

2021-
2025

Phoenix Park Event Guide



Introduction

The Phoenix Park was established as a Royal Deer Park in 1662 by one of Ireland's most illustrious Viceroy's, James Butler, Duke of Ormond, on behalf of King Charles II of England. Today The Phoenix Park extends to over 700 hectares and represents a unique natural and cultural landscape that is both a historic park and an urban park enjoyed by almost 12 million visitors annually. The Office of Public Works has been responsible for the Phoenix Park since 1860.

It provides a setting for a range of activities and amenities as well as acting as a location for a number of important public institutions and residences. As a natural and built park, enclosed over 300 years ago by a demesne wall, The Phoenix Park is unique in Ireland. The Park is larger than all the central London parks combined.

In 1747, the Earl of Chesterfield, having considerably improved the Park, opened it to the public for the first time and built the Phoenix Column, which was carved in Portland stone and is in the shape of a Corinthian column with a Phoenix bird rising from the ashes at its pinnacle. Áras an Uachtaráin, the residence of the President of Ireland, dates from 1750. The Park has associations with many notable individuals such as Winston Churchill also lived in the Park as a child and the Duke of Wellington, who worked in the Park and later defeated Napoleon at the Battle of Waterloo.

The Park's present landscape and infrastructure is inherited from designs and managerial decisions taken between 1800 and 1880, in the main by Decimus Burton, who also worked in The Royal Parks in London, England. The Victorian People's Flower Garden was designed during this period and was noted for its novel horticultural experimentation and floral displays. The Walled Garden at the Phoenix Park Visitor Centre is a good example of a mid-Victorian Kitchen Garden.

The Phoenix Park is a highly important site for biodiversity in Dublin. Fifty percent of all mammal species and over forty percent of all bird species found in Ireland occur within the Park. A herd of over 550 wild Fallow Deer has roamed the Park since 1662.

Woodlands and tree-dominated areas cover 31% and grasslands cover 56% of the area. Twenty-five different types of habitats include six types of woodland, five types of grassland, as well as hedgerows, scrub, ponds, streams and wet ditches. Almost all the semi-natural grassland in Dublin are found in The Phoenix Park. Among the 351 different plant species to be found in the Park there are three that are rare and protected.

Some of the oldest and most successful sports clubs were formed and nurtured in the Phoenix Park. These include cricket, golf (a golf course was created in 1885 and existed for a few years) and polo. In the latter of the 19th century the Park become more intensively used for football, hurling, cricket and other sports. Tradition had it that in 1879 a meeting between Michael Cusack and Pat Nally held in the Phoenix Park was one of the first steps in founding the Gaelic Athletics Association.

It is increasingly used by the public for a range of recreational activities. Recent figures for visitors to the Phoenix Park Visitor Complex show just under 1.7 million visitors to the area during 2019 and there was a slight decrease in visitors to 1.64million in 2020, mainly due to COVID19 pandemic. In the beginning of the 20th century, motor racing speed trials were a major attraction, along with the international motor racing Grand Prix where the Park was closed and spectators had to pay admission into the Park to see the Grand Prix races, of 1929-31.

More recent celebrations and events which have attracted thousands of visitors have been associated with the Papal Visits, band concerts, sporting events, charity runs and Bloom, the highly successful garden & food show. Over 750,000 people participated in over 270 third party events

in the Park during 2018. This was a decrease of 46 events from 2017. An analysis undertaken of live entertainment events in Ireland over a twelve-month period, between 1st March 2015 and 29th February 2016, estimated that for every single €1 spent on a ticket, an additional €6.06 of revenue is generated within the rest of the economy.

The Phoenix Park has received the prestigious International large Urban Parks Gold Award at the Inaugural World Urban Parks International Awards in 2018 and was only one of two Parks to receive this award. Centennial Park in Sydney being the other recipient of the prestigious Gold Award. Since 2016, the Phoenix Park has been the recipient of a Green Flag Awards along with multiple pollinator awards for Biodiversity in the Park. The Green Flag Award benchmarks parks from across the world on an annual basis on a number of criteria.

The Phoenix Park Conservation Management Plan 2011 outlines the long-term vision for the Park, which is to combine its protection, conservation, enjoyment and tranquillity as an important unique historic landscape for the residents of Dublin and visitors to Ireland.

The cultural heritage of The Phoenix Park enriches people's lives, providing a deep and inspirational sense of connection to history and landscape. It provides a sense of place, locations for community cohesion and social inclusion, promotes cross cultural enjoyment and space for many recreational events. The Park is also good medicine, in that it provides numerous opportunities for green exercise.

Vision

The long-term vision for the Phoenix Park combines its protection, conservation and, where appropriate, restoration as an important and unique historic landscape with the facilitation of appropriate access and use through the accommodation of change in a planned, rational manner. This draft events policy takes place within the context of the established Vision and Strategic Objectives of the Phoenix Park Conservation.

The overall Vision of the Phoenix Park Conservation Management Plan is:

“To protect and conserve the historic landscape character of the Phoenix Park and its archaeological, architectural and natural heritage whilst facilitating visitor access, education and interpretation; facilitating the sustainable use of the Park’s resources for recreation and other appropriate activities, encouraging research and maintaining its sense of peace and tranquillity.”

Strategic Objectives

The following are the strategic objectives guiding the conservation and management of the Phoenix Park for the twenty-first century. The policies and measures outlined in the Conservation Management Plan expand on these objectives and detail how they will be achieved, with particular regard to the coming five to ten year period.

- To protect and conserve the historic landscape character of the Phoenix Park.
- To protect the historic setting and conserve the archaeological and architectural heritage of the Phoenix Park.
- To conserve the Phoenix Park’s natural plant and animal species along with their habitats while improving biodiversity.
- To preserve the peace and tranquillity of the Phoenix Park.
- To seek appropriate international and national designation status and to establish and enforce appropriate legislative controls.

- To facilitate an appropriate mix of recreational use and public appreciation that maximises visitor enjoyment and protects the landscape and infrastructure of the Phoenix Park.
- To manage the levels of traffic within the Phoenix Park and reduce through traffic.
- To facilitate public access and sustainable use of the Phoenix Park's resources.
- To respect the established patterns of recreational use in the Phoenix Park.
- To promote an increased understanding and acceptance of the landscape, architectural, cultural, archaeological and biodiversity importance of the Phoenix Park, its extent and significance.
- To facilitate the use of the Phoenix Park as an educational and research resource and to promote appropriate interpretation.
- To liaise and consult with interested and relevant parties and organisations in the achievement of the above objectives
- To secure the necessary resources to implement the policies and actions of this Conservation Management Plan.

