



The Friends of Trowbridge Bandstand

Events Policy

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1 DOCUMENT CONTROL

1.1 Document Status

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1.2 Document Revision History

Version	Date	Author:	Revision Detail	Next Review Due:
0.1	23/06/2026	Stephen Cooper	Initial document creation	25/11/2026



2 DOCUMENT PURPOSE

This document sets out the role that The Friends of Trowbridge Bandstand has in:

- arranging events that take place using the Trowbridge Park Bandstand, and
- assisting at events that take place using the Trowbridge Park Bandstand.

3 DEFINITIONS

In this Policy Document:

“the Trust” means The Friends of Trowbridge Bandstand ;

“the Commission” means the Charity Commission for England and Wales;

“TTC” means Trowbridge Town Council



4 THE TRUST'S ROLE IN ARRANGING EVENTS ON THE BANDSTAND

The Trust will have no role in commissioning, arranging or booking performers or events that take place in Trowbridge Town Park and/or on Trowbridge Park Bandstand.

The Trust acknowledges that the sole body responsible for managing and arranging events and/or booking performers for events that take place in Trowbridge Town Park and/or on Trowbridge Park Bandstand is Trowbridge Town Council.

Should the Trust wish to use the Bandstand for any event themselves, they will follow the same process as may be in place with Trowbridge Town Council for any other party wishing to book the use of the bandstand.

5 THE TRUST'S INVOLVEMENT IN EVENTS ON THE BANDSTAND

From time to time, when Trowbridge Town Council put on an event in the Town Park and/or on the bandstand, the Trust may use this as an opportunity to:

- raise awareness of the charitable objectives of the Trust,
- fundraise on behalf of the Trust
- sell merchandise promoting the Trust.

Volunteers from the Trust working at an event in the Town Park must:

- be aware of, and comply with the Trust's Fundraising Policy, Due Diligence Policy and Charity Commission guidelines on seeking charitable donations at public events,
- only act with prior authorisation from TTC,
- be aware of, and agree to accept, the TTC Volunteer Policy,
- be covered by valid Public Liability Insurance
- have completed all required Health and Safety training,
- have been included in a Risk Assessment undertaken before the event.

Copies of all the above documentation must be made available upon request.

END OF DOCUMENT

Document Version 0.1

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Date Approved:

Review by Date: