Leeds City Centre

event space guide

promote your business around the city
Introduction

Why not promote your business in Leeds? The City Centre Management team is on hand to help you decide which space would be the most suitable for your activities, and would best help you reach your objectives.

Our eight promotional spaces are situated within the pedestrianised retail core of the city centre and all are in areas of high footfall. Average weekly footfall is 1 million, with Saturday seeing up to 233,000 visitors.

Hire fees range from £500 to £1,500 depending on which site you book. However, if you are a registered charity or voluntary sector organisation we may be able to offer you a space at a reduced rate.

Our smallest space is 8m x 4m, and our biggest 30m x 10m so we can easily accommodate larger events.

We are here to help

After you’ve received the go ahead, we will continue to work with you to ensure that your event is a success. Our booking team can help you with and requirements you may have around parking, disposal of any litter, and access and egress of the event site.

On the day of your event a City Centre Liaison Officer will visit you to ensure that everything’s going to plan.

Things to think about!

You may want to consider the following whilst planning your event:

- The weather – all our spaces are outside and uncovered
- Access – Being located in the heart of the city centre some of our sites are not accessible to vehicles, or have restrictions on when you can come and go. See page 2 on the application form which highlights which spaces are suitable for vehicles
- Direct selling of goods and services/exchange of personal finance details is not permitted except in the outdoor Kirkgate Market event space
- Being a good neighbour – we ask that you keep any noise to an acceptable level
- Power is not available but you will need to source your own
How to book an event space in 4 easy steps

1. In the first instance we would recommend that you contact us by phone to discuss your requirements. Should you already have a date in mind and the space is available we can provisionally book you in.

2. We will then send you a copy of the city centre promotional event spaces policy and procedures document (which contains all the do’s and don’ts of booking a space) and our application form which you should complete and return to us along with proof of your public liability insurance. We will need your application form back at least 2 weeks before your proposed event (4 weeks if you are planning a food or drink sampling event).

3. We may ask you for further information such as a risk assessment if your event is particularly large or complex.

4. Finally, we will issue you with formal written consent and you’re good to go!
v) KIRKGATE OPEN MARKET – £250 per day
Newly available site situated in the centre of Leeds Kirkgate Open Market which allows selling of goods. Ideal for vehicle promotions.
Details:
17mx9m in size. Fully pedestrianised between 9:30am – 16:30pm. Average weekly footfall is 70,000.

BOND COURT – £500 per day
Main pedestrianised route from the legal and financial district to the retail core and train station. Ideal for targeting office workers before and after work as well as lunchtimes. Also boasts a boules court.
Details:
11mx10m in size.

CITY SQUARE – £600 per day
Large paved open pedestrianised area flanked by water fountains. Busy area for commuters and established routes to and from the train station. Home to the Black Prince on horseback and other statues.
Details:
21mx8m in size. Fully pedestrianised between 10:30am – 7:00pm.

LANDS LANE – £600 per day
Situated in the heart of Leeds' pedestrian retail core and recently refurbished. Situated at the intersection of Trinity Leeds, Commercial Street and Lands Lane.
Details:
10mx4m in size. Fully pedestrianised between 10:30am – 7:00pm. Average weekly footfall is 135,000.

DORTMUND SQUARE – £900 per day
Ideally placed between 3 of the city centre's popular shopping centres. Popular square. Ideal for small vehicle promotions.
Details:
8mx8m in size. Vehicle access available. Average weekly footfall is 186,000.

ALBION STREET – £1,000 per day
Prominent retail location between the retail area and the train station. Ideal for vehicle promotions.
Details:
30mx5m in size. Fully pedestrianised between 10:30am – 7:00pm. Average weekly footfall is 142,000.

ALBION PLACE – £600 per day
Refurbished and home to cafés and restaurants.
Details:
8mx4m in size. Fully pedestrianised between 10:30am – 7:00pm.

BRIGGATE – £1,500 per day
This is the most prominent and popular site in the centre of the retail core. It is our largest promotional event space. Ideal for new product launches and high quality events.
Details:
30mx10m in size. Fully pedestrianised between 10:30am – 7:00pm. Average weekly footfall is 264,000.

Leeds city centre event spaces

V = vehicle access. Footfall as per 2014 Audit.
Policy and Procedures
Leeds City Centre promotional event spaces
January 2012
introduction

City Centre Management manages a number of event spaces in the city centre which are available to hire for the purpose of company promotion, event promotion and information exchange. This document outlines the City Centre promotional spaces policy, charging policy and procedures, and an appended list of the conditions of use of the spaces.