Background to this Event Guide

The Office of Public Works have produced this guide specifically for the purpose of assisting groups and organisations that are involved in managing events within the Phoenix Park. This guide is for recreational events in excess of 1,000 participants. This includes events such as walking, running, cycling, family days etc. Separate criteria apply for Concerts in the Park. Consideration will be given to local community events less than 1,000 participants; however, event organisers for these smaller events should consider alternative locations or amalgamating their event with another to form a larger event in excess of 1,000 participants to ensure economies of scale.

The unique setting of the Park is a major attraction to event organisers and there is a huge and increasing demand to host events in the Park. The OPW seeks to balance the enjoyment and inclusion that events can bring to the communities and visitors we serve locally, nationally and internationally, with the provision of space for quiet enjoyment and relaxation in tandem with our objectives to protect and conserve the Phoenix Park for future generations as set out in the Phoenix Park Conservation Management Plan 2011 (PPCMP 2011).

Management in the Phoenix Park are acutely aware of the importance of the Phoenix Park to the mass participation event industry. The Park is a key location for hosting National Championships for Athletics Ireland including major events such as the Dublin City Marathon Series. Large charity events also hold events here in the Park including Pieta House that attracts almost 15,000 people for their annual 'Darkness into Light' walk. However, the Park is also a hugely important place for recreational users, including local, national and international visitors. There are approximately 500,000 people living within 5 kilometres of the Phoenix Park and the numbers using the Park have significantly increased since the beginning of the COVID-19 pandemic. The Phoenix Park is the local Park for our neighbouring communities and villages and the people living in these communities use the Park daily. Mass participation events are beneficial on a number of fronts but they should not cause undue problems around access to the Park for the local communities and visitors to the Park. Therefore, a balance must be struck in the number of mass participation events that can be hosted and the recreational needs for our visitors.

Events in excess of 1,000 participants will require a Road Closure Order for the safety of the event personnel, participants and visitors to the Phoenix Park. This will mean that previous events that were under 1,000 participants and obtained a Road Closure Order will have to amalgamate with another event or increase the participation levels.

Breakdown of Road Closures Orders due to size of event

Breakdown of Road Closure Orders & Participants					
2018			2019		
Events	Participants	No. of RCO's required	Events	Participants	No. of RCO's required
44	>500	6	66	>500	5
12	500-1000	3	9	500-1000	5
14	1000-5000	11	15	1000-5000	13
4	5000-8000	3	5	5000-8000	4
4	<8000	4	4	<8000	4

From the above table, we can clearly see that approximately ten events will no longer be granted a Road Closure Order for their event. The event organisers of these events have a number of options available to them including amalgamating with another event, increasing their numbers or seek an alternative location.

Finally, the Office of Public Works will grant no more than 30 Road Closure Orders each year. This will include other events such as concerts, Bloom etc. This is to ensure that mass participation events can continue in the Park while balancing the needs of the visitors to the Park. As already stated, the Office of Public Works are conscious that the Phoenix Park, unlike other Parks, can cater for the larger events and is a key location for National Championships and very large events for charities.

Historical Events Context

The Phoenix Park, being the largest urban park in Dublin, is recognised as a green lung for the city and recent research highlights the major benefits to public health and well-being arising from the wealth of opportunities that a facility like the Park has to offer.

There are twenty-seven dedicated sports grounds (Gaelic football, camogie, hurling, soccer, cricket, polo) in the eastern portion of the Park, many of which are associated with a pavilion. The central area of the Fifteen Acres includes areas set aside for a schools cross-country circuit and for model airplanes.

Third party athletic events are an important feature of the Park. These include national and international competitions for running, duathlons and triathlons. Cycling events and school sports days regularly take place in the Park. The Park contains arguably the best natural facilities for distance running training in this country, since it has a continuous natural trail of some 16 kilometres.

Many charity and community groups avail of the Park and hold various sports day and community days. Such charity events that are held annually in the Park have become an important income generator for charities such as Pieta House, both women's and men's cancer charity groups and homeless agencies such as Simon Community and Aware.

Historically, the co-operation between An Garda Síochána and the OPW has been paramount to the successful running of all major events in the Phoenix Park.

Current Events Analysis

The last full year of events that the Office of Public Works hosted events in the Phoenix Park was 2019. There were very few events in 2020 and 2021 due to the COVID-19 pandemic. In relation to organised events, 2019 was an extremely busy year for the Phoenix Park. With its setting close to the city centre of Dublin, it was host to a number of major events due to its scale, setting, etc. Bloom and the Wildlights at Dublin Zoo were two of the major events that took place during 2019. From the table below, even though the overall number of events decreased in 2019, over 447,105 people participating in organised third party events in the Phoenix Park.

Phoenix Park Events 2015-2019															
Event type	2015			2016			2017			2018		2019			
	RCO	Number of events	Number of Participants	RCO	Number of events	Number of Participants	RCO	Number of events	Number of Participants	RCO	Number of events	Number of Participants			
Wildlights at Dublin Zoo							50	194,000		50	194,000	50	214,000		
Concert (Large)										3	180,000				
Papal Visit										1	152,000				
Bloom		5	95,000		5	115,000		5	120,000		5	120,000	5	115,000	
Runs	21	55	77,325	22	62	99,305	17	56	76,443	20	33	85,000	26	49	88,845
Walks	1	34	13,962	1	21	10,873	1	22	16,664	1	29	19,196	1	19	18,349
Cycling		13	770	1	7	1,432	2	6	1,135	1	4	7,311		4	7,385
Duathlons	4	4	1,000	3	4	1,250	3	3	1,050	3	3	900	3	3	900
Filming		65	359		63	416		52	494		78	440		50	306
Photoshoots		31	220		29	217		24	164		25	244		17	70
Traithlons	2	3	3,600	2	2	2,100	2	2	900	1	2	950	1	1	850
Concert (Bandstand)		2	100		5	550		3	100		3	50		2	50
School Football		3	200		4	1,420		4	2,492		5	4,063		4	1,350
Other (small events - not all participants counted)		50	2,718		72	33,948		91	21,658		34			27	
TOTAL		265	195,254		274	266,411		318	435,100		295	764,154		231	447,105
Road Closure Orders		28		28			29			30		31			
Total numbers exclude supporters of the events															

Organised sporting events are also an important feature of the Park. These include running events like the Dublin City Marathon, duathlons, triathlons and cycling events. With an average of 100,000 participants taking part in approximately 100 sporting events held in the Park each year, there is a huge demand on resources within the Park, and the knock-on effects (including road-closures, wear and tear, staffing and budget resources) are long ranging. These major recreational events can on occasion negatively affect the institutions within the Park and residents in the surrounding areas. The Phoenix Park has a number of major institutions that have to function 24/7 including Áras an Uachtaráin, St Mary's Hospital, Garda Headquarters, Dublin Zoo etc. Visitors to other sites such as Farnleigh House, the Phoenix Park Visitor Centre and Café and McKee Barracks require access through the Park to be maintained.

