Barking and Dagenham is a young, rapidly growing and increasingly diverse borough and we want to support and celebrate our diverse and changing population.

We are inviting individuals and community groups to donate their national flag for it to be flown outside the Barking Town Hall as part of community-led events to celebrate days of national significance such as independence days.

The Leader of the Council, Deputy Leader, Ceremonial Mayor, and Cabinet Member for Equalities and Cohesion will be invited to flag raising events to celebrate with the community; other local Councillors will also be invited to attend.

This guide has been prepared for residents who wish to organise a flag raising event. It is essential that organisers read this guide and complete the event request form which is appended (see pages 5 and 6).

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# Who can organise a flag raising event?

Anyone who lives or works in the borough is welcome to volunteer to organise a flag raising event for their chosen country, community or group. Likewise any local voluntary and community sector group can organise an event.

# How are flag raising events organised?

To organise a flag raising event you need to complete the event request form and return it to leadersoffice@lbbd.gov.uk at least four weeks before the date of the event.[[1]](#footnote-2)

Once your plans have been approved by us you will be responsible for:

* Delivering the event according to the agreed itinerary as set out on your event request form
* Costs of the event, including the flag, necessary equipment and additional staff that may be required for extended opening hours, and any catering or hospitality you wish to provide
* Invitations to members of the community
* Event management on the day of the event

The Council will support you in making the arrangements by providing rooms, promoting the event, and making facilities staff available on the day to support the smooth running of your event. The Council may be able to provide additional support on request but may charge for any such services.

# Where are flag raising events held?

You and your guests will have freedom to use the Town Square for cultural activities (if available) and for the flag to be raised at the agreed time. While using the Town Square we ask that your group does not block access to the Town Hall, Barking Learning Centre.

After the flag has been raised you and your guests can use the public space inside the Town Hall for further activities and hospitality if available. This must be booked in advance and specified on the booking form.

# When are flag raising events held?

Events can be held at anytime during usual business hours (Mon to Fri, between 9am to 5pm). Once the flag has been raised it will remain there until the following morning, unless alternative arrangements have been made.

Due to other Council business we may not be able to meet your original time request so please be flexible.

# How many people can attend?

For events in the Town Square there is no limit, within reason, to how many people can attend. Although for planning purposes please indicate on the booking form how many people you think will be there; this is in case we need to make special considerations – for example where there are more than 50 guests we may need you to help us complete a risk assessment for your event.

If you wish to use the Chamber or other space inside the Town Hall then please let us know. If the rooms are available then you and your guests are free to use them and there is no charge for the room bookings.

Please be aware that spaces in the Town Hall have capacity limits that cannot be exceeded, so please be mindful of this when making your plans. If parts of the building are over capacity our facilities staff will be obliged to eject people from the building to meet fire and health and safety regulations.

# Is it possible to give speeches?

Yes. Please notify us on the booking form if you intend to give speeches. The facilities staff at the Town Hall will provide PA equipment (speaker and microphone) free of charge. They will also set up the equipment and help you to use it on the day.

If the equipment is lost, stolen or damaged during use then as the organiser you may be liable for repairing or replacing it.

# Does the Council help organisers to promote the event?

The Council expectsthe organiser of the event to be responsible for promoting the event to the community but we will provide help once we know the details. Our Marketing and Communications team will publicise it to both the local community and media and on the Council’s social media. They will also be on hand at the event to take photographs for posting on social media platforms. All councillors will also be notified of the event.

# What type of flag needs to be donated?

The flag must fit our flagpole. This means that it can be no larger than 180cm x 90cm. If you need help sourcing a flag then we recommend our supplier [www.flyingcolours.org](http://www.flyingcolours.org) .

The product that is suitable for the flagpole at the Town Hall is:

**1 off sewn national flag, 2 yard (180cm x 90cm), Rope, Toggle and Spine**

The flag, including ropes and toggles, should be made available to Facilities staff at the Town Hall one week before the event so that it can be checked and prepared for raising.

As the flag is being donated, the Council will keep the flag after the event and use it for future flag raising events.

# Can entertainment and cultural activities be arranged?

Yes. The organiser is responsible for arranging such entertainment or activities. These should be described in full on your event request form. Entertainment and activities should take place on the Town Square. In special circumstances we may allow use of the Town Hall provided there is no disruption to Council business or staff.

We reserve the right to refuse entertainment or activities if we feel they are inappropriate or do not meet health and safety requirements.

