



## EVENTS INFORMATION BROCHURE & TERMS AND CONDITIONS

### TOWN CENTRE & EVENTS

Town Hall, PO Box 50, St Helier, Jersey, JE4 8PA

Telephone: 01534 811835

Email: [posh.events@sthelier.je](mailto:posh.events@sthelier.je)

[www.sthelier.je](http://www.sthelier.je)

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## INTRODUCTION

St Helier proudly maintains numerous town centre sites, parks, and open spaces throughout the Parish (including the Town Hall) which can be used for public events and by Outdoor Fitness Operators.

We would like to know about your event as soon as possible, as the more notice we have the more chance we have of being able to overcome any potential problems which may arise. Generally, we would normally require at least 4 weeks' notice.

It is very easy to apply to stage your event; just email the events team at [posh.events@sthelier.je](mailto:posh.events@sthelier.je) with details of the event, along with the relevant paperwork as requested. We will check to make sure that your proposed event does not clash with anything else happening in the Parish, and that the area you would like to use to hold your event is available.

Following this, you may need to contact the Bailiff's Office for their approval. Once approved, we will request a deposit to confirm the site booking if for a larger event. For a new event, 6 months' notice is required. It is the event organisers responsibility to contact other agencies such as the honorary police.

Similarly, if you wish to hand out flyers or leaflets, or preach in the precinct, please get in touch with us.

As part of the Parish of St Helier commitment to "Plastic Free Jersey" we request that all event organisers ensure that they do not use single use plastic at their event. Event organisers are encouraged to join "Plastic Free Jersey" <https://plasticfreejersey.com/> which demonstrates your commitment to improving the environment.

## GENERAL COSTINGS

### Fee for using a Town Centre Location

The Parish of St Helier charges £53.40 per site, per day or part thereof.

If you wish to use electricity at Charing Cross, there is an additional surcharge of £5 per day.

If you are a Charity/ Young Enterprise/ Business Challenge group, there is no charge.

All invoices are sent at the beginning of the month following usage to ensure that if circumstances change you have not paid for something you would then require a refund for.

### Fees for use of Parish Parks

The weekly Booking Fees for the parks are as follows. Please note that preferential rates are available for charities and not for profit organisations.

Categories	Fee	Deposit
Large event (using 50% to 100% of the Park)	£2,250	£1,000
Medium event (using up to 50% of the Park)	£1,125	£500
Small event (using up to 25% of the Park)	£562.50	£250

The weekly fee will be apportioned to a daily rate if the event is longer/ shorter than a week. Any set up days/ take down days will be classed as a day that the Park is in use and will therefore be included in the charge. Fees start from the date event build begins and runs until everything is cleared. Daily charges would therefore be worked out as follows:

Number of days	Large Event	Medium Event	Small Event
1	£321.43	£160.71	£80.36
2	£642.86	£321.42	£160.72
3	£964.29	£482.13	£241.08
4	£1,285.72	£642.84	£321.44
5	£1,607.15	£803.55	£401.80
6	£1,928.58	£964.26	£482.16
7	£2,250.00	£1,125.00	£562.50
8	£2,571.44	£1,285.68	£642.88
9	£2,892.87	£1,446.39	£723.24
10	£3,214.30	£1,607.10	£803.60
11	£3,535.73	£1,767.81	£883.96
12	£3,857.16	£1,928.52	£964.32
13	£4,178.59	£2,089.23	£1,044.68
14	£4,500.00	£2,250.00	£1,125.00

### ADDITIONAL SERVICES OFFERED FOR YOUR EVENT BY THE PARISH OF ST HELIER

Item	Costing
Power washing or green machine	£60 per hour
Barriers	£1.00 each. Barriers are bundled in batches of 20. Minimum order of 20. Delivery to a single location is £27.50 and collection from a single location is £27.50 (delivery and collection = £55).
Red/ White Cones	£1.00 each. Collected from Parish Depot or a delivery charge of £27.50 and a collection charge of £27.50 (delivery and collection = £55)
Signs	There is a small stock of signage available. Signs are available to hire for £1.00 each. Collected from Parish Depot or a delivery charge of

	£27.50 and a collection charge of £27.50 (delivery and collection = £55)
Parking Suspension	Price per space is based on the cost of displaying pay cards in that space for the duration of the time parking is suspended (currently £7.38 per space per day).