The seasonal timing of events is crucial and time allowed for grass recovery is essential. While, events are not permitted on grasslands, damage can occur during set up and take down. The damage that occurs has serious implications with regard to the presentation of historic landscape to the public in the following days, weeks and in some cases months after the event.

Below is a breakdown of the number of Road Closures Orders that the Office of Public Works put in place in 2018 and 2019 to accommodate large events.

Breakdown of Road Closures per month		
	2018	2019
January	1	1
February	1	1
March	1	2
April	3	3
May	5	5
June	4	4
July	2	2
August	2	4
September	3	1
October	4	4
November	2	2
December	2	2
Total	30	31

The months of May, June, August and October have the highest number of Road Closure Orders with an even spread across the remaining 9 months.

Economic Benefits of Events in the Phoenix Park

Hosting cultural, social and sporting activities in the Phoenix Park provide public enjoyment, social inclusion and health benefits, as well as contributing to the wider economy. An analysis undertaken of live entertainment events in Ireland over a twelve-month period, between 1st March 2015 and 29th February 2016, estimated that for every single €1 spent on a ticket, an additional €6.06 of revenue is generated within the rest of the economy. Also captured in this report was that over 280,000 overseas visitors attended events in the Republic of Ireland, and over 189,000 of these attended events in Dublin. Generating an additional €60million revenue to Dublin alone. (*Let's Celebrate 2017 – Wide Awake Communications*).

The Rock 'n' Roll Half Marathon Event has taken place in Dublin for the past seven years. The race finishes in the Phoenix Park and in 2016, over 14,000 runners took part in the event from over 57 countries. It is estimated that this event, which caters for all ages, generated almost €8 million for the Dublin economy and required 22,256 bed nights. (*Dublin City Council – Tourism Statement Strategy and Work Programme 2017-2022*). The figure for the total economic impact of the direct spending associated with this event in 2018 show that this has risen to €13.5 million for the duration of the event.

The SSE Airtricity Dublin City Marathon passes through the Phoenix Park and is the fourth largest such race in Europe and attracts 20,000 entrants per year. A recent study carried out by the Smurfit Business School estimated that the event was worth at last €21.8 million to the city in 2016. (*Dublin City Council – Tourism Statement Strategy and Work Programme 2017-2022*).

The above events are just two such events that take place within the Phoenix Park but attract both a large international and 'out of town' attendance for weekends in Dublin. Further economic benefits for hosting events in the Phoenix Park include fund raising for major charities such as Pieta House.

A short analysis of six charity events held within the Phoenix Park in 2018 has shown that these charities raised almost €1.5 million in revenue for their charities alone from their events hosted in the Phoenix Park.

Health, Wellbeing & Social Benefits of Events

There are significant health benefits to those who participate in sports and events in parks as well as the social benefits to the wider community. It is well documented in international academic literature that people who participate in sporting activities are healthier and enjoy reduced risk of various serious diseases. Among the health benefits of physical activity for which there are an abundance of evidence are

- Halve the risk of getting type 2 diabetes and help to control diabetes and prevent long-term complications
- Halve the risk of developing coronary heart disease
- Reduce high blood pressure
- Help maintain a healthy weight
- Reduce risk of depression, dementia in later life and poor health for those who are already overweight or obese
- Improve sleep
- Reduce stress and improve self-esteem and self-image
- Help to promote healthy growth and development in children, as well as maintaining their energy balance, psychological well-being and social interaction
- Reduce risk of stroke or heart attack
- Promote better mental health

Guiding Principles for Events

The focus of operational guide governing the management of the Phoenix Park is primarily one of conservation, protection, management and presentation of the site in their own right, with the objective of increasing the public's awareness & appreciation of the national built heritage in OPW care. In this context, however, the value of appropriate events in creating greater public awareness of our national built heritage, in attracting a more diverse audience and bringing added value to the management ethos, is fully recognised. It should be noted that the Park is at capacity for events and any requests for an increase in the number or size of events must be assessed in this context.

The historic landscape of the Phoenix Park is of international importance and is one of the largest designed landscapes in any European city. Indeed, the Park is included in the Record of Monument and Places (RMP) of County Dublin in the National Monuments Amendment Act of 1994 as an Archaeological Complex. The entire Phoenix Park is listed in the RMP under the umbrella term Archaeological Complex.

Events will only be considered, which do not put at risk the fabric of the Park, its monuments, plant collections, grasslands or seriously interfere with general public access to and use of the property and surrounding properties.

The range of events is extensive and the Commissioners are conscious that a careful balance has to be maintained between the competing demands of events/activities on the one hand and protection of the heritage, environment, access and ethos, on the other hand.

The seasonal timing of events is crucial and time allowed for grass recovery is essential. Given that most of the Park is grass based, damage may occur given the rigors of the Irish climate and soil conditions. This has serious implications with regard to the presentation of these landscapes to the public in the following days, weeks and in some cases months after the event. Events on parkland are not permitted due to the importance of the semi natural grasslands within the Phoenix Park.

Care is taken however not to exceed the 'carrying capacity' in relation to any specific events. Saturation point has already been reached in relation to the number of overall events held in the Phoenix Park. Priority will be given to historical events that have taken place in the Phoenix Park over new events. Only one event is permitted per day to take place within the Phoenix Park.

The Phoenix Park is governed by primary legislation and bye-laws, Phoenix Park Act 1925 and 1926 Bye-Laws. All events must also adhere to the appropriate statutory legislation including the Planning and Development (Amendment) Regulations 2015 for Licensing of Outdoor Events, Waste Management (Food Waste) (Amendment) Regulations 2015 and Safety, Health & Welfare at Work (General Application) (Amendment) Regulations 2020.

These principles should be read in conjunction with the criteria developed in the Overall Guide below.

Given the huge number of requests we receive for events every year, we will prioritise events that:

- Are consistent with The Phoenix Park strategic objectives and park specific criteria
- Continue to maintain the parks to high standards
- Are safe, well-planned and well-run, minimising the reliance on our limited resources
- Are delivered by event organisers with proven financial backing and/or funds
- Are delivered by event organisers with a proven expertise in managing events.
- Are ceremonial or of a unique or national or historic importance
- Are environmentally sustainable, respecting and complementing the park environment and following the Leave No Trace ethos
- Minimise impact on the park fabric and ecology, and guarantee full and timely reinstatement
- Minimise impact on parks users, local residents, park operations and ceremonial activities
Prioritise accessible public participation and take place in open spaces.

