



Holding Events in the Park: An Introduction

This guide is an introduction to holding events within our parks.

It briefly outlines our fees & charges plus other costs you may need to consider as well as other factors which must be taken into account when organising an event.

01908 233600

events@theparkstrust.com

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1. Outlined Considerations

When thinking of holding an event within our parks the following must be considered;

i. Size of event:

The size of your event will determine every other consideration from location to any fees or costs you may incur.

Small events are generally attended by fewer than 500 people.

E.g. Personal wedding, family BBQ, small charity or community event like a small fun run.

Large events tend to be attended by over 500 people and range from festivals to commercial funfairs.

ii. Licence:

To hold an event in the park you will need to apply for a licence which gives the holder permission the use of the parkland and outlines terms and conditions of use. Please note we require at least 12 weeks' notice for all events although it is advisable to contact us as far in advance as possible especially for large events to secure your venue plus additional required information.

iii. Event Safety:

With all events, safety is the foremost consideration for both members of the public and those working at the event. Every event requires a named person to take responsibility and be the point of contact for the safety provisions of the event from planning to execution. This is normally the licence applicant. A risk assessment for your event will be required as will public liability insurance certificate along with any other applicable documentation.

2. Fees/Charges

With event licence applications you may have a fee and a land bond to pay depending on the size and type of event you are planning.

A land bond is applied to most events; it is a deposit the return of which is dependent on any damages that may be caused as a result of your event.

See the below table for Parks Trust fees & land bond charges:

Type of Event	Attendance	Land Bond	Licence Fee
Personal Event	25 - 50	£50	£0
Personal Event	51 +	£50	£100 + VAT (Plus £100 for additional persons)
Charitable/Community Event	0 - 49	£0	£0
Charitable/Community Event	50 - 500	£500	£100 + VAT
Charitable/Community Event	501 +	£1000	£150 + VAT
Corporate Event	0 - 250	£1000	£250 + VAT
Corporate Event	251 +	£1000	£350 + VAT
Commercial Event e.g. Circus/Funfair	9999 maximum	£2000	£250 + VAT per day

If you are planning any filming, advertising or still photography at your event you may be liable to the following charges:

	A. Charges apply up to 10 hours period	B. Charges apply for period of 10 - 24 hours
Schools/Charitable Organisations/New Bulletins	Free of charge	Free of Charge
Staff charge out cost, per hour per person	£30	£60 (A+£30)
Interviews/Sound Recording up to max. 3 hours	£100	N/A
Still Photography/Advertising/Promotion	£160	N/A
Set Dressing/ Construction/ Preparation and Strike **	£300	£600 (A+£300)

Children's Education/ Corporate/ Pop Music/ Promotion/TV Light Entertainment	£660	£860 (A+£200)
TV Drama	£910	£1210 (A+£300)
Advertising & Feature Films	£1160	£1660 (A+£500)

** Take down of camera equipment and infrastructure

Extensions available by arrangement

All fees are inclusive of administration charges but are subject to VAT at the current rate.

3. Licences

3.1 Parks Trust Licence Application Process

If you do decide on using the park for your event please be advised of the following process;

To apply for a licence call 01908 255374 or 01908 255375 and ask for a licence application form to complete by email or post. See example below. If your event is not feasible you will be advised of this straight away.

Filling in an application form does not guarantee you a licence.

The Parks Trust reserves the right to refuse any application without explanation.

Return your licence application form to the Community Team Manager, The Parks Trust, Campbell Park Pavilion, 1300 Silbury Boulevard, Campbell Park, Milton Keynes MK9 4AD or b.serginson@theparkstrust.com

If your application is successful we will then make sure the park is available at the requested date and suitable for your proposed event.

The terms and conditions of your licence will be drawn up

You will be sent two copies of the licence. You need to sign both copies and send one back along with your;

Licence Fee

Land Bond

Certificate of Public Liability Insurance (Minimum cover £5,000,000)

Risk Assessment

Other appropriate documentation

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Example Application Form:

Contact Name:
Organisation:
Address
Contact Phone Number
Contact e-mail address
Is the organisation a charity group/commercial (delete as applicable)
Name of Event/Activity:
Preferred location of Event / Activity:
Does the event include live entertainment? If so, please give details. Yes/No
Date(s) of Event / Activity
Times of Operation:
Anticipated number of people participating:
Is there an entrance/participation fee? Yes/No
If yes, please give details.
Will refreshments be provided? If so, please describe
Will Alcohol be sold at the event?