1. BACKGROUND

1.1 The following spaces are actively managed by City Centre Management (the unit responsible for city centre management within Leeds City Council):

- Briggate
- City Square
- Dortmund Square
- Bond Court
- Albion Place
- Albion Street
- Lands Lane
- Kirkgate Open Market

1.2 The following outdoor public spaces which are suitable for larger events and promotions are managed by Leeds City Council’s Events Team. Any enquiries should be addressed to them directly as per contact details listed in Appendix B.

- Millennium Square
- Victoria Gardens (outside Leeds Central Library / Art Gallery)

1.3 Please note City Square is also available for filming purposes. No vehicles are permitted on to the site; appropriate arrangements must be made if the intention is to use the loading bays adjoining the square for parking vehicles.

1.4 It is important that the Council has consistent and clear procedures for the granting of consents in these public areas. This will enable more effective management of these areas and ensure that, as public spaces, any activities, which take place there, bring benefits to existing Leeds City Centre businesses and the public and cause minimal disruption.

1.5 All promotions/events (for the spaces listed in 1.1) will be considered by City Centre Management in the light of the agreed spaces policy, the conditions of use (see appendix A), and the annual priorities and programme of events.
1.6 Annual priorities will consider issues such as:
- marketing and publicity for the city centre and the city in general
- community involvement and participation
- education
- income generation
- sponsorship
- scale and nature of events
- other events proposed in the city centre and city as a whole

1.7 City Centre Management will prepare this annual priority statement in March, in order to plan for events that will commence at the beginning of each financial year. An annual programme of events will also be drawn up by City Centre Management to reflect the annual priorities. The annual priorities and programme of events will be used in consideration of ad hoc requests for city centre space bookings made by event organisers.

2. SPACES POLICY

2.1 All the spaces managed by City Centre Management (detailed in para 1.1) will be available for advance booking for promotions, events, entertainments and filming booked with a minimum 2 week notice period (4 weeks for food and drinks promotions).

2.2 The Kirkgate Open Market event space also offers the opportunity to sell.

2.3 Only promotions/events, which don't detract from the vitality and vibrancy of the city centre, will be approved by City Centre Management. This is at City Centre Management discretion.

2.4 Use of promotional spaces will normally be considered on a first come first served basis, provided that the promotion/event meets the requirements of the spaces policy, priorities and condition of use. City Centre Management, in certain circumstances, may initiate changes to the venue and/or conditions of use. Notification of this will be in writing and where possible an alternative venue will be sought. All such decisions will be final.

2.5 The specific area(s) available for the promotion/event will be determined by City Centre Management, in consultation with other relevant Council departments.

2.6 At the discretion of the City Council, the prospective applicant may be asked to submit an environmental management statement, to describe how environmental impacts are to be avoided or minimised.

2.7 All promotions/events should comply with all relevant legislation and policy including health and safety, environmental health and highways, and the event organiser should provide all documentation required including public liability insurance. The event organiser will be expected to comply with Leeds City Council's Enforcement Division policy on litter arising from flyers.

2.8 The promotion/event should not affect pedestrian flows, public safety, the general environment or the interests of surrounding businesses, services or residents and should not be of nature that could cause offence to the users of the city centre.

2.9 City Centre Management may require a risk assessment or method statement (where appropriate) from event organisers. It is the responsibility of the event organiser / promoter to provide all documentation no later than 14 days prior to the start of an event.

2.10 All Leeds City Council Departments support a multi agency approach when organising major events and activities in the city. Separate arrangements are in place for the organisation of such events. Further information is available from both the Arts & Events Team and City Centre Management. All such issues must be agreed by relevant parties prior to a major event being sanctioned. A fee will be charged to the event organiser if a proposed event is deemed to be of a size or complexity that multi agency consultation is required.

2.11 All promotions/events must comply with the requirements of the Police, other emergency services and other key multi-agency partners who assist with the co-ordination of events in the city as appropriate.

2.12 All promotions/events must comply fully with the up to date list of Conditions of Use for City Centre Promotional Spaces (see Appendix A).

2.13 A fee will be charged for all promotions/events. An invoice will be raised within 5 working days of the final day of the event following the issue of a letter of consent.

2.14 Previous use does not guarantee future permission of use of a city centre space.

2.15 City Centre Management reserves the right to refuse any promotion/event permission to book the city centre promotional spaces, and reserves the right to terminate any consent or stop any event which is in progress, should the applicant not conform to the original agreement and conditions or
the activity differs from those outlined in the booking form. Any booking fee paid will not be returned should the event be terminated in such circumstances. Additionally City Centre Management/Leeds City Council will be liable for any other costs that may arise as a result of termination.