Applications will be assessed on the criteria listed below;

- *Public Standing* - Event organisers may require endorsement (written and / or financial) that the event proposal is viable.
- *Criteria of Appropriateness* - Event organiser proposing to hold an event must demonstrate how such work/ event is relevant or appropriate to the site.
- *Allocation of event spaces* - Management reserves the right to direct which spaces/ roads/ car parks/ footpaths may or may not be used for such purposes, as well as the timing and duration of interventions.
- *Priority Service* - The Phoenix Park is Ireland's premier National Historic Park and is open to the public seven days a week on a year round basis. It is also a designed and natural landscape of great fragility and importance which OPW maintains and protects. The OPW's core objectives in managing the Park are defined by these complementary aims. These objectives take precedence over event and all events must be capable of functioning in a way that does not unduly conflict with or compromise this service.

- *Costs and benefits* - For commercial events a fee will be charged by the OPW. In all cases where the OPW act a facilitator of events all costs associated with the event will be borne by the event organisers. This includes any consequential overtime costs for OPW staff required to be on site for supervisory and health and safety purposes, and all costs associated with the production, launch and promotion of an event.
- *Access conditions and restrictions* - Event organisers afforded access to the site for the purpose of installing or preparing work will be required to operate in a way that is compatible with our normal visitor services and causes no substantial disruption to them. Closure or restriction of services to the public can only be considered in exceptional circumstances. Once terms and conditions are agreed, it shall be the artists or producers/ event organiser's duty to ensure that the terms and conditions are complied with. Access for commercial vehicles will be by the Parkgate Street and North Circular Road gates only.

These guidelines are designed to steer decision-making about whether to accept an application for a particular type of event. For example, we recognise that hosting of concerts every summer in the Phoenix Park will impact on the park and on park users, local residents and park operations. However, following a request for submission of interests for such events, the choice of event organiser will be guided by the degree to which their plans and track record in respect the environment and constraints they are working in, and minimise this impact.

The Phoenix Park has a long tradition as “the people's park” and also as the venue for ceremonial and other events. We will seek to avoid scheduling major events during the busy summer months, unless it is a unique or one-off event of a national or historical importance which could not be held at another time.

A maximum of 30 road closing orders will be permitted in any one year and these will generally only be permitted at weekends. Likewise, athletic events will have to commence no later than 9.30am so as to return the roads and paths to recreational park visitors as soon as is practicable.

Protection and Restoration

One of our guiding principles is minimising impact on the park fabric and ecology, and guaranteeing full and timely reinstatement. When we receive applications for events, we will carefully consider what impact we expect the event to have, and plan how and when the park will be reinstated. Whilst our park teams are experts in protecting and reinstating our parks, we cannot always guarantee timelines for reinstatement as this is very weather dependent, and subject to the seasonality of the parks.

We expect events to minimise their consumption of energy and water and the production of emissions and waste, and to use clean fuels. Any environmentally hazardous materials must be appropriately controlled and any environmental incidents are managed in accordance with best practice and legislative requirements.

Event organisers are required to propose measures to ensure that park flora, fauna, habitats, deer herd and the wider park fabric are protected, including use of ground, tree and park furniture protection. The Phoenix Park staff will survey event sites before and after events to determine any impact. We require event organisers to fully fund the reinstatement of our parks after events, and we take a bond from them in advance of events, to cover anticipated costs.

Conservation and protection of the site

As a historic property, the Phoenix Park is subject to rigorous standards. No structural alteration or interference with the fabric of any buildings is permitted. No interventions regarding soil disturbance, fire lighting, erection of temporary structures etc. is permitted on the site without permission in writing of the Park Superintendent or their authorised representatives. The Park is also a haven for nature and all events should be organised in such a fashion as to minimise the impact on the flora and fauna of the Park. A Traffic Management Plan to include a Parking Plan must also be provided to the OPW in advance of any event agreement.

Waste Management

The OPW expects event organisers to manage and control all waste in accordance with the waste hierarchy (Eliminate, Reduce, Reuse, Recycle, Recover, Dispose). We expect no event waste produced to go to landfill, unless in exceptional circumstances. Suitable waste management records must be kept, including waste transfer and consignment notes. Event organisers must ensure all discharges are appropriately managed, with necessary consents. Events should use materials and products from sustainable sources as much as possible. Event organisers should also promote the sustainable behaviour of attendees, particularly in relation to attendees using public transport and recycling waste.

The Office of Public Works are core members of Leave No Trace, who are an Outdoor Ethics Education Programme designed to promote and inspire responsible outdoor recreation through education, research and partnerships. Further details on Leave no Trace can be obtained at <https://www.leavenotraceireland.org/>.

Liaison Person

A designated member of the OPW staff (usually the Superintendent, Service Manager or Foreman) will act as liaison person with the event organiser. It is the event organiser's responsibility to liaise effectively with this representative to ensure that site set ups, start and finish times, events and site clearances are carried out without undue conflict with the normal visitor services and in conformity with agreed terms. Any concerns raised with the event organiser by the Supervisor or designated staff member should be dealt with immediately. In the event of OPW management, not being satisfied that agreed terms and conditions are being met with, it reserves the right to halt the event until they are resolved. In the serious or persistent non-co-operation, OPW management reserves the right to change any arrangements for an event at any time or to cancel an event without notice and without incurring any liability for any claim of compensation from any individual or group.

Event Promotion

The promotion of any event that has been given permission to be held at the sites must be agreed in advance with the OPW. The OPW should be acknowledged in all event promotion. Promotional signage for the event will only be considered in the context of advising the public of potential disruption/ road closures and not for advertisement for the event.

Health and Safety

All events will be required to conform wholly with health and safety regulations as generally required by law and as directed by the OPW staff and other agencies responsible in this field, e.g.

local authorities, An Garda Síochána. All individuals and groups must produce in advance a copy of their Safety Statement and a specific Risk Assessment for the event proposed. See appendix 1 for details to be included in the Event Safety Management Plan.

Roles and Responsibilities

Different events have different personnel, organisers, committees or groups and it is important that all involved are adequately competent in their individual roles and are fully briefed regarding all elements of the event. There are key roles, which must be carefully selected and appointed for each event. These roles are not honorary and have clear legal and moral responsibilities, and they are essentially accountable for the safe management of the event and safety of all those involved. It is imperative that the persons appointed to these roles are competent for these roles specifically and if/ where necessary external advice should be sought. It is also essential that these persons are adequately insured for the role which they carry out.

