

Venue Sheet Information

NAME OF SITE	Bonn Square
FULL ADDRESS OF SITE	Bonn Square, off Queen Street, Oxford, OX1 1LQ
SIZE OF SITE (ALL DIMENSIONS INCLUDED) Length x Width x Height	<p><u>The flat space area:</u> Located directly in front of the adjoining New Road Baptist Church, this area measures approx. 17 metres (from the porch to the road edge) by 7 metres wide (184m² approx 9.3m wide by 19.5m). If you wish to use this area, we will need approval from the church as this land belongs to them.</p> <p><u>The Square (raised area):</u></p> <ul style="list-style-type: none"> • The Square is actually a rhomboid shape: north side = 19metres, east side = 27m, south side = 19m, west side = 22m. • The whole Square is a ramp dropping approx. 1m from north to south (i.e. for a stage effect). • The memorial statue is in the centre and approx. the whole eastern half of the Square has about 6 trees and 10 public seats (i.e. NOT a clear space for any display equipment). Buses and bus stops line the south side but the other sides are pedestrian. • The architects plan can be seen by the public on our council website – planning page – Planning application ref: 06/00487/FUL.
FULL DESCRIPTION OF SPACE	<ul style="list-style-type: none"> • A historic city square that was re-developed in 2008 into a high quality contemporary city square and is now a flexible, events space which provides a safe and accessible venue for both formal and informal events. • Adjacent to New Road Baptist Church (shared ownership of flat space) and it is opposite the Westgate Shopping Centre. • The square is split into 2 areas; the flat space (shared ownership with the adjoining Church) and a raised platform with a memorial in the middle of the upper level. The raised platform also has benches and trees. • There is a road, which is used by local busses, at the base which must be taken into consideration when planning your Site Plan for the space – no infrastructure should be located at the lower end of the Square near the road.
VENUE RESTRICTIONS	<ul style="list-style-type: none"> • All bookings will automatically be placed onto the upper area of the Square unless the lower area was specifically requested on your event application. If you wish to use the lower area (this is owned by the adjoining Church), please provide a reason. • The lower area cannot be used on Sundays. • The paving on both areas will stand the weight of at least a standard fire engine, which has a gross weight of 13 tonnes. The paving slabs around the trees are to be avoided. • No commercial sales allowed. • If using the flat space, Event Organisers must ensure that access to the Church is unobstructed and this must be clearly demonstrated in your Site Plan.
EVENT TIMINGS	On Sundays events with noise or sound are only permitted from 12.15pm till 2pm and after 5pm. This is due to church services taking place in the adjoining New Road Baptist Church.

VEHICLE ENTRY AND EXIT TIMES	<ul style="list-style-type: none"> • Access from New Road only. • No access from Castle Street as Bus Gate in operation there (bus access only). • Access for loading is allowed from 6pm to 10am. Access from 10am-6pm will result in a Penalty Charge Notice (PCN) as there is a traffic camera located along Queen Street.
PARKING AVAILABLE	<ul style="list-style-type: none"> • Vehicles are not allowed onsite unless for loading and unloading before 10am and after 6pm. • Vehicles requiring parking onsite for the event duration will only be considered if an essential part of the event infrastructure. • Parking dispensation request must be included within the event application with a justifiable reason and will be decided by the Events Officer • If agreed, vehicle details must be provided at least 7 days in advance so the Events Office can arrange an onsite parking permit • parking for vehicles is available at any public car park: www.oxford.gov.uk/carparks)
LEVEL OF PLI REQUIRED	£5 million
POWER AVAILABLE (TYPE)	Pop-up power supply (see notes at back). You can access the onsite pop-up power through a separate agreement with the Events Office who will provide you with the power key and adaptor. It is your responsibility to collect the power key and return the same day. Cost is a minimum of £25 per day dependant upon your requirements plus a £250 deposit for the power key. Event Organisers must also ensure they supply the appropriate cabling for the power supply and ensure that any cabling is made safe. The pop-up power is located at the front right-hand corner of the Square.
PAYMENT TERMS	Once your event application has been consulted upon with stakeholders the full hire fee will be applicable. Payment is due post consultation.
CANCELLATION TERMS	The cancellation fee will be determined by the events officer upon cancellation.
LEAFLETTING PERMITTED	Available through a separate agreement – for further information visit: www.oxford.gov.uk/freeprintedmaterial . If the full promotional fee of £1000 is activity the Events Office will include up-to 4 x leafleting permits within this fee
STREET TRADING	<ul style="list-style-type: none"> • Commercial sales are not allowed but if the Events Officer allows you to have trading then please note the following: • If you are holding an event or attending an event as a trader in Oxford you will need Street Trading Consent if the event is open free of charge to the public. You will need Street Trading Consent for all stalls/ vehicles at the event trading for commercial gain. You will not need Street Trading Consent for stalls/ vehicles selling articles for charitable purposes. It is an offence to street trade without a street trading consent. If you wish to seek clarification on individual events please contact Miscellaneous Licensing on 01865 252561. • The Street Trading Fee is £25 per stall per day. • For more information on Street Trading and an application form please visit www.oxford.gov.uk/streettrading
HIRE COSTS	Available as a document titled “Events Fees and Charges” on the website: www.oxford.gov.uk/eventapplications
ANY OTHER RELEVANT INFORMATION	Footfall: Figures on Queen St in 2014 averaged 8,000 people daily, 240,000 monthly, and peaked in July at 258,000.