2.16 The use of the City Centre promotional spaces for promotions/events, which do not hold the necessary permissions, will not be permitted, and the City Council has the authority to terminate these promotions/events. In circumstances where it is found an unauthorised promotion/event has taken place or is taking place the Council reserve the right to stop the event immediately and charge a fee retrospectively for that event, together with appropriate costs.

2.17 Failure to provide documentation as requested by City Centre Management may result in the cancellation of an event.

3. FOOD & DRINK PROMOTIONS

3.1 The promotion and/or sampling of alcohol, is not permitted in the city centre promotional event spaces covered by this document.

3.2 Only sample sized food and drinks promotions are allowed in promotional event spaces. No sausages or ice-cream promotions are allowed.

3.3 Applications for food and drink promotions must be received at least 4 weeks in advance of the proposed event. Consent for food and drink events will only be issued after City Centre Management has consulted with Leeds City Councils Markets Division.
4. CHARGING POLICY

4.1 A fee will be charged for all promotions/events. This fee structure per site is detailed below.

4.3 City Centre Management reserves the right to charge additional fees at any time if additional staff time is spent on administration and monitoring of events. The event fee could be increased by up to three times the amount to cover these extra costs.

4.4 Additional fees can and will be charged should the Council incur additional cleansing costs as a result of the promotion/event, then an appropriate retrospective charge will be levied to the consent holder along with any appropriate administration fees.

4.5 Millennium Square and Victoria Gardens will follow similar principles. Please contact Leeds City Councils Arts & Events Team for further information.

4.6 We operate a designated charities space at Albion Place at a discounted rate. Charities requiring any other event space should contact City Centre Management.

4.7 The Council reserves the right to vary the fee charged.

### SPACE INFORMATION PRICING

<table>
<thead>
<tr>
<th>SPACE</th>
<th>INFORMATION</th>
<th>PRICING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Briggate</td>
<td>This is the most prominent and popular site in the centre of the retail core. It is our largest promotional event space. Ideal for new product launches and high quality events. 30m x 10m in size. Fully pedestrianised between 10.30am - 7:00pm. Average weekly footfall is 264,000.</td>
<td>£1,500 per day</td>
</tr>
<tr>
<td>Dortmund Square (St Johns Centre, The Headrow)</td>
<td>Ideally placed between 3 of the city centre’s popular shopping centres. Suitable for small vehicle promotions. Space is 8m x 8m in size. Vehicle access available. Average weekly footfall is 186,000.</td>
<td>£900 per day</td>
</tr>
<tr>
<td>Lands Lane (outside WH Smith)</td>
<td>Situated in the heart of Leeds’ pedestrianised retail core and recently refurbished area. Sits at the intersection of the new M7S and popular retailers eg. W H Smith 10m x 4m in size. Fully pedestrianised between 10:30am - 7:00pm. Average weekly footfall is 135,000. Average Saturday footfall is 11,000.</td>
<td>£600 per day</td>
</tr>
<tr>
<td>Albion Place</td>
<td>DESIGNATED CHARITIES SITE Recently refurbished and home to cafe’s and restaurants popular with charities. 8m x 4m in size. Fully pedestrianised between 10:30am - 7:00pm</td>
<td>£600 per day</td>
</tr>
<tr>
<td>Albion Street (near Next and Boots)</td>
<td>Prominent retail location between the retail area and train station. Ideal for vehicle promotions. 30m x 5m in size. Fully pedestrianised between 10:30am - 7:00pm. Average weekly footfall is 142,000.</td>
<td>£1000 per day</td>
</tr>
<tr>
<td>Bond Court (off Russell Street)</td>
<td>Main pedestrianised route from the legal and financial district to the retail core and train station. Ideal for targeting office workers before and after work as well as lunchtimes. Also boast a boules court. 11m x 10m in size.</td>
<td>£500 per day</td>
</tr>
<tr>
<td>Kirkgate Open Market</td>
<td>Site situated in Leeds Kirkgate Open Market which allows for the sale of goods. Ideal for vehicle promotions. 17m x9m in size. Fully pedestrianised between 09:30am - 16:30pm. Average Saturday footfall is 11,000.</td>
<td>£250 per day</td>
</tr>
<tr>
<td>City Square</td>
<td>Large paved open pedestrianised area flanked by water fountains. A busy area for commuters and an established route to and from the train station. Home to the Black prince on horseback and other statues 21m x 8m in size.</td>
<td>£600 per day</td>
</tr>
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</table>
5. BOOKING PROCEDURES

5.1 Requests to hold promotions or events in Leeds City Centre event spaces outlined in this document should, in the first instance be forwarded to City Centre Management, where their suitability will be assessed.

