

## **Donate a flag: Guidance for event organisers**

Barking and Dagenham is a young, rapidly growing and increasingly diverse borough and we want to support and celebrate our diverse and changing population.

We are inviting individuals and community groups to donate their national or other significant commemorative flag for it to be flown outside the Barking Town Hall as part of community-led events to celebrate days of significance such as independence days or days of remembrance.

The Leader of the Council, Deputy Leader, Ceremonial Mayor, and the Cabinet Member responsible for Equality and Diversity, will be invited to flag raising events to celebrate with the community; other local Councillors will also be invited to attend.

This guide has been prepared for residents who wish to organise a flag raising event. It is essential that organisers read this guide and complete the online event request form.

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## event request form

### Who can organise a flag raising event?

Anyone who lives or works in the borough is welcome to volunteer to organise a flag raising event for their chosen country, community, or group. Likewise, any local voluntary and community sector group can organise an event.

### How are flag raising events organised?

To organise a flag raising event you need to complete the online request form at least four weeks before the date of the event.<sup>1</sup>

Once your plans have been approved by us you will be responsible for:

- Delivering the event according to the agreed itinerary as set out on your event request form

- Costs of the event, including the flag, necessary equipment and additional staff that may be required for extended opening hours, and any catering or hospitality you wish to provide

- Invitations to members of the community

- Event management on the day of the event

The Council will support you in making the arrangements by providing rooms, promoting the event, and making facilities staff available on the day to support the smooth running of your event. The Council may be able to provide additional support on request but may charge for any such services.

### Where are flag raising events held?

You and your guests will have freedom to use the Town Square for the flag to be raised at the agreed time. While using the Town Square we ask that your group does not block access to the Town Hall or Barking Learning Centre.



## **event request form**

The flag, including ropes and toggles,