## TABLE OF SERVICES IN PARKS

Location	Water	Electric	Drains	Access
Peoples' Park	Parish of St Helier – at rear (centre) of park.	Parish of St Helier – at rear (centre) of park, and in front of Westmount Day Nursery. Distribution board to be sourced.	Parish of St Helier – Connections alongside carpark, opposite Millennium Cross in Victoria Park and in front of Westmount Day Nursery.	Parish of St Helier – Bollards either end of rear pathway.
Lower Park	Battle of Flowers – boxed in, by western steps from St Aubin's Road.	Battle of Flowers - boxed in, by western steps from St Aubin's Road.  Parish of St Helier – boxed in, by Inn on the Park steps.	Parish of St Helier – connection opposite layby 2, lamps 658/ 659.	Access off Victoria Avenue
Victoria Park	Parish of St Helier- alongside Parish of St Helier toilet block	None	None	Via 2 removable bollards adjacent to paycard spaces in Pierson Road
Parade Gardens	Parish of St Helier – alongside café at southern end of park	Parish of St Helier – alongside café at southern end of park	None	Via removable bollards on Elizabeth Place and Gloucester Street
Don Monument	None	Parish of St Helier – alongside JEC sub station	None	Various

## CODE OF CONDUCT FOR OUTDOOR FITNESS TRAINING

The Fitness Operator shall not have exclusive rights over any area of the Authority's Premises and shall ensure that right of way is given to members of the general public visiting the Authority's Premises.

No large items of keep fit equipment shall be used on the Parish's Premises without prior consent other than handheld equipment e.g., jogging weights, kettle bells and resistance bands. Fitness Operators shall leave the Parish's premises in a clean and tidy condition and will be liable for any loss of or damage to any Parish property through their direct improper use.

The Fitness Operator shall abide by the Park Regulations.

The Fitness Operator shall ensure that the parks furniture is not used for the purpose of fitness training i.e., benches, tables, trees, lamp posts, etc. and to keep all pathways clear and accessible to all users.

The Fitness Operator shall not display, produce, or distribute any sign or advertisement. The restriction of advertisement applies to all boards, hoardings, flags, posters, etc. displaying any organisation or company or brand name of any goods, including those of the Fitness Operator.

The Fitness Operator must ensure that no particular area of the Parish's premises is overused to the extent that it causes unreasonable wear and tear to the fabric of the park, e.g., waterlogged, obviously worn and muddy areas.

### **Park 'No Go' Zones:**

You are not permitted to use:

- Areas within the park where training activities have a negative impact on other park users, residents, and other licence holders, e.g., intrusive noise, aggressive language, etc.
- Areas of high pedestrian areas such as pathways or monuments.
- Areas closed for renovating or upgrading.
- Any park structures, including trees, and furniture must not be used for training purposes.

