

## Details of event equipment

This document provides details of all equipment made available by Bolton Council for use in delivering events.

Before submitting your request to borrow any equipment you must consider the following:

### Collection and Return

As the user of the equipment, you are responsible for collecting and returning the equipment you are using.

**Please do not underestimate how much space some of the equipment will take up in a vehicle. Ensure you assess in advance the total size of the equipment you are using and provide appropriate transport to collect and return all equipment at once.**

**We are unable to offer a delivery or collection service.**

### Risk Assessments

As an event organiser you're required by law to protect your employees, and others, from harm.

The minimum you must do is:

- identify what could cause injury or illness at your event (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard or, if this isn't possible, control the risk

Assessing risk is just one part of the overall process used to control risks at your event.

We recommend visiting [www.hse.gov.uk](http://www.hse.gov.uk) for more information

### Competent People

You must get help from a competent person to enable you to meet the requirements of health and safety law in use of the equipment.

A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly in using this equipment. The level of competence required will depend on the complexity of the situation and the help you need.

You may also need to consult health and safety representatives in good time on the arrangements for competent help.

Think particularly about the weight and size of the equipment you are using for your event and any technical support you may require on use of electrical equipment



### **Bistro style tables**

Square Flip-Top Café Table (600mm)

Quantity: 50

Round Café Table (800mm)

Quantity: 10



### **Trestle tables**

Trestle Table (1.8m / 6ft)

Quantity: 32



## Wicker Café Chairs

Quantity: 240



## Gazebos

Dimension 3m x 3m

Quantity: 16

### Information point gazebo

Dimension 3m x 3m

Quantity: 1



**NB:** each gazebo weighs 43kg and comes with:

3x side walls

4 x 13kg (52kg) cast iron leg gazebo weights minimum per gazebo\*

*\*Event organiser is responsible for assessing if more leg weights are needed due to weather conditions*



**Telescopic, Aluminium, Centre-Pole Parasol**

4m diameter

Quantity: 8



**NB:** each parasol weighs 36kg and comes with 4 x 30kg (120kg) mandatory concrete weights

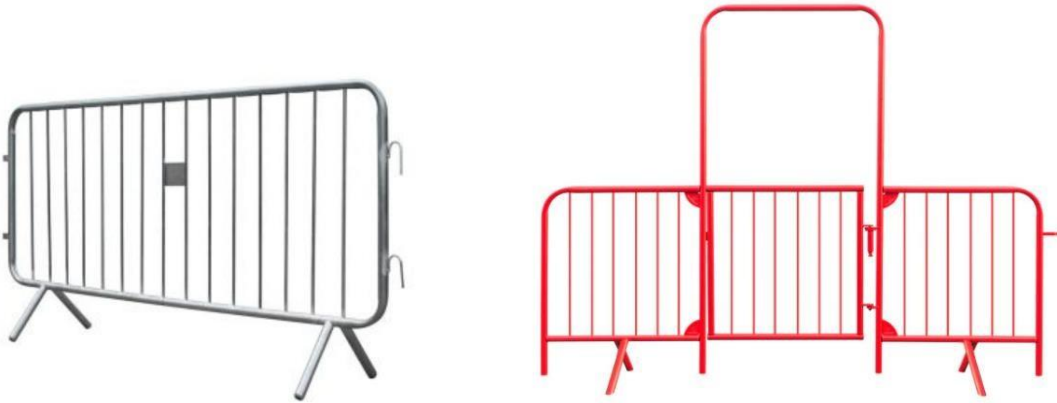
**Picket fencing**

Quantity: 30 pieces plus posts



**Crowd barriers**

Quantity: 100 (230 metres total coverage).



**Yamaha StagePas 1k system**

Includes 1 x wired microphone

Quantity: 1



**Yamaha Stagepas 200 Portable PA System.**

Includes 1 x wired microphone

Quantity: 1





Funded by  
UK Government

together  
we are

**GREATER  
MANCHESTER**

**Bolton  
Council**