5.2 Promotions and events that will be considered by Leeds City Centre Management for city centre event spaces will include:

- Product sampling
- Charitable events
- Music / entertainment and cultural events
- Promotional roadshows / activities
- Short term trading (subject to product) on the Kirkgate Open Market.

5.3 Event spaces cannot be pre-booked for the purposes of co-ordinating a public assembly (this term includes demonstrations). It is best practice to liaise with West Yorkshire Police. Contact details are detailed in Appendix B.

5.4 Requests to book event spaces will initially be considered by City Centre Management against:

- the City Centre Promotional Event Spaces policy
- the annual priorities and programme of events
- details of the promotion/events contained in the initial enquiry against the Conditions of Use.
- other factors e.g. size and nature of event for the particular space requested, alternative spaces may be suggested to the promoter if a particular space is considered inappropriate.

5.5 If considered suitable against these criteria. A provisional booking will be made subject to final confirmation. There is no commitment to reserve the space at this point.

5.6 City Centre Management will send the promoter / event organiser an application form for booking the promotion/event on an event space, copies of the Conditions of Use for City Centre Promotional Spaces, and any other relevant information, including an indication of the fee payable.

5.7 A completed application form must be returned to City Centre Management by the person who will be responsible on site for the promotion/event at least 14 days prior to the event (1 month for food and drink promotions). The application should fully detail the proposed promotion/event, with confirmation from the promoter that the Conditions of Use will be adhered to, and should be submitted with details of any necessary public liability insurance and other documentation to confirm compliance with appropriate environmental health or other legislation.

5.8 Failure to return the booking form by the required deadline will result in the provisionally booked event space being made available to other organisations to utilise. (1 month before for food and drink promotions). The application should have been signed off by all parties concerned. Failure to return this documentation in time may result in the cancellation of the provisional booking.

5.9 Should you provisionally book an event space more than 3 months in advance of your activity a completed application form must be submitted to City Centre Management not more than 1 month from the initial booking. Your provisional booking may be lost if your form is not submitted on time.

5.10 Should a confirmed booking be subsequently cancelled or a promoter fail to turn up on the day, a charge of 100% of the full fee will become payable. This also applies to registered charities.

5.11 On receipt of the application form and further details, City Centre Management will consider whether the promotion/event continues to meet the initial criteria, and is deemed suitable. If so, consultations with other multi-agency partners may be initiated. Partners consulted may include other City Council departments, the emergency services, the Health and Safety Executive, public transport and car park operators and city centre businesses.

5.12 City Centre Management will initiate the raising of the appropriate invoice and issue the consent letter. Any other relevant parties will be advised as appropriate.

5.13 All event documentation as requested by Leeds City Centre Management, including a risk assessment or method statement (if requested) is required 14 days in advance of the promotion/event (1 month for food and drink promotions), and must be signed off by all parties concerned. Failure to return this documentation in time may result in the cancellation of the provisional booking.

5.15 Currently please be aware that none of the event spaces provide a power source.
CONDITIONS OF USE FOR CITY CENTRE
PROMOTIONAL SPACES

Event Organisers booking an event space managed by Leeds City Centre Management must take into consideration the conditions detailed below under the following headings:

- Site Protocol
- Health & Safety
- Access & Egress
- Vehicles
- Insurance
- Fees
- Cancellation
- Leaflet distribution
- Noise
- Filming
- Street Collections
- Public Assemblies
- Equal Opportunities

Failure to abide by these conditions at any time prior to or during a booked event may result in an event being cancelled and will have a negative implications for the event organiser(s) as regards any proposed future booking(s).

SITE PROTOCOL

1. The letter of consent granted by City Centre Management must be available for inspection by any officer of the council on the day(s) in question.

2. Direct selling of goods and services will be at the discretion of City Centre Management. Where selling of goods is approved, a street trading licence will be required at an additional cost, available on application from Leeds City Council’s Development Department, Markets Division. However this is not required on the open Market Square. Please note for a licence application to be considered there must be at least five trading pitches concerned. Contact details are listed in Appendix B.