3.2 Additional licences

Depending on the nature of your event you may need to also apply for a Temporary Event Notice (TEN) or a Premises Licence from Milton Keynes Council. You will need either if you have any of the following;

- a. The sale by retail or supply of alcohol
- b. The provision of regulated entertainment
- c. The provision of late night refreshment

Regulated entertainment under the Licensing Act 2003 covers most types of entertainment where an audience is entertained. Common examples of (b) are the performance of a play, dance, recorded or live music or an indoor sporting, boxing or wrestling event. Late night refreshment provision means the supply of hot food or hot beverages to the public between 11pm and 5am for consumption.

Which council licence depends on the amount of people in attendance;

A TEN is required for an event providing a, b or c and has no more than 499 people in attendance at any one time and last no more than 96 hours with a minimum of 24 hours between events. The application form for which can be found at www.milton-keynes.gov.uk/licensing. This has to be received by Milton Keynes council no later than *10 working days* before your event along with a fee (currently £21.)

A premises licence is required for an event providing a, b or c with attendance greater than 500 people again information, varying fees and application form can be found at www.milton-keynes.gov.uk/licensing.

4. Event Safety

Each event organiser has a legal duty of care to all people involved in the event, be it a member of the public attending or an employee working and therefore event safety and welfare of all is paramount.

A risk assessment must be compiled and submitted as part of the licence application.

The following health and safety information is required for all events:

(Should you require further information a more detailed pack can be provided or try recommended reading *The Event Safety Guide* HSE Books ISBN 9780717624539)

- Event Capacity – This includes artistes and working personnel.
- Exits - Exit routes must be identified on plan.
- Access – Emergency routes and trader access must be identified.
- Structural Provisions – Stage provision dimensions including crowd barriers.

- Waste – Locations for bins and skips must be detailed on a plan.
- Prohibited Items – Glass items, personal firework or BBQ equipment is prohibited.
- Fire Prevention – Details and locations of concessions on site and fuel being used.
- Fire Fighting Equipment - Must be available and placed at strategic points around the venue.
- LPG – Must be secured in an upright position, located in the open air and fitted with pressure relief valves.
- Lighting – Artificial light must be provided in absence of daylight.
- Electrical Installations – Please give contact details of qualified electrical engineer to assess power requirements. Certification must be provided and you must indicate whether you will be using special effect lighting.
- Mechanical Installations – Supply details of all temporary mechanical equipment.
- Camping/Caravanning – Sleeping Accommodation – Please indicate whether accommodation for tents/caravans and number of units. Please note no public camping/caravanning will be permitted only those working on site.
- Organisation – Given name and contact details of nominated Event Safety Coordinator and event organisers representatives who shall be available at all times during the event and at least one hour afterwards.
- First Aid Provision – Details (including location) of first aid posts and ambulances, number of first aiders and contact details for Appointed person

For events with attendance of over 1000 people the following health and safety information is also required;

- Traffic Management Arrangements – Details of management including parking and pedestrian access.
- Security Arrangements – Contact details for chief steward, number of stewards and SIA numbers, details of when and where they'll be on site. Emergency evacuation plan to be provided.
- Welfare Provision – Location and number of toilets.
- Drinking water – Location of water points
- Noise Control – Detail of techniques being used to reduce noise disturbance as well as detail of how noise monitoring will take place.
- Access – Portable crowd barriers will be needed for large events to permit safe access.
- Communications – Radio communication and contact information between event management team, emergency services, security staff and other agencies. PA for general announcements.
- Organisation – Emergency Liaison Centre details (if required)
- Supply of Alcohol - Indicate at application if you wish to supply alcohol

for further advice. *The Parks Trust reserve the right to request that event organisers apply for their own licence.*

5. Other Considerations

The following will also have to be considered when organising an event:

- Refreshments – Food outlets must provide to the event organiser relevant food hygiene certification, public liability insurance, risk assessment and marquee fire retardant certificate if applicable. The Parks Trust or another agency may ask for these at any time.
- Only diesel generators are allowed on Parks Trust land and it will be the licensee's responsibility to ensure outlets abide by this.

6. Contacts & Further Information

To speak to someone about your proposed event or to request our full events pack please contact: Julie Dawes, Events Coordinator 01908 255375 or email events@theparkstrust.com

If your event is not feasible you will be advised as such.

We have a list of recommended suppliers and services which are available upon request.