

Use of Guernsey Harbours Piers & Premises Guidelines

What you need to know when planning for an event on the Guernsey Harbours estate

Introduction

This guide provides information for event organisers with a guide to booking an event, and the standard terms and conditions applicable to the use of Guernsey Harbours premises for shows, fêtes, and other purposes.

Data Protection

The personal information you provide on paper or electronic forms is required if you wish to book an event on the Guernsey Harbours estate. By providing an email or postal address, and telephone or fax numbers, you are consenting to the relevant party contacting you, via your preferred method, for these purposes. By providing the information, you are consenting to the controller processing and storing the information provided through this gateway. This personal data will be processed in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. To see our Fair Processing Notice and how we look after your data please visit: <http://www.harbours.gg/Privacy>. If you do not have access to the internet, please contact us and a paper copy will be provided.

How Do I Book My Event?

Guernsey Harbours can reserve areas of its estate for various events during the year. Provisional bookings may be made e-mail, or letter, up to 12 months in advance of the event-taking place. This means that Guernsey Harbours may reserve the area exclusively for your use on a certain day. You will need to confirm your booking as soon as possible, by returning the [Use of Harbours Premises Form](#) either by post or by e-mail, together with any other necessary documents e.g. insurance details.

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Payment Charges

Guernsey Harbours' tariff of charges for bookings is set out below. A refundable deposit of £568 is required. Charges for use of areas on Harbours' estate or part thereof – minimum fee per day: £432.00.

Charges for the North Beach car park at 15,000 square metres – minimum fee – per day:

Area 1 (up to 1/3 or 5,000 m²) £210.00

Area 2 (up to 2/3 or 10,000 m²) £378.00

The whole car park £495.00

Plus a refundable deposit £568.00

The Albert Pier is only available from October to March, and Guernsey Harbours reserves the right to charge additional sums dependent on the size of the area used.

Recycling

Provision of recycling facilities is compulsory. Recycling facilities are available from our contractor, and the charges below are non-negotiable. Monday to Friday delivery & collection. Weekend delivery/collection will incur higher charges.

£90 - up to eight bins (four x plastic & four x drinks cans - includes transport costs for one x van, one x driver and one operative).

£180 - nine to 16 bins (up to eight x plastic & eight x cans - includes transport costs for two x vans, two x drivers and two x operatives).

£270 - 17 to 24 bins.

It is the organiser's responsibility to ensure that the correct recycling facilities have been provided. Recycling facilities outside of those listed above should be obtained from the appropriate provider. **No recyclable items are to be deposited on the Guernsey Harbours estate after the event. Charges will be incurred and passed on to the organiser should Guernsey Harbours have to clear such items.**

The size of area and amount of persons attending event will dictate the amount of bins required, i.e. use of a third of the area: up to eight bins, 2 thirds: 10 bins, the whole pier/car park: 20 bins. Higher rates will apply if bins are delivered/collected over a weekend; however, you may arrange for bins to be placed on the Friday before your event and collected on the Monday after the event. Event organisers are responsible for positioning recycling bins in areas that are both accessible and visible to the public.

Details of alternative recycling arrangements should be provided on the booking form including quantity and type of recyclable waste, specific details of recycling provisions and disposal plans for collected recyclable waste. Failure to act in accordance with stated waste and recycling plans may result in a penalty payment.

Ballast Hire/Installation

Due to damage caused to tarmac surfaces, staking of tents/marquees is prohibited.

Ballast (in the form of large heavy concrete/water blocks) is the only method permissible in securing tents/marquees. These are available to hire from Guernsey Harbours along with the labour to install if necessary, at the following rates:

Ballast Hire: £7 per day per ballast.

Plant Hire: Forklift and Operator - £71 per hour*. Truck and crane hire + operator - £98 per hour*

*** In addition to these charges, staff time outside of normal working hours will be charged out at the appropriate premium charge rate.**

Tent providers may also supply ballast. Please liaise with such providers to ascertain the relevant charges concerning ballast for your event. Should you have any queries please contact [Guernsey Harbours](#). The charges also apply to setting up or dismantling periods. Charges may also be raised by other parts of the States of Guernsey e.g. Traffic and Highways Services for the erection of signage for traffic management and signs for parking suspension. All users should be aware that the above charges are generally applicable to all.