Competency is defined as having the appropriate training, knowledge and experience appropriate to the nature of the work to be undertaken.

The following is a list of key roles and the responsibilities that must be filled for each event:

Event Controller

The Event Controller has overall control and responsibility of the event on event day, with the exception of during an emergency whereby the Emergency Controller may assume authority. This person should be of suitable competence and authority to manage the overall event and deal with all stakeholders involved. There may be a committee or group actually organising all the details of the event however it is the Event Controller that has ultimate primacy on all arrangements, and it is imperative that this person has the ability to carry out this role suitably. The main duties of the Event Controller include (this list is non-exhaustive);

- i. Overall responsibility for the management of the event;
- ii. Being involved in and contributing to the planning meetings with the relevant authorities i.e.: An Garda Síochána, HSE, Local Authority etc.;
- iii. Ensuring the provision of adequate personnel for the event;
- iv. Remaining contactable, in relation to the event, before, during and after the event
- v. Contributing to a post event meeting on the event.

Safety Officer

The Safety Officer takes responsibility for all the safety elements of the event and, as such, must be competent, qualified and insured to do so, having sufficient training, experience and knowledge for the relevant industry. The Safety Officer must be involved with all arrangements of the event and advise on how they impact on the overall operation of the event. The main duties of the Safety Officer include (this list is non-exhaustive);

- i. Compiling the Event Safety Management Plan to include all pre event arrangements, checks, inspections, certifications, and training records; all medical arrangements; all personnel plans; all contingency plans and risk assessments are in place;

- ii. Obtaining and retaining all training records, all certifications, all tests and inspections records;
- iii. Ensuring that the safety details and conditions agreed for the holding of the event are implemented, and that the site layout and safety arrangements are in accordance with relevant Codes of Practice, regulations and specifications and agreements, insofar as they impinge on safety matters;
- iv. Preparing and delivering a structured briefing to personnel;
- v. Being present during the event to ensure that the safety details and conditions agreed for the holding of the event are applied and adhered to;
- vi. Managing crowd movement to prevent any crushing or overcrowding;
- vii. Responding to and managing any incident/ accident regarding safety matters;
- viii. Evaluating the efficiency of the safety arrangements;
- ix. Contributing to a post event meeting on the event.

Chief Steward/ Marshall

All events require personnel to ensure the arrangements are implemented correctly. These are generally stewards / security / marshals and/or volunteers, and the person with overall responsibility for this group is generally the Chief Steward / Marshall. This person co-ordinates all the personnel and ensures adequate supervision and support is in place to allow the personnel to carry out their roles adequately. Similar to above it is important that this person has the suitable competency and manner to carry out this role effectively. The main duties of the Chief Steward / Marshall include (this list is non-exhaustive);

- i. Maintaining a secure and safe environment within the perimeters of the event;
- ii. Being knowledgeable of safety procedures and Codes of Practice, ensuring that any breach of these regulations is brought to a safe conclusion;
- iii. Ensuring that all stewards are in position for the opening of the event;
- iv. Monitoring all incidents and responding accordingly if and when required;
- v. In the event of an emergency, ensuring stewarding personnel are aware how to carry out role identified within the Emergency Procedures;
- vi. In the event of a serious accident/incident, involving members of the public inform the event controller and take action to resolve the problem;
- vii. Undertaking any other relevant duties as applicable to their role within the event.

Depending on the size of the event it may be suitable for the Event Controller and Safety Officer to be the same person however the Chief Steward should always be a different person due to the difference in role.

Medical Coordinator

The Medical Coordinator is the person assigned to organise and manage all the medical arrangements for the event including personnel, resources, equipment and vehicles. The Medical Coordinator works closely with the Event Controller and Safety Officer, and is responsible for all pre event communications with the HSE and National Emergency Operations Centre (NEOC) where applicable. All medical plans and arrangements are established in advance depending on the event and the crowd profile, and the Medical Coordinator compiles a comprehensive Medical Plan that forms part of the Event Management Plan. The Medical Coordinator must be competent

and insured for this role specifically and must ensure that all medical staff provided, whether voluntary or private are suitably medically qualified for their role.

Event Personnel

An essential key element of any event is the personnel involved and the success of an event can be dependent on these personnel. There is a difference between the event personnel and volunteers and it is important that all involved are aware of their roles and responsibilities, and limitations. Event organisers must ensure that all event personnel including stewards and security are fully briefed on the details of the event and the emergency procedures, and are adequately supported and supervised during the event. For certain roles including stewards and security it is imperative that they are sufficiently trained and/or licensed (where applicable).

Volunteers

Volunteers are a welcome addition to an event and can provide an excellent customer service resource. It is essential to acknowledge however the limitations of volunteers and they must not be used in roles that require trained and/or licensed personnel such as stewarding and/or security. All volunteers must be briefed on the event arrangements and procedures, especially emergency procedures, and event organisers have a duty of care to all volunteers the same as paid contractors.

Contractors and Suppliers

Any and all contractors and suppliers must be competent and insured for their selected services. All parties must provide the following documentation as a minimum in advance of the event;

- Insurance Policy
- Safety Policy
- Risk Assessment and Method Statement
- Certificates – food safety, structural safety, electrical safety etc.

It is recommended that again a competent person checks these to ensure they are adequate i.e.; the event organiser should forward the suppliers insurance to their own broker to ensure that there is adequate cover.

Legislation

There are various Legislation, Regulations, Codes of Practise, and good practise that are applicable to events. These include, but are not limited to, the following;

- i. Phoenix Park Act 1925 and 1926 Bye-Laws (where applicable)
- ii. Safety, Health and Welfare at Work Act 2005
- iii. Safety, Health and Welfare at Work (General App) Regs 2007-2016
- iv. Safety, Health and Welfare at Work (Construction) Regs 2013
- v. The Fire Services Act 1989 and 2003
- vi. Planning and Development Act, 2000

- vii. Planning and Development (Licensing of Outdoor Events) Regs 2001
- viii. Planning and Development (Amendment) Regs 2015
- ix. Code of Practise for Safety at Sports Grounds 1996
- x. The Event Safety Guide (Purple Guide)
- xi. Code of Practise for the management of Fire Safety in Places of Assembly.
- xii. Guide to Gas Usage at Events

An event can be both a workplace for those involved and a social occasion for those attending. Either way it is imperative that all aspects of the event are considered, a full risk assessment is carried out and, where necessary, external competencies are sought. The Event Controller, Safety Officer and Chief Steward should be familiar with the provisions of the above.

