



For Your Information



ORGANISING OUTSIDE EVENTS

Introduction

Organising an outdoor dance event in the UK can be a lot of fun and really enjoyable for participants. Fortunately, there are some tango organisers who have years of experience of putting on outdoor events during the summer events. There are also those who are attracted to the idea but are unsure how to go about it. We have put together a checklist to help you to ensure your events run smoothly, safely, and lawfully.

There are two main reasons why you should create *al fresco* events:

- Making the most of good weather and a chance for your group of dancers to enjoy tango in the open air; and/or
- A way of attracting new people to tango by engaging passers-by.

Things to consider

1. Permissions & Licensing

- **Land Owner's Permission**
 - **Public Land:** ask for permission from the local council (e.g. parks department).
 - **Private Land:** get written consent from the landowner.

- **You will need a Temporary Event Notice (TEN)**

This is required for events:

- providing regulated entertainment (music/dancing)
- selling alcohol
- serving hot food or drink between 11pm–5am

Apply to your **local council** at least 10 working days in advance.

You are allowed up to 15 TENs per year (per premises/user) & the cost is about £28.

For more information, see <https://www.gov.uk/find-licences/temporary-events-notice>

- **Music Licensing**

This can be a bit of a minefield but if you are playing music in a public space it is likely that you will need a licence. If you already play music in milongas and classes you may already hold a PPL/PRS licence.

- **PRS:** for music, if you're playing copyrighted music (live or recorded).
- **PPL:** For the rights to play recorded music in public.

You can find more information in the UKATA Information Sheet *Playing Recorded Music - Licences* <https://www.argentinetango.co.uk/general-8-1> and here <https://pplprs.co.uk>

2. Insurance

You should have public liability insurance to cover injury or damage. It is likely that the landowner will require it. You can find more information in the UKATA Information Sheet *Insurance* <https://www.argentinetango.co.uk/general-8>

3. Risk Assessment & Safety Planning

You should prepare a risk assessment to be sure that the space is safe for dancers and onlookers as your insurance company will want to see this in the unlikely event that you make a claim.

Your Risk Assessment should:

- identify risks (slips, trips, weather hazards, crowd control), and
- plan mitigations (e.g., wet-weather mats, first aid provision).

Health and Safety

- **First Aid:** Have a First Aid kit to hand and know how to use each item inside.
- **Electrical Safety:** the owner of the space may insist on seeing a PAT certificate (Portable Appliance Test) to ensure your equipment is safe. If not, you may want to do this anyway for your own peace of mind. For more information see:

<https://www.electricalsafetyfirst.org.uk/find-an-electrician/pat-testing-explained/>

4. Noise and Nuisance Management

If you will be in a residential area then it's a good idea to notify local residents and to end the music at a reasonable hour (usually before 11pm).

5. Weather Contingency

As we know, UK weather is unpredictable. Plan for:

- **Wet weather:** Cancellation plan or sheltered alternative (local hall on stand-by)
- **Hot weather:** Provide water and shaded areas
- **Windy weather:** if using a temporary shelter eg gazebo

6. Refreshments

You may simply ask people to bring their own. Think about having water available – though you'll need cups which means waste disposal.



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7. Waste and Toilets

- **Toilets:** Always good to find the nearest and make arrangements for their use
- **Bins & Waste Disposal:** Take bin bags to dispose of any waste

8. Rest

Think about where people can sit down between tandas or to watch. If there are no seats at your location then you can ask people to bring a blanket or their own picnic chair.

9. Sound systems & speakers

If you have access to an electricity source, then great. If not, don't worry. There are some powerful, affordable and portable Bluetooth speakers available, some of which have waterproof options. Some choices are listed in the following 2025 links: [What Hi Fi The Telegraph](#)

10. Promotion

Of course, you will let your own group, and other dancers in a wider area, know about your event – emails, social platforms.

During the *Al Fresco* campaign, also let UKATA know and we will push it out on our public FB page and other outlets.

If you want to encourage new people to try tango, have flyers with information about classes available. An A frame with a poster (or something similar) is a good idea.

If you are approached by new people who do not live in your area then direct them to the UKATA website and particularly the Map where they can find classes near them. More people within tango benefits everybody. Here is our link to mini-flyers for you to print, cut up, and have ready to hand out <http://bit.ly/4jHvvuy>. Thank you.

We hope that this guide is helpful. If you:

- want to know more that is not covered here, or
- want to share your own *al fresco* experiences and lessons learnt

then please contact us on: members@argentinatango.co.uk.

fyi
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UKATA – a not-for-profit organisation of volunteers
promoting Argentine tango to the UK public