TYPE JT01 for Electrical – Water – Air Service

Electrical characteristics

Rated voltage	240/400V
Rated frequency	50/60Hz
Rated current	125 A
Main circuit breaker	4P - 100A - 10kA
Max socket size	3P+N+E - 125 A
Max terminal box size	35 mm ²
Max incoming cable	5x35 mm ² H07RN-F
Cable length	5 mt (optional)
Insulating class	<input type="checkbox"/>

Mechanical characteristics

Protection degree	up to IP66
Loading	40 Ton
Class	D400
Standard	EN 124
Lifting mechanism	Crank handle ⁽¹⁾
Users	On truck
Cover closed	Type A
Cover filled	Type B / Type D
Total gross weight	600 kg
Concrete weight	500 kg



Overall dimensions

Height	1100 mm
Depth	Ø 870 mm
Length	Ø 870 mm
Stroke	600 mm

Ground hole

Length	1000 mm
Depth	1000 mm
Height	1500 mm



Sockets available:

For a stage or events 1 no. 63 amp socket 3 phase 415 volts
 2 no. 32 amp sockets Single phase 240 volts
 3 no. 16 amp sockets Single phase 240 volts
 plus outlet for water

Moulded Plugs to suit sockets above are detailed below:

Available from:



<http://www.eventpowerservices.com/7ip67watertightglandedentryplugpm16601.php>

The Unit provides a water supply and electricity supply as follows:

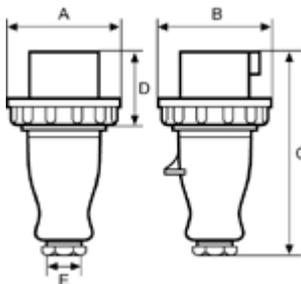
1 no. 63 amp socket (red) 3 phase 415 volts
 2 no. 32 amp sockets (blue) Single phase 240 volts
 3 no. 16 amp sockets (blue) Single phase 240 volts
 all protected by an RCD panel.

The Use of IP66 16 amp Glanded Entry Sockets (see image below) plugged directly into the pop-up unit provide protection against substantial water ingress such as a high pressure jet - similar to fire hose - from any angle for up to 3 minutes.

IP67 WATERTIGHT (Glanded Entry)



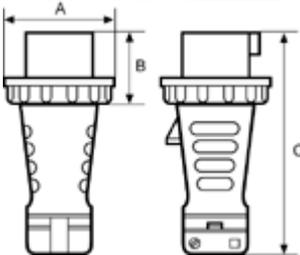
A	V	 2P+E	No. Sockets/plugs
16	110		
	240	PM16/601	3no.
	415		
	500		
32	110		
	240	PM32/601	2no.
	415		
	500		



The above plugs are fitted with a glanded entry and elastomer cable seal.



A	V	3P+N+E	No. Sockets/plugs
63	110	PM63/606	
	240	PM63/607	
	415	PM63/608	1no.
	500		



The above plugs are fitted with an external cable clamp and elastomer cable seal

However, when the 240v 16 Amp To 13 Amp 3 Pin Adaptor (see image below) is used, this is only rated IP40 and therefore does not provide any protection against the entry of water.