Storage and removal of items

Storage of materials on site in advance of an event will be at the discretion and direction of management.

At the conclusion of an event the organiser must ensure that all materials are removed from the site within a designated timeframe as agreed with the OPW.

Temporary Demountable Structures

Examples of temporary demountable structures include but are not limited to marquees, gazebos, staging, seating, rigging, barriers, fencing, lighting towers and trusses etc.

If there are temporary demountable structures required these must be supplied and constructed by a competent supplier, as per the structure drawings, provided with necessary documentation and certified for use by an independent structural engineer.

If scaffolding is used this must be erected by a competent person only as per the Safety, Health & Welfare (Construction) Regulations and appropriately visibly tagged.

Barriers and fencing are used for example where access is restricted or the crowd have to be managed. There are various types of barriers and fencing, the most common are heras (pronounced 'herris') fencing, crowd control barriers and mojo barriers.

Certain provisions such as weight loading and/or wind loading etc. must be adhered to at all times and it may be necessary that this is monitored constantly throughout the event using sufficient measures such as an anemoter that determine the wind speed at any such time.

Medical Provisions

In all events there must be consideration for medical assistance. This may be one basic first aider or ambulance and paramedic cover, depending on the nature of the event and the crowd profile. There are numerous private first aid / medical suppliers and it is always best practise to inform the local hospital / clinic of the event.

Sanitary provisions

Consideration must be given to the availability of sanitary provisions, bearing in mind the duration of the event, the activities and the crowd profile. It will be incumbent on the event organiser to supply and pay for all sanitary provision required for their event. The OPW will not provide any facilities or pay the costs borne by such facilities.

Water

Depending on the nature of the event and crowd profile it may be advisable to supply water to participants and/or the crowd. For example, if the event is in a warm environment or involves the participants / crowds becoming dehydrated then providing water must be considered. Event organisers should consider how water is provided and the implication for waste management.

Generators

At many outdoor events there is a requirement for stand-alone power source which is provided by a generator. All generators must be fuelled by diesel only, must be in sufficient working order and have the appropriate service and maintenance records which the supplier / hire company should supply.

Generators must be supplied by a reputable supplier and any equipment connections and/or installations carried out by a competent electrician. All generators must be adequately earthed once in positions and access to all generators must be restricted using barriers and/or personnel.

Working with and engaging our stakeholders

We recognise that events can interrupt the daily life of Park visitors & local communities, particularly where roads are closed to facilitate events. We need to listen and respect the views of all stakeholders, including residents and local communities, and the impact events can have on them.

We ensure park users, local residents and local businesses are aware of events and likely impacts, in advance of them taking place. We are always seeking to improve engagement, for example through better use of social and digital media platforms, and engagement with local authorities and their use of information platforms.

It will be the responsibility of the event organiser to inform stakeholders and local community groups of their upcoming event, advise of possible road closures and liaise with the stakeholders and local community groups for the duration of the event.

Insurance and Indemnification

All permissions to use facilities at the site are granted solely on the basis that the event organiser fully indemnify the Commissioners of the Office of Public Works against all accident and injury claims. Clear written evidence of this must be provided two weeks in advance. In addition, event organiser's authorised agent must sign the OPW indemnification form waiving any claim against the Minister of State with responsibility for the Office of Public Works and the Commissioners of Public Works in the event and accident or injury. Public liability insurance must provide minimum cover of €6.5 million. Employer's liability insurance must provide minimum cover of €13 million.

Management accepts no liability for any damage to artistic works, installations, equipment etc. The event organiser will need to provide evidence of separate insurance for this purpose or failing that, provide a written statement waiving any claim against the Commissioners of Public Works arising from damage to works etc.

Ticketing

Where ticketing for an event is necessary, especially in the case of large-scale events, the Promoter or Event organiser shall arrange for the bulk of tickets (at least 80%) to be sold or distributed well in advance of an event.

Loss of Business

Where it can be established that arising from the staging of an event, business concessionaires within the Phoenix Park or Farmleigh House sites suffer loss of income, the Event organiser may be liable for such loss.

Refundable Bond

Refundable bonds in respect of potential damage to the Property and breaches of the overall terms and conditions governing an event must be lodged with the Commissioners of Public Works at least three full calendar months, at the latest, prior to date of the proposed event. The value of the bond will be determined by the size and scale of the event and previous performances by the event organiser in relation to managing events in the Phoenix Park. The Park Superintendent will determine the value of the bond required. Any costs incurred by the OPW with regard to the event will be invoiced and deducted from the bond.

Concessions at Events

The Promoter or Event organiser must obtain the prior formal approval of the Commissioners of Public Works in writing in respect of all concessions/traders deployed for an event. The Promoter or Event organiser shall be responsible for ensuring that only authorised concessions/traders operate on the day of the event. The Promoter or Event organiser must ensure that all traders, duly authorised for an event by the Commissioners of Public Works, are issued with appropriate accreditation, so that they can be readily identified.

In respect of commercial events, the Commissioners of Public Works reserve the right to impose charges (to be decided by the Commissioners of Public Works) on concessions e.g. bar, catering, merchandising.

Race/ Event timings

All running/ walking/ cycling/ duathlon events must start no later than outlined below in order to minimise disruption to the road network in Phoenix Park and the surrounding areas.

- i. Monday to Friday
No events may take place on roads prior to 7pm and must be completed before dusk.
- ii. Weekends and Bank Holidays
All races less than 5km must commence no later than 9.30am
All races above 5km must commence no later than 9.00am

The OPW may, at their discretion, approve events at different start times due to seasonal variations. However, this will only be considered on exceptional circumstances.

Road Closure Orders

The management of the Phoenix Park will minimise the number of Road Closure Orders issued annually in order to reduce the inconvenience caused on institutions/ business within the Park and residents in the surrounding areas.

With this in mind a maximum of 30 Road Closure Orders will be considered in any one year. Park Management will not consider a road closing order for an event of less than 1000 participants.

Access to Institutions/ lodges and facilities

Access to all institutions within the Phoenix Park must be maintained throughout events, ie St Mary's Hospital, Cara Cheshire Home, Dublin Zoo, Áras an Uachtaráin, Garda Headquarters, American Ambassador's Residence, Ordnance Survey Ireland - all these need to be considered in your Traffic Management Plan .

Access to Farmleigh House and the Phoenix Park Visitor Centre must be maintained at all times and traffic management systems will have to be put in place by the event organisers to ensure entrance and egress is maintained at all times. All costs will be borne by the event organiser.

