

## BBHE Gazebo Policy

If you intend to bring a gazebo to the BBHE Christmas Lights Switch On, then please follow the guidance detailed below. While we welcome safe and sensible gazebo use, our priority is to ensure that our events are safe for all those who attend. Failure to adhere to these guidelines may mean that you will be asked to take your gazebo down and may affect the status of any future bookings with us.

1. **POP UP GAZEBOS ONLY**- due to constraints on time and space, we only allow pop up gazebos at our events. Garden gazebos which come in pieces and slot together are not appropriate and will not be allowed.
2. **GAZEBO FRAME**- we recommend hexagonal legs as these are much sturdier than square legs. Gazebo frames should be damage free and in good working order.
3. **COVERS**- the roof and walls of your gazebo should be well fitting, securely attached and undamaged.
4. **WEIGHTS**- gazebos should be properly weighted on each leg. Weights should be 10-15kg each and should be securely attached. Boxes, milk bottles and other makeshift weights are not appropriate and will not be allowed. If you can easily lift it with one hand it is not a weight!
5. **SIZE**- it is essential that gazebos fit into the pitch allocated. Please make sure that your gazebo is the correct size for the space you have booked. Oversized gazebos will not be allowed to remain in situ.
6. **INSURANCE**- gazebo users **MUST** have Public Liability Insurance. You should make sure you are aware of any limitations to your cover, particularly with regards to wind speeds.
7. **RISK ASSESSMENT**- if you intend to bring a gazebo you must prepare a risk assessment document detailing how you minimise any risks associated with gazebo use. This should include details on wind and weather management.
8. If forecast wind speeds exceed **20mph** then gazebos will not be permitted at all.

If you are not sure whether your gazebo meets these requirements, please get in touch. You can send us a photo or a video of your gazebo so that we can help you assess the situation.