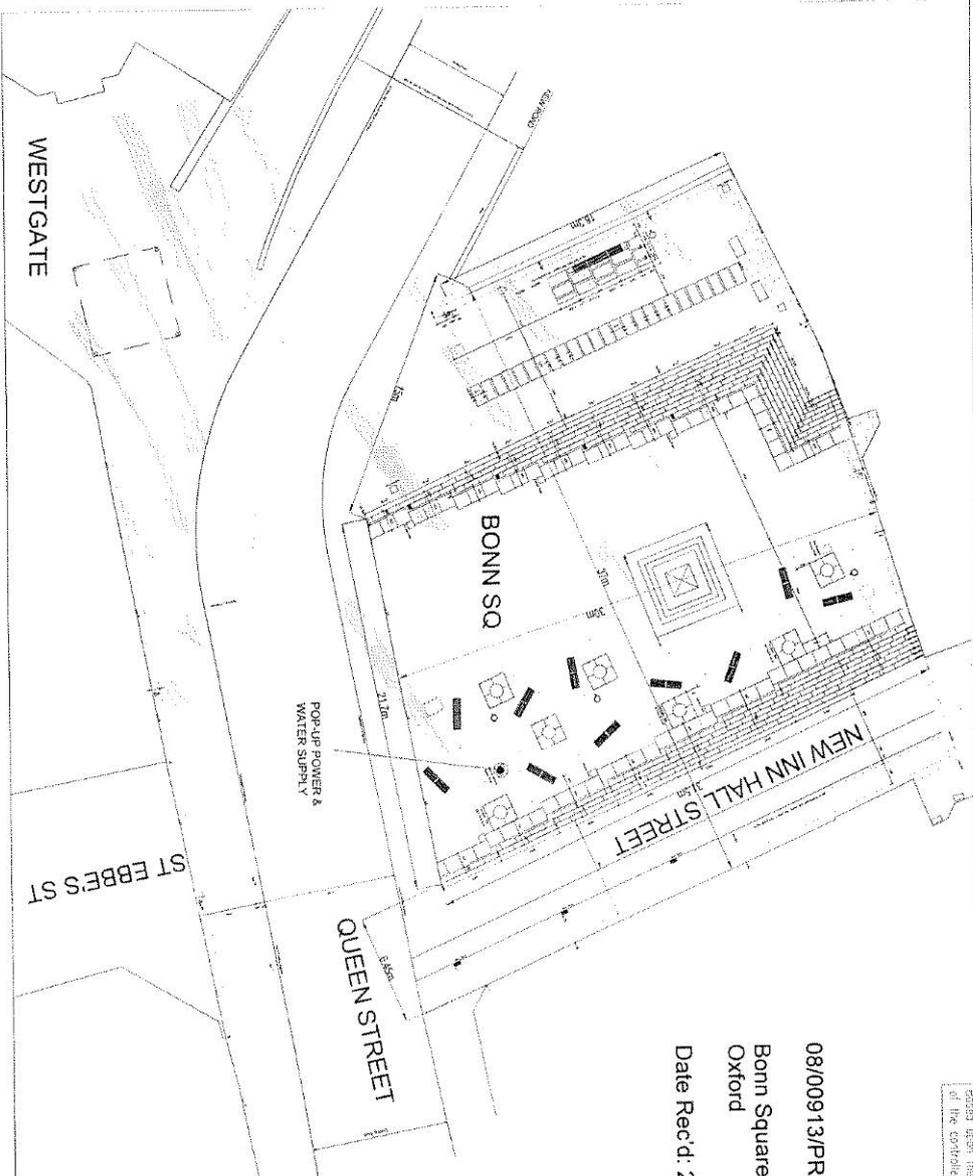


Users must therefore be aware that any electrical equipment connected to the unit via this adaptor and used outdoors should be protected from any water and liquid splashes, immersion in liquid/water, rainfall, etc.

Extension leads, cables and connections.

For Safety make sure that they are:

- Suitable for outdoor use – weather resistant with moulded connections that prevent the entry of moisture;
- Rated correctly to suit the equipment you want to connect to them;
- Uncoiled, to prevent them from overheating;
- Kept clean and free from damage;
- Replaced if damage is found;
- Used according to the manufacturer's instructions;
- Positioned appropriately to prevent them being damaged; and
- Kept dry



Based upon the Ordnance Survey map with permission of the controller of HM S.O. Licence No. LA100019348

08/00913/REM

Bonn Square
Oxford

Date Rec'd: 26.09.08



License Areas