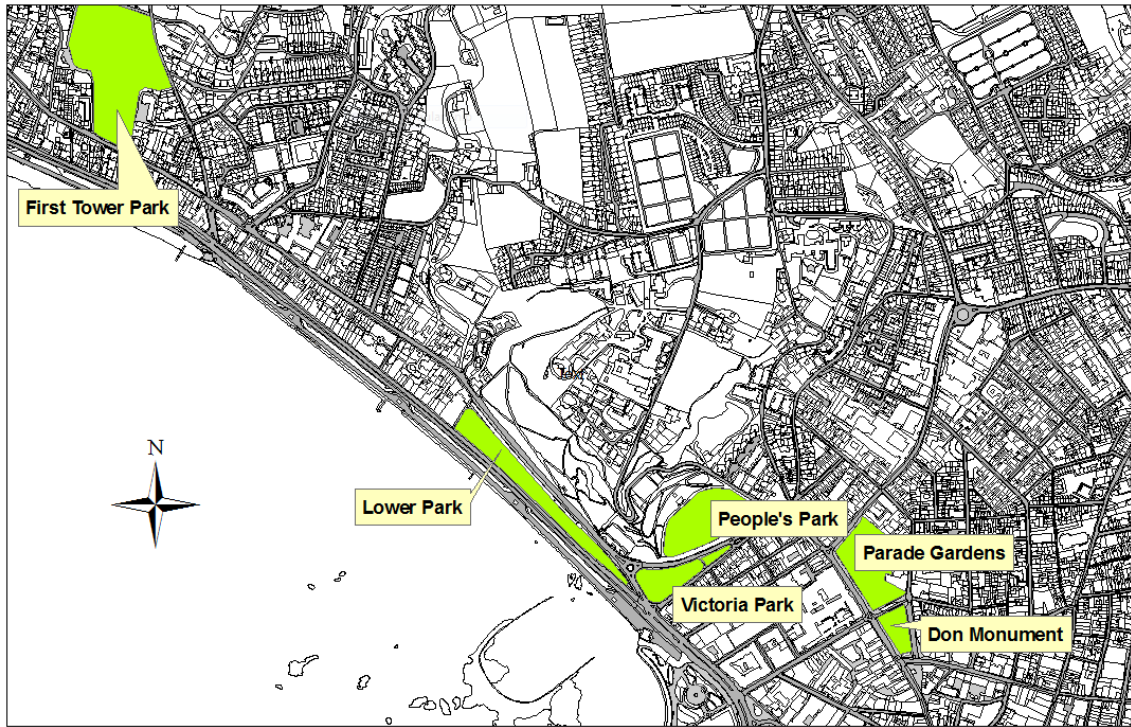
### **Park 'No Go' Activities:**

The following activities are not to be conducted by personal trainers/ groups:

- Amplified music or audio equipment, whistles and loud shouting or other intrusive noise-generating activities that may impact on park users or neighbours.
- Aggressive, intimidating or unreasonably noisy training activities that interferes with the comfort of other visitors.
- Use of objects that mark out any area to imply exclusive use.

As an organiser, you agree to abide by these guidelines at all times. Non-compliance to the above Code of Conduct and park regulations mean you are at risk of losing your permission to use the park and being asked to leave the park with immediate effect.

## ST HELIER PARKS AVAILABLE FOR EVENTS



1:8,400

## BANNERS

A list of where banners can be placed can be found on the States website:

<https://www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/BannerAds.aspx>

The banners along King Street and Queen Street are administered by DFI. Information on these is on the States website: <https://www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/BannerAds.aspx>

You will need to contact the Parish of St Helier to gain a precinct permit to drive on certain areas to place your banners, access will be outside of normal hours. Please contact [posh.events@sthelier.je](mailto:posh.events@sthelier.je).

## EVENT PLANNING

Information about event planning can be found on the States website:

<https://www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/Licensing.aspx>

You will be required to submit an event plan, which should cover:

- **Event management profile** – full details of event organiser, event manager, contact telephone numbers, description of event, who it is aimed at, the purpose of the event, what you hope to achieve.
- **Site setup** – looking at all aspects of how you would plan to set up for the event and dismantle it including the logistics involved. A timeline for both assembly and dismantling should be included and a site plan for the event needs to be included.
- **Proof of consultation** – with immediate neighbours
- **Noise management** – what noise will you expect from your event – will it be ambient background noise, or will there be amplified music – if so, you will need to detail steps that will be taken to minimise the risk of nuisance and how complaints received before, during and after will be addressed.
- **Risk assessment** – looking at any potential risks or hazards involved in the event, as well as looking at the general public's interaction.
- **Confirmation of Public Liability Insurance** – we would ask that an activity taking place on the public highways has public liability insurance to cover any accidents that occur as a result of the event.
- **Licences and permissions** – some activities don't need a licence, however you should check the situation early on, because if you do find you need a licence or other permission, this can take some time.

## PUBLIC COLLECTIONS

Taking collections in public places requires the permission of the Bailiff under Customary Law powers. Details must be given of the proposed time and place of the collection, with the name of the organisation that will benefit. If a collection is proposed on behalf of a charity, written evidence will be required that the charity recognises the collector and supports the collection before the application is considered.

Anyone seeking permission to collect in public must make such a request in writing to the Chief Officer, Bailiff's Chambers, Royal Square, St Helier, JE1 1BA.

