

Keelby Parish Council

General Update 10 – July 2026

Introduction

The Parish Council welcomes and encourages residents to organise community events on the Village Green, recognising the valuable contribution they make to village life and community spirit.

Event Details

Permission must be obtained from the Parish Council before any event takes place on the Village Green. To enable the Council to consider each request, organisers are asked to provide details of the proposed event, including the purpose of the event, the activities taking place, the date and times of the event, the expected number of attendees, whether access to the electrical supply is needed and details of any stalls, food vendors, entertainers, or other attractions.

Insurance and Risk Assessment

A copy of the organiser's public liability insurance and a suitable risk assessment covering the event must be submitted to the Parish Council at least two weeks before the event. Where contractors, entertainers, food vendors or other third parties are attending, organisers should ensure that they hold appropriate public liability insurance

Protection of the Village Green

The Village Green is a valued community asset, and organisers are asked to take all reasonable steps to protect it from damage during their event. The Parish Council reserves the right to prohibit or restrict vehicle access to the Village Green where

Update 10 Focus:

Organising Events on
the Village Green

The Parish Council can be
contacted via:

Janet Milson, Clerk to
Keelby Parish Council

[clerk@keelbyparishcouncil.
gov.uk](mailto:clerk@keelbyparishcouncil.gov.uk)

ground conditions or the nature of the event could result in damage.

At the end of the event, the Village Green must be left in the same condition in which it was found. Organisers are responsible for providing suitable litter bins, removing all litter and waste, and for ensuring the site is left clean and tidy. Any damage caused as a result of the event may be the responsibility of the organiser to repair or reimburse the Parish Council for the cost of reinstatement.

Electricity

Where electricity is required by a contractor, commercial operator or other third party, a charge of £40 per day will apply. Payment must be made to the Parish Council at least one week before the event.

Registered charities and not-for-profit community organisations may be exempt from this charge. Requests for an exemption will be considered by the Parish Council on a case-by-case basis.

Parking

Events on the Village Green can increase traffic and parking in the surrounding area. Organisers are responsible for ensuring that parking is managed appropriately and does not cause obstruction or create a danger to other road users.

Access for emergency vehicles must be always maintained.

Other factors to consider

Organisers should consider the potential impact of the event on nearby residents, particularly in relation to noise, and take reasonable steps to minimise any disturbance. It is the organiser's responsibility to obtain any licences, permits or permissions required for the event before it takes place. This may include applying for a Temporary Event Notice (TEN) from West Lindsey District Council. Organisers should also ensure that first aid and toilet facilities are appropriate for the nature, size and duration of the event, and that suitable arrangements are in place where necessary.

Thank you, we wish you every success with your event.

The Parish Council can be contacted via: Janet Milson, Clerk to Keelby Parish Council: clerk@keelbyparishcouncil.gov.uk