Depending on the nature of the entertainments/activities you may need to apply for a Temporary Events Notice through our Licensing Team. Someone from the Council may contact you to discuss in more detail your plans and to begin the application process. A Temporary Events Notice requires a minimum of 10 working days notice to be given.

# Can rooms that are booked for the event be decorated?

The Council Chamber cannot be decorated. Small exhibitions or decorations can be displayed in other rooms or spaces in the Town Hall. All decorations and exhibitions must be cleared away at the end of the event.

Decorations must not damage the fabric of the building. Our Facilities staff will help with decorations to ensure correct fixings and adhesives are used, and that any decorations meet fire and health and safety regulations.

# Can VIPs and dignitaries be invited?

Yes. Please tell us if you have invited any ambassadors or dignitaries as we will need to ensure they are greeted appropriately and that there is nearby parking for their vehicles.

# Is it possible to serve food and drink?

All refreshments must be supplied by the organisers at their own cost. All food must be prepared off-site and arrive ready to serve[[2]](#footnote-3). Hot food is not permitted, nor is alcohol. Please note, food and drink are not permitted in the Council Chamber.

Please describe the types of food and drink you will be serving on your booking form as you may need a Temporary Events Notice to meet licensing laws.

# Who can I speak to about any of the above?

If you have any queries or would like advice about arranging a flag raising event then please contact Lynn Carr, Principal Facilities Officer ( lynn.carr@lbbd.gov.uk | 020 8227 3251).

This form must completed and submitted by e-mail (leadersoffice@lbbd.gov.uk) or by post to address at the bottom of this form no later than four weeks before the date of the flag raising event.

We will contact you to confirm your plans and give permission for the event to go ahead within two working days of receiving the completed booking form.

The Council reserves the right to refuse requests for flag raising events on grounds that:

* the Town Square and/or Town Hall is otherwise engaged;
* the event would be disruptive to Council, BLC, business as usual;
* the event would affect community cohesion or relations.

Please give as much detail as possible about your plans as this will help us to support your event. Failure to provide sufficient information may result in your request being denied.

|  |
| --- |
| **Section 1: About you** |
| **Name:** | Click here to enter name. |
| **Address:** |  |
| **E-mail:** |  |
| **Telephone:** |  |
| **Organisation:** |  |

|  |
| --- |
| **Section 2: About the flag raising event** |
| **What nationality, community or group is being celebrated?** |  |
| **What is the date of your flag raising event?** |  |
| **How many people will be attending?** | **Up to 25 people** |
| **At which time would you like to hold the event?** | **9am** |
| **What is your proposed itinerary?**(Include timings and descriptions of activities) |  |

| **Section 3: About your requirements for the event** |
| --- |
| **Do you require room/s inside the Town Hall?** | **Yes** | **[ ]**  |
| **No** | **[ ]**  |
| **If yes, which room would you like to use?**(There is no charge for room bookings. You may select more than one but we cannot guarantee to meet your request.) | Mayor’s Parlour (capacity 35) | **[ ]**  |
| Chamber (capacity 70) | **[ ]**  |
| Committee room 2 (capacity 25) | **[ ]**  |
| Mezzanine (capacity 40) | **[ ]**  |
| **Will you or your guests be giving speeches?** | **Yes** | **[ ]** A short speech but no need for PA equipment.  |
| **No** | **[ ]**  |
| **Details about any VIPs or dignitaries that will be attending the event** | Click here to give their name, title and contact information. |
| **Will your guests be having food or drink?** | **Yes** | **[ ]**  |
| **No** | **[ ]**  |
| **If yes, please describe what you will be providing for your guests.** | Click here to give a description. |
| **Do you already have a flag?** | **Yes** | **[ ]** (See guidance above for flag dimensions. If the flag is not suitable then it cannot be raised.) |
| **No** | **[ ]** (See guidance above for recommendations of where to buy flag, and product specification.) |

**Contact:**

Leader’s Office

Barking Town Hall, Town Square, Barking, IG11 7LU

leadersoffice@lbbd.gov.uk | 020 8227 2101

1. Any requests for flag raising events received with less than four weeks notice will not be granted permission to use the Town Square or Town Hall. [↑](#footnote-ref-2)
2. To meet food safety regulations all chilled high risk food must be held at 8 degrees and blow. Ice packs should be used where there is no refrigeration appliance available. [↑](#footnote-ref-3)