The Phoenix Park is home to a number of people and access must be maintained for these residents during planned events.

Parking

There are approximately 2,000 parking spaces in the Phoenix Park and Farmleigh House. Event organisers must ensure that parking does not take place on footpaths, cycle lanes, grasslands or under trees. While parking is limited, it is the responsibility of the event organiser to provide parking for their event and they may need to source locations for parking outside the Park. This may need to include the provision of shuttle buses, liaising with local institutions / schools, etc.

The OPW expect event organisers to provide an information pack to all participants detailing where parking is available on the day and encourage participants to car-pool where possible. The Office of Public Works will facilitate bike parks to be provided by the event organiser at events.

Event organisers will also need to ensure that event participants do not use local housing estates for parking.

In the event that an event organiser does not fulfil this condition, future events by this event organiser may not be considered in the Phoenix Park.

Event Safety Management Plans

See appendix 1 for full details of ESMP and Appendix 2 for Event Documentation Checklist. Three sets of all documents/drawings should be submitted with an application and include the following:-

- Details& description of the Event Proposed
- Details of organisation/company/Police Certificate of Character
- Details of Charity/Commercial Nature of event with Financial Statement etc
- Names and responsibilities of the event controller, safety officer and others

- Draft site emergency plan
- Draft traffic management plan to include a parking plan
- Draft safety strategy statement
- Draft environmental monitoring programme
- Risk Assessment of Site / Course
- Draft Set-up & take Down
- Provision for making good of any damage to the Park (including flora and fauna)

Event Charges

Applicable from November 2021

These rates are for events in excess of 1,000 participants. The rate card provides the guiding principles by which The OPW calculates the total hire cost to event organisers.

Fee per Head

Note: per head fee is calculated on the maximum possible attendance i.e. the number of race entries accepted rather than the actual number of runners on the day, the event capacity rather than then attendance

Walks, runs and similar sporting events

Commercial company	€2.00
Charity fundraising	€0.50
Not-for-profit	€0.50

Notes

- 1) All commercial events must pay a minimum charge of €2,000 plus VAT. All charity fundraising and not for profit events pay a minimum of €500 plus VAT.
- 2) The OPW will also charge for any direct costs that we incur as a result of events, in addition to fees described above. Such costs typically include; additional litter collections, removing park furniture and repairing damage to hard or soft landscapes, staff charges. Additional fees for infrastructure may apply to small events. A list of potential costs will be discussed and agreed when booking your event
- 3) Depending on the size and scale of the proposed event, the organiser may be asked to pay a bond, in advance. This is held against any costs incurred by the Parks. Bonds are returned to the event organiser following satisfactory completion of the event.
- 4) All fees are Excl. VAT

Appendix 1 – OPW Guidelines for Event Safety Management Plans at Heritage sites

A separate document should be compiled by a competent person, with all the event details as gathered below, and following communications with the necessary stakeholders and statutory agencies (as applicable).

The headings below are suggested as content for an Event Management Plan, the level of detail required is determined according to the actual event and the risk associated. The headings below can be used to compile the details to be used in the Event Management Plan.

The **Event Safety Management Plan** 3 sets of all documents/drawings should be submitted with an application and include the following:-

- Details& description of the Event Proposed
- Details of organisation/company/Police Certificate of Character
- Details of Charity/Commercial Nature of event with Financial Statement etc
- Names and responsibilities of the event controller, safety officer and others
- Draft site emergency plan
- Draft traffic management plan
- Draft safety strategy statement
- Draft environmental monitoring programme
- Risk Assessment of Site / Course
- Draft Set-up & take Down
- Provision for making good of any damage to the Park (including flora and fauna)

All groups must carry out a Risk Assessment of the agreed course / route at least one week prior to the event.

A detailed breakdown of the plan should take into consideration the following factors depending on the event site the proposal relates to and expected numbers.

1.0 General

- 1.1 Description of the event
- 1.2 Qualifications/competencies of event controller, Safety Officer, others as outlined
- 1.3 Current tax clearance certificate
- 1.4 Verification where charitable status is claimed. Also in this context a certified financial statement by an accredited Auditor will be required of distribution of all revenue generated by an event.

2.0 Safety Policy

- 2.1 Safety Policy Statement
- 2.2 Safety Planning & Management
- 2.3 Pre event meetings
- 2.4 Post event meeting

3.0 Key Personnel

- 3.1 An Garda Síochána

- 3.2 Local Authority personnel
- 3.3 Eastern Health Board/Ambulance Service
- 3.4 Civil Defence
- 3.5 Supervisory Stewards
- 3.6 Event planning & Management Personnel
- 3.7 O.P.W.

4.0 Responsibilities of Key Personnel

- 4.1 Event Controller
- 4.2 Deputy Event Controller
- 4.3 Emergency Controller
- 4.4 Event Safety Officer
- 4.5 Deputy Event Safety Officer
- 4.6 Venue Management Team
- 4.7 Production Manager
- 4.8 Chief Steward

5.0 Stewarding Plan

- 5.1 Duties of Stewards
- 5.2 Steward Identification & Deployment
- 5.3 Steward Pre-Event Briefing
- 5.4 Training /Briefing of Stewards
- 5.5 Site-Zones/ Allocation of Stewards

6.0 Traffic Management Plan

- 6.1 Pre event set up – road/gate closures, route for event traffic, shuttle bus, diversions, signage, parking
- 6.2 Event – ditto
- 6.3 Post event – ditto
- 6.4 Briefings for residents and institutions in the Park – minimum of 1 month's notice in writing
- 6.5 Access arrangements for residents and institutions in the Park
- 6.6 Parking arrangements for crew and event attendees
- 6.7 Emergency service access/egress routes
- 6.8 VIP and other accredited parking
- 6.9 Roads to be coned off
- 6.10 Details of Access Arrangements for Cara Cheshire House & St. Mary's Hospital complex for during the event must be agreed.

