



# Organising large events in the parks

The parks are ideal places to hold your own event, from community picnics to concerts and festivals. We welcome requests from groups and organisations to organise their own events and activities in the parks in Milton Keynes. This guide has been written for people who would like to hold safe and successful larger events in the parks in Milton Keynes.

**[events@theparkstrust.com](mailto:events@theparkstrust.com)**  
**01908 233600**



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## 1. Introduction

This guide is designed to assist with understanding how to apply and hold events in the parks.

Typical examples of small events are:

- Sponsored runs, walks, cycle rides etc., for up to a few hundred people
- A picnic
- A community sports competition
- A guided walk
- One-off small performing arts events such as a play, concert or theatre production, with an expected audience of up to a few hundred people.

A Large event is any activity with over 500 participants. Typical examples of large event are:

- Outdoor Concerts
- Circuses or funfairs
- Festivals
- Large family fun day
- Large sponsored runs and walks
- Sports tournaments or festivals
- Fairs, flower shows and exhibitions
- Large performing arts events
- Fireworks displays
- Any event that would normally involve co-ordination with the local authority, emergency services or similar.



## Event Safety

Everyone organising or running an event of any kind has a legal duty of care to their employees, contractors and members of the public. We require a named person to take responsibility for this who will be the point of contact during the planning and execution of the event. Ideally, the licence application should be made by this person. See **Section 4 for details on health and safety.**

## 2a. Applying for a licence

All events need a licence: this is so we can help you ensure that the event is organised safely and that it doesn't clash with anything else, either another event or management work that may be going on in the park at the same time. A licence lists the conditions that the organisers need to abide by to protect the participants of the event, the parks themselves and other park users.

To hold an event in the park you have to apply for a licence from The Parks Trust. The licence sets out the terms and conditions on which The Parks Trust is willing to allow you use of the parkland. There is usually a fee applicable.

### Notice Period

For all events, we request at least 12 weeks' notice. However, for larger events we would advise you to contact us in advance of that to secure your venue and leave enough time for all the relevant licence and health and safety information.

### How to apply for a licence:

1. Call The Parks Trust 01908 233600 and ask for a **licence application form**.
2. We will send you a licence application form to complete by e-mail.
3. Return your licence application form to the Events Team, Campbell Park Pavilion, 1300 Silbury Boulevard, Campbell Park, Milton Keynes, MK9 4AD or [events@theparkstrust.com](mailto:events@theparkstrust.com).
4. 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.
5. If your application is successful we will then make sure the park is available at the requested date, and suitable for your proposed event.



6. You may be contacted at this point to discuss your event ideas. Likewise, please contact us if you have any queries.
7. We will then draw up the terms of your licence.
8. You will be sent two copies of the licence. You will need to sign both copies and send one back to us, with your licence fee (if applicable), land bond (if applicable), certificate of public liability insurance and risk assessment.
9. Depending on your event you may be asked for further documentation, which will be clearly stated with your licence.
10. Depending on your event you may also need to apply for a Temporary Event Notice or a Premises Licence from [Milton Keynes Council](#). You will need to apply for an additional licence if you have any of the following:
  - The sale by retail or supply of alcohol
  - The provision of [regulated entertainment](#)
  - The provision of late night refreshment

See <https://www.milton-keynes.gov.uk/environmental-health-and-trading-standards/licensing/alcohol-and-entertainment/milton-keynes-council-premises-and-personal-licence-applications> for details. We can advise you if you are unsure.

## 2b. Fees

In some instances, licences are free. However, a land bond is applied to most events. This is a returnable deposit to cover the costs of any damage that may be caused as a result of the event. The bond is usually returned in full after the event but, occasionally, it may be necessary to retain all or part of the bond to cover repairs. If this happens a full explanation of the costs which are being recovered will be supplied to you.

Note this rate card is for events in Milton Keynes parks excluding Willen Lake which has its own hire rates, available upon request from [willenlake@theparkstrust.com](mailto:willenlake@theparkstrust.com).

