

SLESSOR GARDENS BOOKING PROCESS FOR OUTDOOR MUSIC EVENTS

Booking enquiries should be made by email to the Events Team, City Development: cityevents@dundeecity.gov.uk. Where an enquiry is received for a specific date or dates the following process shall apply:-

1. Where there is no prior confirmed booking (see number 3 below) for the date(s) the event organiser's interest will be pencilled in. At this stage there may be more than one note of interest in the date(s) and event organisers will be informed where this is the case.
2. In order to progress a note of interest the event organiser will need to submit the following information:-
 - The size and nature of the proposed event and artist details (or the calibre of the proposed artist(s));
 - Evidence of experience of delivering events of the size and nature proposed;
 - References from venues where the event organiser has delivered similar events.

The Council will assess the above information and will decide if it represents a credible proposal. This decision will be entirely at the Council's discretion. The Council will communicate its decision to the event organiser.

3. Where the Council is satisfied that a proposal is credible the event organiser will be notified accordingly and will be required to pay a non-refundable deposit of £3,000 against the licence fee for the occupation of Slessor Gardens. No date is confirmed until the deposit is received and booking confirmation will be on a first-come-first-served basis. Organisers will then be required to engage with full event planning process.
4. Use of Slessor Gardens for outdoor music events is limited. Once the Council deems it is reaching capacity (estimated currently at three events or weekends in each summer) it will no longer take further notes of interest in any dates. Should the limit or an event plan fail to come to fruition or be cancelled, or where confirmed bookings impact on the availability of surrounding dates, any such impact will be communicated to the relevant event organisers by the Council.
5. Once a booking is confirmed the event organiser will be required to enter into a Licence to Occupy for the use of Slessor Gardens. The key financial terms are as follows:-
 - Licence fee of £1,000 per day for occupation (a discounted rate is available for charities at the discretion of the Council).
 - Profit-sharing will apply to events with a capacity of 5,000 persons and above. The Council will be entitled to £1.00 per ticket sold over 5,000. This profit-sharing arrangement shall apply to any discounted tickets but will not be deemed to include fully complimentary tickets. The event organiser will be required to submit a certified statement from their accountant to the Council within 30 days of the event documenting the tickets sold and the Council will thereafter issue an invoice for payment of the profit-share element.
 - Event organiser is required to take out insurance cover against public liability in at least the sum of ten million pounds sterling for each and every claim;

- Separately, the event organiser will be required to pay a bond of £7,500 to the Council to guarantee their obligation to make good any damage to Slessor Gardens arising from their occupation. The bond will be returned upon the event organiser complying with this obligation to the reasonable satisfaction of the Council.

The balance of the Licence fee and bond will fall due for payment on agreement of the Licence to Occupy. Failure to pay the Licence fee in full on demand may result in termination of the Licence by the Council and cancellation of the relevant booking.

6. The Event Organiser is solely responsible for applying for all licences and permissions required for their event.

7. The event organiser will be required cooperate with the Safety Advisor Group (SAG) for Dundee City Council (DCC). This group is coordinated by DCC's Event Team. It is made up of representatives of the council, the emergency services and other relevant organisations. They meet to review event proposals and advise on public safety (this includes the safety of participants). The SAG will bring the relevant parties together to ensure the planning of the event is conducted in a methodical and co-ordinated way. This in no way detracts from the legal responsibilities of the organisers of events.