

Proposal for Party in the Park Event at Ball Grove Park, Colne – June 2025

To: Members of the Parish Council

Dear Parish Council Members,

I am writing to formally propose the hosting of a “Party in the Park” event at Ball Grove Park, Colne, in June 2025. This event will be a celebration of our vibrant local community, designed to support small businesses, promote local artisans, and provide entertainment for families and residents of all ages. Below, I will outline the key components of the event, the benefits it will bring to the community, and the necessary steps to make this event a success.

Event Overview

Date: June 2025 (Exact date to be confirmed) **Location:** Ball Grove Park, Colne

Time: 10:00 AM – 5:00 PM

Event Type: Family-Friendly Community Celebration

The event will feature:

- Local Traders:** We aim to offer stall space to a diverse selection of local artisans, craftspeople, and small businesses. This will be an opportunity for these businesses to showcase their products and services, driving local economic activity and fostering relationships between residents and vendors.
 - Live Music:** We plan to feature live music from local bands and solo artists throughout the day, providing entertainment and creating a welcoming, lively atmosphere for attendees. The focus will be on family-friendly, upbeat genres that appeal to a wide range of tastes.
 - No Food Stalls:** Out of respect for the established café at Ball Grove Park, we will not be hosting food vendors. We believe this will help maintain strong relationships with local businesses already serving the community while keeping the event focused on artisan traders and entertainment.
 - Family Activities:** We plan to incorporate small games and activities for children to encourage family attendance and ensure there’s something for everyone to enjoy.
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Benefits to the Community

- Economic Growth:** By providing a platform for local traders, we are directly supporting the economic health of our community. With a rise in the popularity of artisan markets, events like this offer local businesses a much-needed boost in visibility, allowing them to connect with new customers and increase sales.
- Community Building:** This event will bring residents together, fostering a stronger sense of community. In a time when many feel disconnected, events like “Party in the Park” offer an opportunity for families, neighbors, and visitors to interact and share experiences in a relaxed and enjoyable setting.

3. **Promotion of Local Talent:** Our music lineup will showcase local performers, offering them a platform to perform in front of a broader audience. This exposure is invaluable for many up-and-coming artists and will highlight the talent within our own community.
 4. **Supporting the Park and Café:** By encouraging attendees to visit the café, we ensure that an already beloved local business thrives on the increased foot traffic from the event. Additionally, the park itself will benefit from heightened awareness, potentially increasing future visitors to Ball Grove.
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Event Logistics and Required Paperwork

To ensure the success and smooth operation of this event, we are fully committed to following all necessary procedures and guidelines.

1. Temporary Event Notice (TENs)

We will submit a Temporary Event Notice (TENs) to allow for the live music and any other regulated entertainment planned for the day. This notice ensures that we are fully compliant with local council regulations and will address any noise or safety concerns.

2. Risk Assessment

A comprehensive risk assessment will be conducted to ensure the safety of attendees, traders, and performers. This will cover areas such as crowd control, emergency access, first aid provision, and COVID-19 safety measures (if still applicable by June 2025).

3. Public Liability Insurance

We will secure public liability insurance to cover any potential risks associated with the event. This ensures that both the organizers and the council are protected in the event of unforeseen incidents.

4. Site Plan

A detailed site plan will be created and submitted for review, outlining the layout of trader stalls, performance areas, and designated emergency access routes.

5. Noise Management

We will work with the council and local residents to ensure that noise levels from the live music are managed appropriately, adhering to all guidelines on volume and performance times.

6. Litter and Waste Management

We will arrange for adequate waste disposal facilities to be on-site, ensuring the park is left clean and tidy after the event. Our team will also coordinate with the council to organize appropriate post-event clean-up.

Conclusion

The “Party in the Park” event at Ball Grove Park presents an incredible opportunity for the Colne community. It is an event that will celebrate local talent, boost the economy, and create an inclusive atmosphere for all to enjoy. By organizing this event, we can showcase the best of Colne while offering local businesses and performers a platform to thrive.

We kindly request the support of the Parish Council in approving this event and assisting in the coordination of any necessary permits and paperwork. With your backing, we are confident that “Party in the Park” will become a highlight of Colne’s summer calendar and an event that the community will eagerly anticipate each year.

Thank you for your consideration.

Yours sincerely,

[Your Name]

[Your Position / Organization Name]

[Contact Information]