## Current fees schedule - 2019

| Type of Event  | Location   | Attendance   | Land Bond     | Licence Fee         |
|--|--|--------------|---------------|---------------------|
| Commercial event e.g. circus, funfair, motor show, car parking | <b>Campbell Park Events Plateau only</b>             | 9999 maximum | £3000         | £3000 + VAT         |
| Commercial event   | <b>Campbell Park Events Plateau and Amphitheatre</b> | 9999 maximum | £3000         | £5000 + VAT         |
| Corporate event e.g. Corporate funday                          | Any  | 0 - 250      | £1000         | £345 + VAT per day  |
| Corporate event  | Any  | 251 +        | £1000         | £435 + VAT per day  |
| Charitable /Community Event e.g Charity fun run                | Any  | 0 - 49       | £0            | £0                  |
| Charitable /Community Event                                    | Any  | 51 - 99      | £50           | £52 + VAT per day   |
| Charitable /Community Event                                    | Any  | 100 - 250    | £200 - £500*  | £168 + VAT per day  |
| Charitable /Community Event                                    | Any  | 251 - 500    | £200 - £500*  | £220 + VAT per day  |
| Charitable /Community Event                                    | Any  | 501 +        | £500 - £1000* | £1050 + VAT per day |
| Personal event not including weddings                          | Any  | 0 - 25       | £0 - £50      | £0                  |

|                                       |     |         |          |  |
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| e.g BBQ                               |     |         |          |  |
| Personal event not including weddings | Any | 26 - 50 | £0 - £50 | £52 + VAT                                |
| Personal Event not including weddings | Any | 51+     | £100     | £115 + VAT + £63 / 100 additional people |
| Personal wedding blessing             | Any | 0 - 50  | £50      | £115 + VAT                               |
| Personal wedding blessing             | Any | 51+     | £100     | £180 + VAT + £63 / 100 additional people |
| Out of hours officer time             |     | NA      | NA       | £200 – £400 + VAT per day                |

\*Land bond for community events varies depending on the nature of the event planned.

**Land bond** - A land bond is applied to most events. This is a returnable deposit to cover the costs of any damage that may be caused as a result of the event. The bond is usually returned in full after the event but, occasionally, it may be necessary to retain all or part of the bond to cover repairs, if this happens a full explanation of the costs which are being recovered will be supplied to you.

**Deposit** – Events booked for 2019 onwards may be subject to a deposit payable at time of booking, this will be 50% of the licence fee.



**Amenities** - For event applications using Campbell Park as the event location it is possible to apply to use electricity and water amenities. The following charges apply and these utilities are available upon request only;

1-2 day electricity and water usage – Included within the rate for commercial events, £100 fee for all other events.

2 or more days rate available upon request for commercial and other events.

### Filming and Photography

If you would like to enquire about a film, advertising or still photography licence please see [www.theparkstrust.com](http://www.theparkstrust.com) or contact 01908 233600 for a copy of the current rate card.

**Whilst we can be flexible we do require at least 1 week's notice to process a filming or photography application.**

## 3. Planning your event

When planning your event, some of the issues you need to consider include:

- your committee/event team
- deciding on the venue
- what kind of event you will hold and what you want to happen
- the dates and times the event will operate, including set up and set down times
- whether admission will be free, by pre-sold tickets or by payment at
- the gate
- estimating the volume and demographic of the audience expected to attend
- choosing suppliers
- whether the event requires an entertainment and/or alcohol licence



- whether the event will require a road closure application
- how much it is going to cost to hold the event

Ideally, you need to begin organising several months before the event, we'd recommend 6 months to more than a year for large events. This will give time to book to right entertainment and suppliers, carry out risk assessments and obtain specialist advice where necessary. It will also allow time for applying for entertainment or alcohol sale licences where necessary.

We'd recommend using the following action plan to help plan for a successful event. You may need further tasks depending on the nature of your event.

## EVENT PLANNING ACTION PLAN

| Task   | Who's responsible    | How  | When   | Completed |
|--|----------------------|--|--|-----------|
| Choose a venue and apply for a licence   | Event organiser      | Contact The Parks Trust for initial discussion<br>Fill in an application form<br>Send to The Parks Trust | 6 months - 1 year before for a large event<br>Minimum 12 weeks for a small event   |           |
| Establish event budget   | Organising committee | Establish cost of event.<br>Establish ways to attain income to sustain event cost.                       | Before booking event suppliers.  |           |
| Organise relevant event insurance  | Event organiser      | Organise insurance through a credible broker   | As soon as possible.   |           |
| Receive licence; send back one signed copy along with required documents and fees. | Event organiser      | Send to The Parks Trust  | As soon as licence received.   |           |
| Apply for a premises licence/TEN/alcohol sales licence                             | Event organiser      | Apply to Milton Keynes Council Licencing department  | Apply for a Premises licence as soon as possible.<br>A standard TEN must be submitted at least 10 clear working days before the event. |           |