More information can be found at:

<https://www.gov.je/Leisure/Events/OrganisingPublicEvent/Pages/CollectingPublic.aspx>

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## PLACING OF TEMPORARY SIGNS FOR EVENTS OR FUNCTIONS

The Parish has no objections to signs being placed around St Helier, with the following provisions:

- The Parish is informed in writing or by email and are provided with an example of the sign.
- Signs cannot be erected within the embargoed zone (See diagram)
- A list should be kept, recording the locations of the signage to ensure that they are all removed after the event.
- Signs must be erected no more than two weeks prior to an event and removed within 24 hours after the close of the event.
- The sign should be placed no lower than 7 feet (2.13 metres).
- Signs should be placed on poles without road signs; lamp posts would be preferred.
- Signs should be suitably secured with cable ties, but still accessible to allow them to be removed.

The Parish's permissions will cover Parish by-roads, but other organisations may need to be contacted also. These may include:

States Main Roads – Warwick Vogt (Department for Infrastructure)

01534 445509

[w.vogt@gov.je](mailto:w.vogt@gov.je)

Jardin de la Mer, the Waterfront and Weighbridge Square – Jason Maindonald (Jersey Development Company)

01534 617449

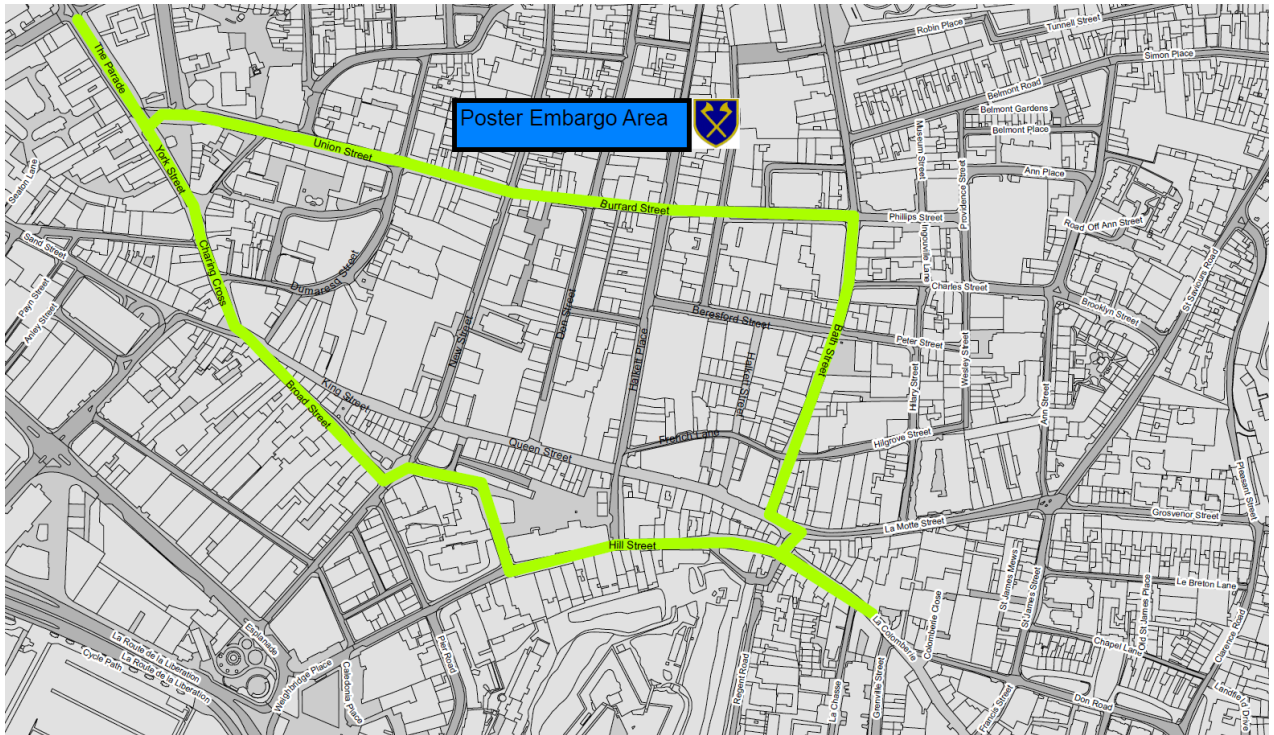
[Jason.maindonald@jerseydevelopment.je](mailto:Jason.maindonald@jerseydevelopment.je)