3. Any display must be safe, tidy and attractive, to the satisfaction of the City Council. Attaching or placing signs, banners or other items on or to street furniture, or the highway surface will not be permitted. Please submit copies of any promotional/display materials with the booking form.

4. The use of ‘A Boards’ is not permitted anywhere within Leeds City Centre.

5. If a consent holder is asked to move his/her location by the Council, Police or Fire Service, he/she will immediately comply with that request.

6. The consent holder will be responsible for the reasonable cost of repair to the highway or street furniture if damage is caused by his/her event.

7. The consent holder will be responsible for the satisfactory behaviour of any employees or other people involved in the event who shall also comply with these conditions.

8. Petrol generators will not be allowed. Details of any other type of generator, such as silent diesel generators must be submitted for approval by City Centre Management.

9. Activities will be positioned within the perimeter of the designated space so as to cause minimum disruption of pedestrian movement and no obstruction to shop frontages or city centre businesses.

10. The consent holder or his/her activities shall not cause any nuisance or annoyance to any other users of the event spaces, occupiers of adjacent land or buildings or to Leeds City Council.

11. Litter, generated as a result of any activity, including leaflets/samples/products promoted, must be minimised during the event and removed from the event space and a 50m surrounding area by the consent holder both during and at the end of the activity. Should the consent holder fail to adhere to the above they may also be served with fixed penalty or abatement notices. Should the Council incur additional cleansing costs as a result of the promotion/event, then an appropriate retrospective charge will be levied to the consent holder along with any appropriate administration fees.

12. The consent holder must remove all waste from site at the end of each day, which should be disposed of at a registered Trade Waste site. Litter MUST NOT be placed in refuse bins adjacent to the promotional space. Contact details of the Trade Waste sites closest to Leeds City Centre can be found on Leeds City Council website at www.leeds.gov.uk.

13. The consent holder must not use Leeds City Council’s waste bins to dispose of litter generated throughout the activity. A fixed penalty notice will be issued if any litter is left behind. However, refuse facilities are available at the open Market Square.

HEALTH AND SAFETY

1. All activities must meet all current Health and Safety legislation, for example all cables on site must be adequately covered or preferably positioned well above head height.

2. Necessary fire fighting equipment must be provided and be readily available.

3. The promotion and or sampling of alcoholic drinks are not permitted.
ACCESS AND EGRESS

1. Vehicle movement to and from the City Centre promotional spaces must only take place within the hours permitted by the relevant Traffic Regulation Orders. These hours are normally 4.30pm to 10.30am within the pedestrian precinct (Monday to Sunday). Exceptions to this apply when specific Police consent has been given, or the organiser has been instructed to move by the Police or City Council.

2. Some spaces require bollards to be removed to gain access to set up and hold promotions/events. City Centre Management must be aware of your proposed arrival and departure times to enable the bollards to be removed in a timely manner.

VEHICLES

1. Vehicle users must comply with West Yorkshire Police advice, that states: “Whenever a vehicle is driven upon footway areas it should be guided by another person so as to inhibit excessive speed and prevent conflict with any pedestrians in the vicinity”. Their advice is given without prejudice and would not absolve any person from criminal or civil liability.

2. All vehicles must use drip trays to avoid oil marks on the paving. The hirer will pay for the removal of oil marks or fuel spillages caused by vehicles used as part of the set up or delivery of an event.

3. Vehicles used for towing or transporting units or equipment to a site must be removed from the site before the event commences. All trailers must be disconnected from the towing unit. The only vehicles allowed on site during the activity are those for which the application has been made for and express consent given, these must be branded vehicles which form part of the event/promotion.

4. Any vehicular movement on site must be taken with proper provision for public safety. No vehicle is to remain on the area outside the agreed time without permission. Staff associated with the activity are not permitted to park privately owned vehicles on the spaces.

5. Trailers, caravans, camper vans etc. and motor vehicles will not be permitted to use Bond Court, Albion Place, Chancellor Court or Lands Lane. Equipment for activities on Lands Lane must be unloaded and loaded from Albion Place. Please ensure the site you book is suitable for the activity you are proposing.

6. Suitable spaces that are able to accommodate vehicles will be determined by the Leeds City Council, shown on a plan and shall be strictly adhered to.

7. Any cabling from an event vehicle must be sited in line with current Health and Safety legislation.

INSURANCE

1. The consent holder will indemnify the Council against all actions, costs, claims and demands that may result from his/her use of the highway under the consent granted by the Council.