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|  |                           |   |  |  |
| <u>Send Event notification form</u> to Milton Keynes Council Safety Advisory group   | Event organiser           | Apply to Milton Keynes Council Licencing Department                                 | As soon as possible.   |  |
| Book entertainment & PA services   | Event organiser/committee | Call entertainer/s to book<br>Confirm cost  | 3-6 months before event to ensure availability   |  |
| Book logistics e.g.<br>First aid<br>Waste operatives<br>Sanitation provision<br>Fencing<br>Apply for road closures and signage | Event organiser/committee | Call suppliers to book<br>Confirm cost  | 3-6 months before event to ensure availability   |  |
| Book SIA security/stewarding   | Event organiser/committee | Call suppliers to book<br>Confirm cost  | 3-6 months before event to ensure availability   |  |
| Hire temporary logistics -<br>Structures<br>Lighting<br>Barriers<br>Generators – (diesel only)                                 | Event organiser/committee | Call suppliers to book<br>Confirm cost  | 3-6 months before event to ensure availability   |  |
| Book refreshment providers   | Event organiser/committee | Call suppliers to book<br>Ensure all caterers have -<br>food hygiene certification, | 3-6 months before event to ensure availability<br>Make copies of caterer's documentation |  |

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|   |                 | relevant public liability insurance, risk assessment and fire-retardant certification (if using temporary marquee)   |                       |  |
| Write and send the event safety management plan and event site map including:<br>contingency plan<br>emergency access plans<br>risk assessment<br>fire risk assessment<br>copies of caterer's documentation to the relevant bodies. | Event organiser | Send to The Parks Trust<br>Send to Safety Advisory Group members –<br>Local authority licensing<br>Local authority environmental health office<br>Thames Valley Police<br>Bucks Fire | 3 months before event |  |

## 4. Health and 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.**

An example risk assessment can be found on <https://www.theparkstrust.com/get-involved/licenced-activities/health-safety-for-outdoor-activities/>. Advice can also be found on HSE website and publication [Controlling risks in the workplace \(2014\)](#) ISBN 9780717664634.

A list of health and safety event requirements can be provided to assist in compiling your health and safety planning as well as referring to the recommended safety at events reading.

The following health and safety information is required for all events, usually in the form of an Event Safety Management Plan.

- **Venue and site plan** – Showing the event layout with access and egress routes identified.
- **Organisation** – Given name and contact details of the nominated Event Safety Coordinator and event organisers representatives who shall be available at all times during the event and afterwards.
- **Contingency and emergency access plans** – Plans outlining contingency and what will be enacted in the event of an emergency.
- **Event capacity** – This includes artistes and working personnel.
- **Access** – Emergency routes and trader access must be identified.
- **First aid provision** – Details (including location) of first aid posts and ambulances, number of first aiders and contact details for Appointed person. If using volunteers evidence of Medical Indemnity Insurance must be obtained.
- **Communications** – Radio communication and contact information between event management team, emergency services, security staff and other agencies.
- **Traffic management arrangements** – Details of management including parking and pedestrian access.
- **Temporary Demountable Structures and CDM provisions** – Stage provision dimensions including crowd barriers, with insurances and method statements for contractors building structures onsite. This includes working at height legislation.
- **Fire prevention** – Details and locations of concessions on site and fuel being used.
- **Firefighting equipment** - Must be available and placed at strategic points around the venue.
- **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.
- **Lighting** – Artificial light must be provided in absence of daylight.
- **Catering** - all catering units must be registered with a local authority and provide all the following;
  - Public liability insurance
  - Risk assessment
  - Food hygiene certification
  - Fire retardant certification for temporary covering e.g. marquee