Charitable Events

Guernsey Harbours may not charge for **pier hire only** where it is satisfied the event is being held wholly for charitable purposes. For not for profit events, Guernsey Harbours may accept a reduced rate of £185 per day where:

- The organisation responsible is a non-profit making organisation.

- The event is not being held for commercial reasons and no commercial profit whatsoever is being made from the event.
- It is satisfied the event is of social benefit to St Peter Port, St Sampson's or Guernsey generally.

In all other circumstances and in particular where there is any commercial gain resulting to any company or individual because of an event, no waiver or discount will be available.

Reduced rates do not apply to recycling charges. These charges are subject to periodic review.

Payment

Evidence of a deposit of £554 paid to the 'States of Guernsey' should accompany the booking form. An invoice for the use of the pier/car park will be sent to the organisers shortly after the event. The deposit will only be returned once the area in question is:

- Completely cleared of all equipment, rubbish and litter.
- Has been inspected by Guernsey Harbours staff, the organisers and has been left the site in a satisfactory condition.

Pre-Event & Post-Event Inspection

Event organisers should survey the area with a member of Guernsey Harbours staff, at least seven days before the event (and before any equipment is placed in the area) and again on the day preceding the event, to review the condition of the area and to agree any special arrangements in view of any particular site conditions. Guernsey Harbours may fence off any unusable areas prior to the event. Event organisers must notify Guernsey Harbours at least one week before the event if they are unhappy with the condition of the area. Organisers must arrange for the area to be inspected after the event has finished and the area has been cleared of all equipment.

Health & Safety

Event organisers have a duty of care that reasonable and practicable measures have been taken to ensure the safety of the public, officials, entertainers, stallholders, volunteers, contractors, and employees whilst they are on site during both the event and the setting up/dismantling stages. Event organisers must meet the requirements of the [Guernsey Health and Safety at Work Ordinance, 1987 \(as amended\)](#) together with any other relevant local legislation in force. A risk assessment of how others may be affected by your activities and how you will mitigate against any identified risk should also be provided.

Emergency Access

In the interests of safety, organisers are advised to ensure the public highways (e.g. roadways and paths) can be cleared quickly in the event of emergency services requiring rapid access to an area of the Guernsey Harbours estate. In the case of major events, the utilisation of hand held radios by officials at strategic points should be considered. There is to be strictly no parking or obstruction caused on the main access roads to the buildings.

Fire Regulations for Marquees & Tented Structures

Organisers must ensure that they comply with the requirements of the [Fire Services \(Guernsey\) Law, 1989](#), as amended. You must ensure all marquees and tents, **which will hold 100 people or more** are registered with the Guernsey Fire and Rescue Service. The relevant form can be downloaded [here](#).

Refuelling & Storage of Fuel

Storage of fuel and refuelling of generators, vehicles, etc. must comply with directives and laws enforced by [Guernsey Water](#) (Tel. 01481 239500) and the [States of Guernsey's Health and Safety Executive](#) (Tel. 01481 235741).

Water, Gas & Electricity

Permission must be sought from Guernsey Harbours before arrangements can be made to draw water off the mains supply. Please contact Guernsey Harbours at least one month prior to the event. Event organisers must also have their own electricity and gas supply. Event organisers are not allowed to connect to any mains supply on the estate without Guernsey Harbours' permission.

Firework Displays

Prior permission must be sought from Guernsey Harbours for any firework displays or events using fire on its estate.

Hygiene & Sanitation

It is the responsibility of the event organiser to ensure that there is sufficient sanitary provision (e.g. toilets, litter clearance, etc.). For guidance please email [the Office of Environmental Health and Pollution Regulation](#) or telephone 01481 711161.

Toilets

Limited toilet facilities are available on the Guernsey Harbours estate. However, event organisers (especially of large events) are strongly advised to ensure that they provide additional temporary toilet provision.

Litter

Organisers are responsible for the clearance of all litter from the area as soon as possible after the event concerned and not later than 10am the following day. Guernsey Harbours will not be responsible for providing and emptying litterbins. All refuse must be stored in appropriate containers e.g. wheelie bins with secure lids. Refuse must not be left on the ground as this poses numerous health and safety issues and attracts vermin. Refuse containers must be emptied regularly by suitable contractors and the refuse disposed of appropriately. If Guernsey Harbours is unsatisfied with the refuse arrangements, it will arrange for its contractor to remove the refuse immediately and will invoice the organisers for all costs incurred.

