **Proof of Insurance** – If your event is approved, you will be required to provide proof of insurance for the event or activity. DLR Co. Co. must be specifically indemnified on the policy for the duration of the event. Please see below.

Applicants must satisfy the following requirements in order for permission to be granted:

1. **Events of a Commercial Nature** - Where such events are being held, e.g. classes, exhibitions, sports/summer camps (including those being organised by sports clubs) etc., the Council will impose a fee. Please contact the DLR Parks Section directly at parks@dlrcoco.ie regarding permission for commercial events.
2. **Insurance to Cover the Event/Activity**
 - Public liability insurance of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required for all events.
 - Employers Liability of €13 million with specific indemnity to Dún Laoghaire Rathdown County Council – required where an organisation has employees working at the event.
 - Product Liability of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required for all events where products are being sold.
 - Vehicular Insurance (if bringing vehicles into the park/open space) of €6.5 million with specific indemnity to Dún Laoghaire Rathdown County Council – required when an organisation wants to bring vehicles into the park further than the designated car-park.
 - All aspects of the event must be covered by the insurance policy and if there are other activities taking place (bouncy castles, entertainers, catering etc.) the organiser of these activities (sub-contractor) must meet the insurance limits above. The responsibility of ensuring submission of all insurances to the Council lies with the applicant.

3. Insurance Indemnity for DLR County Council

In respect of any legal liability, loss, claim or proceedings whatsoever arising out of or in connection with the death and/or bodily injury to any persons whomsoever and/or loss or damage to any property whatsoever, which arises directly or indirectly out of the granting of permission to access/usage of property/lands owned by or the responsibility of Dún Laoghaire-Rathdown County Council, by the Applicant and their invitees.

4. Garda Permission

Where proposed events bring significant additional traffic to an area or involve bringing people from a park/open space onto a public road, the applicant must inform the local Gardaí and obtain their permission, where required, for the event to proceed.

5. Site Conditions

The site for the event must be left litter free and undamaged. Where there is a risk of damage resulting from an event, a damage bond may be required to ensure the proper re-instatement of the site following the event.

6. Signage

Should signage be required on a public roadway for any event, please contact the DLR Traffic Section directly at info@dlrcoco.ie. Please note that a permit fee may be applicable.

Additional Conditions for Events and Activities

- No vehicles shall be driven into the park or open space without prior permission.
- The grounds shall be left free of litter and in the same condition as when entered upon.
- Any damage caused to the grounds during the event shall be rectified to the satisfaction of the Council.
- Unauthorised activities of a commercial nature, including the solicitation of charitable donations, will not be permitted.
- Prior to the event, please liaise with the designated DLR Parks member of staff.

The Council reserves the right to withdraw permission for an event if any of the conditions imposed are not met by the dates specified.

To request permission to hold an event or activity in a DLR Co. Co. park or open green space, please submit the required application form and documentation via e-mail or post. Please see contact details below:

E-mail: events@dlrcoco.ie

Tel: 01 2054700

Postal Address: Sports Development & Events, DLR Co. Co., County Hall,
Marine Road, Dún Laoghaire, Co. Dublin, A96 K6C9.