7.0 Crowd Control

- 7.1 Access to Park
- 7.2 Access to various locations within the Park
- 7.3 Vehicular Access to Site
- 7.4 Ticket Checks
- 7.5 Public Address System
- 7.6 Barriers / Cones etc
- 7.7 Front of Stage Enclosure
- 7.8 Monitoring the Crowd
- 7.9 Meeting Point
- 7.10 Egress routes

8.0 Spectators with Disabilities

- 8.1 Access to Venue
- 8.2 Parking
- 8.3 Viewing area
- 8.4 Assistance
- 8.5 Dedicated Sanitary Facilities

9.0 Emergency Plan

- 9.1 Definitions
- 9.2 Purpose of Emergency Plan
- 9.3 Activation of Emergency Plan
- 9.4 Emergency Controller
- 9.5 Park Emergency Zones
- 9.6 Emergency Access & Egress

10.0 Emergency procedures

- 10.1 Fire
- 10.2 Bomb Threat
- 10.3 Crowd Disturbance
- 10.4 Evacuation Procedure

11.0 Medical Provision

- 11.1 Operational Plan
- 11.2 Eastern Region Ambulance Service
- 11.3 St. Johns Ambulance
- 11.4 Civil Defence
- 11.5 Medical Centre
- 11.6 Site Medical Officer
- 11.7 Doctor Service
- 11.8 First Aid Points and Defibrillator
- 11.9 Ambulance Parking Locations
- 11.10 Identification of Medical Staff
- 11.11 Toilet Facilities for Medical Staff

12.0 Health & Welfare Issues

- 12.1 Sanitary Provision
- 12.2 Maintenance Staff
- 12.3 Drinking Water
- 12.4 Acoustic Levels
- 12.5 Catering
- 12.6 Lost Children
- 12.7 Lost Property

13.0 Fire Safety Precautions

- 13.1 Fire Equipment
- 13.2 Catering Units
- 13.3 Special Effects
- 13.4 Litter & Waste Disposal

- 13.5 Stage
- 13.6 Grass Cutting

14.0 Environmental Monitoring

- 14.1 List of protected structures and measures to protect same
- 14.2 Protection measures and monitoring of same for Flora & Fauna
- 14.3 Grass/ground protection
- 14.4 Litter clean up
- 14.5 Water monitoring

15.0 Control Room & Communication Facilities

- 15.1 Central Control Room
- 15.2 Public Address/ Sound System
- 15.3 Telephone
- 15.4 Radio Communications

16.0 Temporary Structures

- 16.1 Structure / Installations

17.0 Lighting & Auxiliary Power

- 17.1 Lighting levels
- 17.2 Certification
- 17.3

18.0 Testing & Inspection

- 18.1 Before, During & After the Event

19.0 Wet Weather and High Winds Contingency Plan

20.0 Notification of Park Institutions/Residents and also resident groups on the perimeter of the Park of all/any road closures or diversions

Appendices

- A Maps/ Drawings
 - Site Location Map
 - Event Location Layout
- B Event Emergency Plan
- C Traffic Management Plan & Parking Plan
- D Production Lead up & dismantle
- E Contact Names & Phone Numbers
- F Steward Sheet
- G List of Signs & Locations
- H List of Barriers & Locations
- I Risk Assessments
- J Emergency Plan

Appendix 2 – Event Documentation Checklist

Item	Yes	No
Has the site/venue been used before for similar events?		
Has the event organiser submitted their Event Safety Management Plan?		
Has the above plan been agreed?		
Has the event organiser submitted their Parking and Traffic Management Plan?		
Has the above plan been agreed?		
Has the above plan been agreed?		
Has the event organiser submitted their Waste Management Plan?		
Has the above plan been agreed?		
Has the event organiser submitted their Stewarding Plan?		
Has the above plan been agreed?		
Has the event organiser submitted a copy of their Public Liability insurance indemnifying the Office of Public Works?		
Has the event organiser signed the Phoenix Park indemnity form?		
Has the event organiser submitted their Route / Location Map?		
Has the above map been agreed?		

Appendix 3 – Blank Indemnity Form

Name of Applicant _____

Date _____

Dear _____,

I refer to your recent request on behalf of _____ to hold a _____ in the Phoenix Park on _____ 20.

Permission is granted subject to the following conditions:

- 1 The Office of Public Works and the Minister for Finance are indemnified against all actions, suits, claims, proceedings, costs or expenses in respect of any loss, accident or damage of any nature to any person or property whatsoever arising out of the granting of this permission.
Please enclose details of your public liability insurance to the effect of €6.5 million when returning this letter.
2. All directions of the Chief Park Superintendent, Service Manager, Park Foremen or their authorised representatives must be complied with at all times.
- 3.0 You will be responsible for making good any damage whatsoever caused to State property arising out of the granting of this permission.
4. All details in the event safety management plan that is submitted to the Office of Public Works must be adhered to.
5. The OPW reserves the right to change the route or any other arrangements for this event at any time or to cancel the event without notice and without incurring any liability for any claim of compensation from any individual or group as a result of public health and safety and state business. Please note that provisionally booking a date does not guarantee the event will take place on that date. The OPW reserves the right to rearrange dates as the event calendar review by Park Management dictates.
6. No undue interference should be caused to other visitors in the Phoenix Park.
7. You accept responsibility for leaving all areas used in a clean and tidy condition. All litter must be removed.
8. Event organisers cannot advertise an event until approval has been given by the Office of Public Works and a signed indemnity form and copy of public liability insurance has been submitted.
9. Adequate stewarding must be provided.
10. Health & Safety guidelines to be adhered to at all times.
11. All groups must carry out a Risk Assessment of the agreed course/route at least one week

prior to the event.

12. Noise levels must be kept to a reasonable level.
13. Organisers will be required to furnish an email address for inclusion on the Events List of the Phoenix Park website www.phoenixpark.ie
14. The use of drones is not permitted at The Phoenix Park.

If you agree to abide by the above conditions, please sign the undertaking below and return it to me as soon as possible.

Yours sincerely

I/We hereby agree to indemnify the Commissioners of Public Works, their servants and agents, the Minister for Finance, and the State against any claim or loss or damage to property or injury to persons arising out of my/our being granted permission to hold a _____ in the Phoenix Park on _____ 20.

I agree to abide by the above conditions:

Signed: _____

Date: _____

Appendix 4 – Event Sign Off Form (prior to event commencing)



OPW
The Office of Public Works
Oifig na nOibreacha Poiblí

Na Sealúchais Stairiúla
An tSeirbhís Oidhreachta

Historic Properties
The Heritage Service



Na Gorta Báná
Páirc an Fhionnuisce
Baile Átha Cliath 8
Éire.

The Whitefields
Phoenix Park
Dublin 8
Ireland

Teil/Phone: +353 1 821 3021
Facs/Fax: +353 1 820 5584

Suíomh gréasáin/website: www.heritageireland.ie

Event Name: _____
Date: _____
Time of Inspection: _____

To whom it may concern,

This is to certify that I, _____ (*Name*) as a representative of _____ (*Organisation*), being competent to do so, have reviewed _____ (*Location*) this day and deem the facilities fit for purpose in respect of running our planned event on today's date.

Signed

Event Representative

OPW Representative