Recycling

Facilities for recycling drinks tins, plastic bottles, and other recycled items are included as part of the contract of hire.

Insurance & Liability

Organisations must undertake to indemnify the States of Guernsey, its servants, agents, or officers, against **all** claims by any person or persons in respect of personal injury or damage to property caused directly or indirectly through their use of harbour premises.

Furthermore, such organisations must undertake that they will make against the States of Guernsey or against any other person or persons no claim of any kind in respect of personal injury to them in this connection. The cost of making good any damage to plant or property owned by the States of Guernsey for which they are legally liable will be borne by them.

Organisations must provide evidence that public liability insurance covers a limit of indemnity of two million pounds, on any one incident, and has been arranged in their name to cover the period of their usage and that an indemnity to the States of Guernsey is included within such cover.

Noise - Generators/Loudspeakers/Public Announcement Systems

The Guernsey Harbours estate is long established as a venue for many major events in the Island's social calendar. However, we recognise the importance of being a good neighbour, especially when it comes down to noise considerations.

It is the responsibility of the event organiser to consult and comply with the rules enforced by [the Office of Environmental Health and Pollution Regulation](#) (telephone 01481 711161) for advice on preventing noise nuisance before using amplified music or entertainment systems, generators and other plant equipment which creates noise. **It is better to get advice before you start planning for an event.** Under [the Loi relative à la Santé Publique 1934](#), the Office of Environmental Health and Pollution Regulation can take action to abate and prevent nuisance. If an Abatement of Nuisance Notice is served on you and it is contravened, the Guernsey court system can impose a fine of up to £1,000 per contravention.

Catering/Sale of Alcohol

All catering must comply with local legislation in force in respect of food hygiene and in accordance with the standards set and enforced by Health and Social Care. Caterers are obliged to comply with local Environmental Health legislation governing the food hygiene and preparation laws in force at the time of the event. Download this [guide](#) for further information. Any sales of alcoholic beverages and products must comply with local liquor licensing laws. Please use this [link](#) for more information.

Gambling

The permission of the Committee *for* Home Affairs must be obtained in writing, in respect of any gambling. This includes Crown and Anchor, raffles and lotteries to be held during an event. All such events must comply with local legislation in force in respect of gambling. Guernsey Harbours reserves the right not to permit gambling. Please use this [link](#) for further information.

Signs/Banners

Planning's permission is required, and that of Guernsey Harbours, if you wish to erect any signs or banners advertising the event on the perimeter of the area. If both the Development and Planning Authority and Guernsey Harbours give permission for signs/banners to be erected the signs must comply with [the Land Planning and Development \(Guernsey\) Law 2005](#). For further details please email [the Development and Planning Authority](#) or telephone them on 01481 717200.

Smoking

Guernsey Harbours as part of States Trading Assets supports the States of Guernsey's Tobacco Control Strategy.

Smoking is a major cause of preventable premature death and ill health. In the Bailiwick of Guernsey, around 16% of deaths of individuals aged over 35 years are caused by smoking, which is approximately 87 deaths per year. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not prevent exposure to tobacco smoke.

Smoke Free policies are designed to protect all staff, customers, service users and visitors from exposure to second-hand smoke; and to comply with relevant laws in place. To date, Guernsey Prison, Health and Social Care, and Sir Charles Frossard House and Education Sport and Culture sites are already 'smoke free'.

The Trading Assets Smoke Free Policy initiative that was implemented on the 1st January 2019 applies to all parts of the harbour estate including premises, property and land. This includes North Beach, Crown and Albert Piers. This does not include sites that are tenant-controlled.

Filming and Photography Using SUAVS (Drones)

The recreational use of SUAVs (small-unmanned aerial vehicles) or drones is not permitted on or over Guernsey Harbours controlled areas at the Ports of St Peter Port or St Sampson's (this extends to the seafront areas bordering both ports). Commercial pilots who satisfy the criteria of [the Director of Civil Aviation \(the DCA\)](#) and have appropriate licences and insurances will be considered. Event organisers or drone pilots on behalf of the event should submit the application. If you would like to apply for permission to use or operate an unmanned aerial vehicle or system (drone) within Guernsey Harbours estate, you must complete and sign the [application form](#) and send the following documentation to guernsey.harbour@gov.gg, or via our postal address.

- Certification from the DCA.
- Proof of Guernsey Air Traffic Control Service approval.
- Public liability insurance policy.
- Map of proposed flight path and plan.