Liberation Square – Phil Ahier (Property Holdings)

01534 447812

[p.ahier@gov.je](mailto:p.ahier@gov.je)





## RAFFLES

The current Gambling (Jersey) Law allows for non-profit organisations (NPO) such as charities, clubs, and societies, to raise funds through gambling. For this sort of activity, the Jersey Gambling Commission has devised a tiered approach.

We would advise that you check to see whether you require permission from the commission also. Further information can be found on their website: <https://www.jgc.je/social-and-charitable/>

## SPONSORED / ORGANISED WALKS / PARADES AND PROCESSIONS

The Parish of St Helier have no objections to sponsored/ organised walks. Please inform us in writing of your plan as we may need to arrange a meeting to discuss your route and to ensure there are no conflicts on that date. You may also need to seek permissions from other interested parties. These include:

Rebecca Traisnel, Bailiff's Chambers, who you will need to approach regarding the fundraising.

T: 01534 441103 E: [r.traisnel@gov.je](mailto:r.traisnel@gov.je)

Danny Scaife, Chef de Police, who you will need to approach regarding traffic control

T: 01534 811863 E: [danny.scaife@sthelie.je](mailto:danny.scaife@sthelie.je)

States Main Roads – Warwick Vogt (Department for Infrastructure)

T: 01534 445509 E: [w.vogt@gov.je](mailto:w.vogt@gov.je)

## FLYERS

To request permission to hand out leaflets and flyers within St Helier, we ask for:

- Full name
- Email address
- Phone number
- Dates required
- Times required
- Company name
- What will you be promoting?
- Location
- How many distributors?

Please complete the application form found on our website: <https://www.sthelier.je/do-it-online/apply-for-permission-to-hand-out-leaflets>. Please see <https://www.jerseylaw.je/laws/current/Pages/15.520.aspx> for legal requirements.

Please note that any dropped leaflets must be collected, the general public are not to be harassed into taking any literature, flyers will not be placed on car windscreens, hoarding, or empty shop frontages and should any complaints be received by the Parish Hall this could affect future requests.

The Parish receives frequent requests to hand out flyers in town, so we would ask that it is limited to either a morning or afternoon period. These are 9am to 1pm or 1pm to 5pm. Please confirm which period you would prefer on your application form.

There may be organisations with collection rights from the Bailiff's Office on the precincts. We would ask that your activities do not interfere with theirs. Should you wish to be collecting also, you will need to seek approval from the Bailiff's Office as they tend to limit this kind of activity to just one or two organisations on any one day.

For collection rights please contact Rebecca Traisnel at the Bailiff's Office on 01534 441103 or at [r.traisnel@gov.je](mailto:r.traisnel@gov.je).

## STREET PREACHING

The Parish of St Helier welcomes all faiths and communities to express their opinions, providing the public promotion of one faith or opinion is conducted in a way which:

- Does not use threatening language
- Does not insult or provoke individuals or groups
- Is not acting in a hostile manner regarding other opinions or beliefs
- Does not use amplification

We embrace our multicultural and multi-faith society, however, should any preaching be carried out in the name of religious manifestation or freedom of speech and is deemed to breach our requirement, individuals may be asked to move elsewhere.

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## **TOWN CENTRE SITES FOR EVENTS/ POP UPS**

The Parish of St Helier charges £53.40 per site, per day or part thereof for the main sites available on King Street, Don Street, West Centre, Brooks Street, and Broad Street.

If you require electricity this can only be provided at Charing Cross and there is an additional surcharge of £5 per day making the total £58.40 per day.

Generators cannot be used in town unless they are environmentally friendly and silent, in line with the Parish commitment to the climate emergency.

Invoices will be sent at the beginning of the month following usage to ensure that if circumstances change you have not paid for something you require a refund for.