2. The consent holder will, if the Council requests, take out third party liability insurance in the sum of at least £5,000,000 with an insurance company who shall be approved by the Council and will produce details of such insurance to the Council.

FEES

1. A fee will be charged for all promotions/events.

2. Millennium Square and Victoria Gardens are charged separately (for further information contact Leeds City Council Arts & Events Team, see Appendix B).

CANCELLATION

1. Should an event be cancelled after a letter of consent has been issued, an administration charge up to the full hire fee for the space will become payable.

2. Should you provisionally book an event space more than 3 months in advance of your activity a completed application form must be submitted to City Centre Management not more than 1 month from the initial booking.

3. The Council reserves the right to cancel or withdraw any consent, at any time prior to the date in question.

4. Consent holders may be required to curtail or cancel an event on the day, in the circumstances of emergency or other authorised legitimate access requirements for which no satisfactory alternative access arrangements can be made.

5. Where the event organiser does not abide by the City Centre Policy and Procedure or the activity is not contained within the agreed event space, City Centre Management reserve the right to stop the event while it is in progress. Fees will not be returned should this occur.

LEAFLET DISTRIBUTION

1. The consent holder and all other event staff shall wait to be approached by members of the public when leafleting within the event space.

2. Where the event includes the distribution of printed material, for example leaflets, flyers or any printed
format, litter must be collected and removed within a 50m radius by the consent holder during and after the event. Any distribution of printed material must be restricted specifically within the booked event space. Failure to adhere to this may result in the consent holder being served with fixed penalty or abatement notices. Should the Council incur any additional cleansing costs as a result of the promotion/ event, then an appropriate retrospective charge will be levied along with any appropriate administration costs. See Appendix A - Site Protocol, point 10, 11 and 12.

3. Leafleting shall only take place within the designated event spaces with the written consent of City Centre Management,

4. For further information on flyering and in Leeds city centre or to apply for a city wide flyering permit, please see www.leeds.gov.uk for further information or contact Leeds City Council Enforcement Division on 0113 3951765.

NOISE
1. The consent holder will ensure that sound levels generated by his/her event are reasonable and do not cause any noise nuisance to other businesses, residents or members of the public in the vicinity. If a complaint is received by the Council, immediate corrective action must be taken.

2. The use of loud hailers will not be permitted, unless specifically agreed with City Centre Management in advance.

FILMING
1. When City Centre promotional spaces are booked for filming, all details of requirements for vehicles, cabling, lighting, tracking, props and other equipment must be agreed in advance with City Centre Management, and strictly adhered to.

STREET COLLECTIONS
1. Cash collections will only be allowed for charitable organisations and will be controlled by the Licensing Section of Legal and Democratic Service, Leeds City Council (see contact details in Appendix B) Please note where an event involves a street collection, consent must be gained prior to the return of the booking confirmation form.

PUBLIC ASSEMBLIES
1. City Centre Promotional Spaces are not pre-bookable for public assemblies (this term includes demonstrations). It is best practice to liaise with West Yorkshire Police. Contact details are listed in Appendix B.

EQUAL OPPORTUNITIES
1. The consent holder will comply with the Council’s Equal Opportunities and Health and Safety policies.

POLITICAL PARTIES AND RELIGIOUS ORGANISATIONS
1. City Centre Promotional Spaces are not pre-bookable for political parties.

2. This does not impede the right to freedom of speech. Please contact City Centre Management if you have a query.
Appendix B

City Centre Management:
Monday to Friday
Telephone: 0113 378 7753 / 0113 378 6646
e-mail: promotional.spaces@leeds.gov.uk

Leeds City Council Development Department
Arts & Events Team
The Town Hall
The Headrow
Leeds
LS1 3AD
Telephone: 0113 378 6988
e-mail: events@leeds.gov.uk

Entertainment Licensing Section
Citizens and Communities
St George House
40 Great George Street
Leeds City Council
LS1 3DL
Telephone: 0113 3785029

Leeds City Council Development Department
Markets Division
Leeds Kirkgate Market
34 George Street
Leeds
LS2 7HY
Telephone: 0113 378 1950

Public Assemblies
Please liaise with West Yorkshire Police on:
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Should you have any further questions relating to the information contained within this document please contact: City Centre Management on 0113 378 6646

This document has been produced by: City Centre Management

SHOULD YOU REQUIRE THIS DOCUMENTATION IN LARGE PRINT, BRAILE, TAPE OR ON DISK PLEASE TELEPHONE CITY CENTRE MANAGEMENT ON 0113 378 6646