This process can take up to four weeks.

For further information and guidance on the use of drones and other UAVs, please visit the DCA's [website](#) for further information and application forms. You can download Guernsey Airport's guide on the safe operation of drones [here](#).

Vehicles

Vehicles are only permitted to drive inside or park inside non-public areas with prior permission of Guernsey Harbours. Permission for vehicles to be left in any areas must be sought from Guernsey Harbours in advance of the event, in order for Guernsey Harbours' to view and assess the suitability of the location.

Traffic Flow

Organisers should liaise at an early stage with [Traffic & Highways Services](#) and Guernsey Harbours concerning traffic arrangements for 'special events'. In this respect, as a matter of courtesy, residents affected by any revised traffic flows should be notified in advance of the proposals, by the organiser. Event organisers must submit in writing, as soon as possible, details of the types of events to be held on the day concerned. Guernsey Harbours reserves the right to refuse permission for any of the events included in the programme and to designate specific areas for any of the events. Maps should be supplied to Guernsey Harbours in respect of parking arrangements and traffic flow as appropriate by the event organiser.

In the event that more than twenty car parking spaces are to be lost in order to accommodate an event, the application will need to be referred to Traffic & Highways Services for its evaluation. Applicants will be expected to pay for any alternative parking arrangements, such as a 'park and ride' service, required because of parking being suspended on the Harbour Piers, the North Beach or Salerie Corner. For further information in respect of traffic management/parking arrangements please email [Traffic & Highways Services](#) or telephone 01481 243400.

Penalties

If the organiser fails to abide by the conditions stated within this document (e.g. non-clearance of litter by the specified time), then Guernsey Harbours reserves the right to repair any damage and reinstate the site to its satisfaction. All expenses incurred by Guernsey Harbours by having to employ contractors in this respect will be charged to the event organiser, together with a penalty call-out fee of £100 to cover administration costs. These monies will be deducted from the deposit. Any additional amount required after deducting the deposit from the amount incurred will be invoiced to the organisers.

Domestic Caravans/Motor Homes

Motorhomes are welcome in Guernsey but must comply with certain conditions. Unfortunately, due to the limitations of Guernsey roads, touring caravans are not permitted. For more information, please click [here](#).

Access to the Area

Relevant persons, including authorised Guernsey Harbours staff and its tenants, shall be permitted free entry to all areas at all times, during the period of hire. Free access must be allowed for Guernsey Harbours contractors working on its estate and assets.

Guernsey Harbours reserves the right to refuse admission to or evict any person from the area. Organisers wishing to refuse entry to members of the public wishing to use other areas of the area, where the event is not being held, should stipulate this requirement on the booking form enclosed, as Guernsey Harbours will need to advise members of the public in advance. Organisers will need to marshal these areas, as Guernsey Harbours cannot guarantee that members of the public will be aware that the areas are closed.

Repair and Restoration of the Area after an Event

Guernsey Harbours reserves the right to recover from the organisers any expense necessitated for the repair and restoration of the area or any part thereof to the condition in which it had been prior to the event. Guernsey Harbours also requires that its authorised staff shall, in the course of their duties, be guaranteed free access to all areas of its estate and that the organisers shall without delay take such action as may be required by those staff, in the interest of protecting the property of Guernsey Harbours.

Consultation with St Peter Port Constables

It is customary for the applicant to inform the [St Peter Port Constables](#) regarding details of an event in the Town area, as they are often a port of call for enquiries and complaints.

Crowd Control

Event organisers must ensure there are appropriate security and crowd control measures are in place.

Disrepute

Under no circumstances shall the event bring the States of Guernsey or Guernsey Harbours, its members or its staff into disrepute.

Cancellation & Changes to Bookings

Guernsey Harbours reserves the right to cancel or change the date of bookings at its discretion. In deciding whether to grant an application Guernsey Harbours shall take into account all of the matters in its guidelines including:

- The nature of the event and impact on the area and neighbours.
- Duration and timing of the event and impact on the area and neighbours.
- Date of the event and impact on other events.
- Arrangements in respect of hygiene and sanitation, safety and first aid provision, refuse removal, gambling, sale of alcohol, noise control, crowd control and security, reinstatement of the area.
- Any relevant criminal offence in respect of any of the organisers;
- Previous experience of the event organisers in holding events of a similar scale and complexity.
- Provision of adequate recycling facilities.