Vehicles cannot be left on any site and must be parked in the nearest car park but where unloading bays are close by, they can be used temporarily for unloading products and tables, etc. Should you wish to have vehicle access before 10am or after 6pm for dropping off products and equipment, you may apply for a vehicle permit from the Town Hall.

In the interest of fairness among vendors, producers and brick and mortar businesses within the area, you cannot reserve the same site every week and if there is high demand it may not always be possible to guarantee you a weekly slot.

## BROAD STREET



Requirements for use of this location:

- The permitted area is between the two trees from the fountain to a depth of 3m; giving an area of 5m by 3m as indicated by the red on the map. The event should not exceed this area. The permitted area is to remain next to the fountain maintaining pedestrian access from Conway Street to New Cut.
- Confirmation of a risk assessment having been conducted and a copy of your Public Liability Insurance and relevant food/drink permits and ratings are required.
- Please note that there are no water or electricity services available at this site.
- Portable environmentally friendly generators are permitted on the condition that they are of the “silent” type and a full risk assessment must be undertaken.

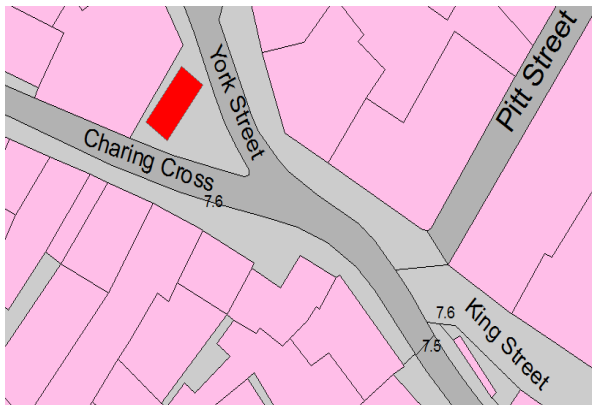
## BROOK STREET



Requirement for use of this location:

- The permitted area is opposite the end of Brook Street against the old Paper chase building. The area used must not exceed 3m x 3m.
- The unloading bay in Brooks Street is to be kept clear for other users and is not parking for event organisers.
- Confirmation of a risk assessment having been conducted and a copy of your Public Liability Insurance and relevant food/drinks permits and ratings is required.
- Please note that there are no water or electricity services available at this site.
- Portable environmentally friendly generators are permitted on the condition that they are of the “silent” type and a full risk assessment must be undertaken.

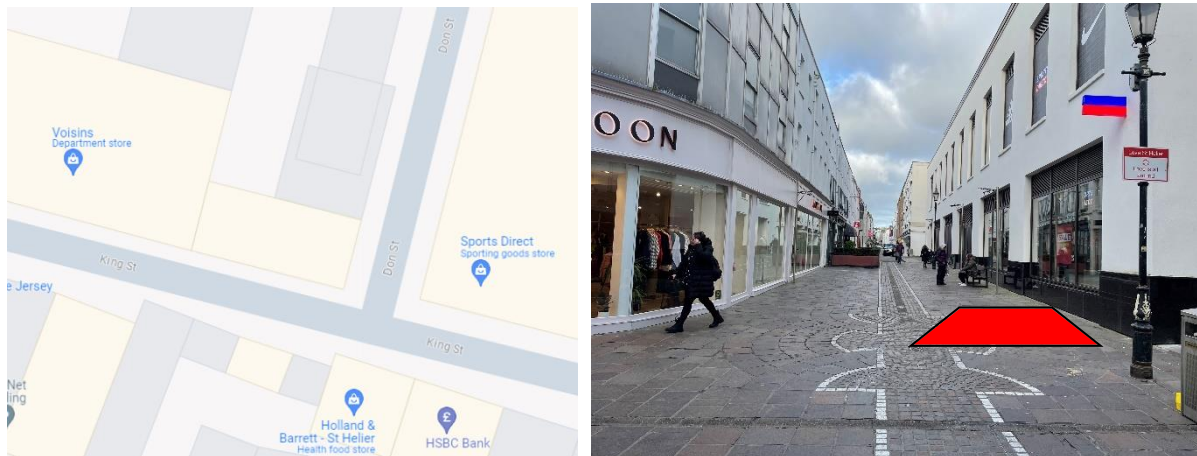
## CHARING CROSS



Requirements for use of this location:

- The permitted area is in front of the Crapaud, keeping both Charing Cross and York Street clear for pedestrians.
- Confirmation of a risk assessment having been conducted that includes Covid precautions and a copy of your Public Liability Insurance and relevant food/drink permits and ratings is required.
- Electricity is available on request for an extra charge of £5 per day.
- Access via vehicle is restricted to before 10am and you need to consult with parking control regarding a key for the bollard when leaving at the end of the day whilst Broad Street is closed. Cars should not be kept in this area at any time.

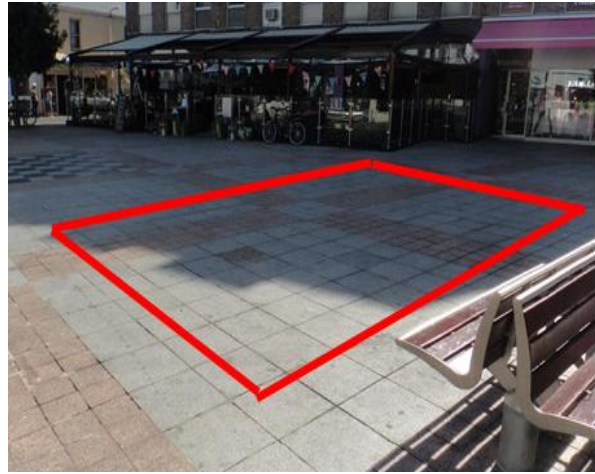
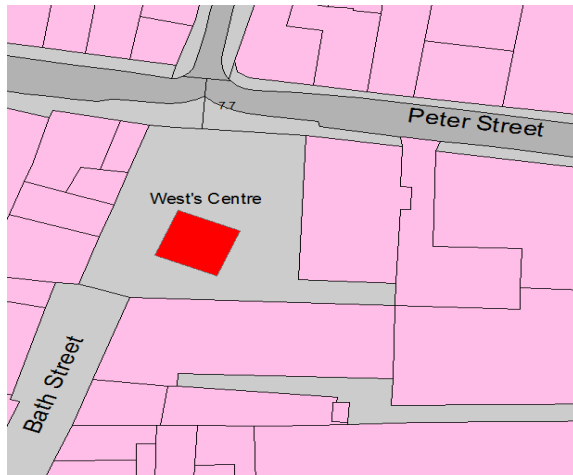
## DON STREET



### Requirements for use of this location:

- The permitted area is along the side of Sports Direct allowing enough space for pedestrians and staying behind the entrance to the shop. The area is 3m by 3m as indicated in red on the map and the event should not exceed this area.
- Confirmation of a risk assessment having been conducted and a copy of your Public Liability Insurance and relevant food/drink permits and ratings is required.
- Please note that there are no water or electricity services available at this site.
- Portable environmentally friendly generators are permitted on the condition that they are of the “silent” type and a full risk assessment must be undertaken.

## WEST'S CENTRE



### Requirements for use of this location:

- The permitted area should be a minimum of 2m away from the bench seating allowing for people to pass by safely or utilise the seating, giving an area of 9.2m by 8.3m as indicated on red on the map. The event should not exceed this area
- Confirmation of a risk assessment having been conducted and a copy of your Public Liability Insurance and relevant food/drink permits and ratings is required
- Before placing any vehicle on the precinct, you require a Precinct Permit, which can be applied for at the Town Hall.
- Please note that there are no water or electricity services available at this site.
- Portable environmentally friendly generators are permitted on condition that they are of the "silent" type and a full risk assessment must be undertaken.



## ROOM HIRE RATES FOR THE PARISH OF ST HELIER TOWN HALL

Please note that Charities will receive 50% discount on the following rates and Not for Profit/ Community Groups/ Annual Events will received 30% discount.

Venue	Per Hour Day Time (9am to 5pm)	Per Hour Evenings (5pm to 11pm)	Weekends
Assembly Room	£70 per hour	£93 per hour	£116 per hour
Old Magistrates Court	£58 per hour	£81 per hour	£104 per hour
Le Capelain Gallery	£47 per hour	£70 per hour	£93 per hour
Ground Floor Meeting Room	£24 per hour	£47 per hour	£58 per hour

## ROOM BOOKING GUIDELINES

Room Configurations are as follows:

### The Assembly Room

270 seated theatre style or

300 standing or

120 seated on round tables (for lunch or dinner)



**The Le Capelain Gallery**

14 seated board room style or  
40 loose seating



**Ground Floor Meeting Room**

8-10 seated board room style



### **The Old Magistrates Court**

60 seated or  
80 standing



#### **Food / Refreshment:**

Food and refreshments can be provided at an additional charge.

#### **Equipment Hire:**

£31.50 hire per event to include screen, projector, microphones roving/ lapel, lectern

#### **Crockery/ Glass/ Tablecloth Hire:**

- Crockery charged at £26.25 per event (for up to 40 people). An additional £26.25 is charged for more than 40 guests.
- Glasses charged at £26.25 per event (for up to 40 people). An additional £26.25 is charged for more than 40 guests.
- Tablecloths cost £5.25 each to launder.

## USEFUL CONTACTS

Department/ Organisation	Name	Email address	Phone
Beaches – Economic Development Department		<a href="mailto:EDGroup@gov.je">EDGroup@gov.je</a>	01534 448100
Fundraising/ collection/ sponsorship – Bailiff's Chambers	Rebecca Traisnel	<a href="mailto:r.traisnel@gov.je">r.traisnel@gov.je</a>	01534 441103
Harbours – Ports of Jersey		<a href="mailto:jerseyharbours@gov.je">jerseyharbours@gov.je</a>	01534 447788
Jardins de la Mere and Weighbridge Square – Jersey Development Company	Jason Maindonald	<a href="mailto:Jason.maindonald@jerseydevelopment.je">Jason.maindonald@jerseydevelopment.je</a>	01534 617449
Liberation Square – Property Holdings	Phil Ahier	<a href="mailto:p.ahier@gov.je">p.ahier@gov.je</a>	01534 447812
Parking Control	Control Room		01534 448669
Parks and Gardens (Department for Infrastructure)	Bruce Labey	<a href="mailto:b.labey@gov.je">b.labey@gov.je</a>	01534 448628
Parish of St Brelade (St Aubin)		<a href="mailto:stbrelade@posb.gov.je">stbrelade@posb.gov.je</a>	01534 741141
Parish of St Lawrence (Bel Royal)		<a href="mailto:stlawrence@posl.gov.je">stlawrence@posl.gov.je</a>	01534 861672
Parish of St Peter (Beaumont/ Gunsite)		<a href="mailto:stpeter@posp@gov.je">stpeter@posp@gov.je</a>	01534 481236
Promenades, raised banners (King/ Queen Street), railing banners (Steam Clock/ La Route de Liberation)	Warwick Vogt (Department for Infrastructure)	<a href="mailto:w.vogt@gov.je">w.vogt@gov.je</a>	01534 445509
Raffles (Gambling Commission)		<a href="mailto:info@jgc.je">info@jgc.je</a>	01534 828540
Royal Square (Bailiff's Office)	Steve Cartwright	<a href="mailto:s.cartwright@gov.je">s.cartwright@gov.je</a>	01534 441100
States Main Roads	Warwick Vogt (Department for Infrastructure)	<a href="mailto:w.vogt@gov.je">w.vogt@gov.je</a>	01534 445509

Street Entertainment and busking permits (Arts Centre)	Hettie Duncan (Education and outreach coordinator)	<a href="mailto:hettie@artscentre.je">hettie@artscentre.je</a>	01534 700419
Sunday Trading (Parish Secretary)	Alison Sweeney	<a href="mailto:Alison.sweeney@sthelier.je">Alison.sweeney@sthelier.je</a>	01534 811880
Town Centre and Events Manager	Connor Burgher	<a href="mailto:Connor.burgher@sthelier.je">Connor.burgher@sthelier.je</a>	01534 811835
Central Markets Manager	Simone Glen-Dewar	<a href="mailto:s.glendewar@gov.je">s.glendewar@gov.je</a>	