- Ensure all units have hand washing facilities, store and handle food in correct manner and evidence of HACCP use.
- **Barriers and Fencing** - Portable crowd barriers will be needed for large events to permit safe access and use needs to be identified within the site plan.
- **Crowd control plan** – How crowds will be managed and communicated to must be risk assessed.
- **Amusements and inflatables** – Details about who is providing along with evidence of certification ADIPS/PIPA and contractor insurance documentation must be provided.
- **Waste** – Locations for bins and skips must be detailed on a plan along with how waste will be removed after the event.
- **Prohibited items** – Glass items, personal firework or BBQ equipment is prohibited.
- **LPG** – Must be secured in an upright position, located in the open air and fitted with pressure relief valves.
- **Noise control** – Detail of techniques being used to reduce noise disturbance as well as detail of how noise monitoring will take place.
- **Welfare provision** – Location and number of toilets and event information point.
- **Drinking water** – Location of water points.
- **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.
- **Security arrangements** – Contact details for chief steward, number of stewards and SIA numbers, details of when and where they'll be on site.
- **Safeguarding policy** – How will young and vulnerable people attending be protected.

## Other things to consider:

**Charity Collection** – Charity bucket collections require landowner permission and a free licence from MK Council.

<https://www.milton-keynes.gov.uk/environmental-health-and-trading-standards/licensing/other-licenses/milton-keynes-council-street-collection-permit>



**Fireworks** – Must be clearly identified upon application as will require additional health and safety documentation and CAA approval.

## 5. Recommended Reading

To help plan a safe event we recommend the following publications as guidance:

The Event Safety Guide HSE Books (1999) ISBN 9780717624539 – Now available as an online guide <http://www.thepurpleguide.co.uk> (yearly subscription £25 per year)

Managing Crowds Safely HSE Books (2000) ISBN 978 0 7176 1834 7

Major Sports Events - The Guide UK Sports (April 2005)

The Good Practice Safety Guide Home Office 2006

Fire Safety Risk Assessment - Open Air Events and Venues Department for Communities and Local Government Publications (2007) ISBN 978 1 85112 823 5

Milton Keynes Safety Advisory Group Guidance Document

CIEH National Guidance for Outdoor and Mobile Catering (2010) ISBN 978-1-906989-29-3 Chartered Institute for Environmental Health

Controlling Risks in the Workplace HSE Books (2014) ISBN 9780717664634

Food Hygiene: A Guide for Businesses Food Standards Agency (2006)

Green Space Events in Your Park guidance downloadable booklet (2007)

Milton Keynes City Atlas Heron Books

CDM and the Entertainment Industry – HSE advice

[www.hse.gov.uk/entertainment/cdm-2015](http://www.hse.gov.uk/entertainment/cdm-2015)

Health and Safety guidance for fairgrounds – HSE advice

[www.hse.gov.uk/entertainment/fairgrounds](http://www.hse.gov.uk/entertainment/fairgrounds)

## 6. Useful contacts

|                 |   |
|-----------------|---|
| The Parks Trust | Events & Community Engagement Manager<br><a href="mailto:j.dawes@theparkstrust.com">j.dawes@theparkstrust.com</a><br>01908 255375<br><br>General enquiries:<br><a href="mailto:events@theparkstrust.com">events@theparkstrust.com</a> |
|-----------------|---|

|  |  |
|--|--|
| Entertainment /Alcohol Licensing Milton Keynes Council | <a href="http://www.milton-keynes.gov.uk/licensing">www.milton-keynes.gov.uk/licensing</a><br><a href="mailto:licensing@milton-keynes.gov.uk">licensing@milton-keynes.gov.uk</a><br>01908 252800 |
| Environmental Health Milton Keynes Council             | <a href="mailto:envservices@milton-keynes.gov.uk">envservices@milton-keynes.gov.uk</a><br>01908 252398   |
| Safety Advisory Group Milton Keynes Council            | <a href="mailto:MKSAG@Milton-Keynes.gov.uk">MKSAG@Milton-Keynes.gov.uk</a><br>01908 252800   |
| Buckinghamshire Fire & Rescue Service                  | <a href="mailto:info@bucksfire.gov.uk">info@bucksfire.gov.uk</a><br>01296 744400   |
| Thames Valley Police                                   | <a href="mailto:licensing@thamesvalley.pnn.police.uk">licensing@thamesvalley.pnn.police.uk</a>   |
| Buckinghamshire British Red Cross                      | 01296 739304   |
| Highways/Road closures Milton Keynes Council           | <a href="mailto:envservices@milton-keynes.gov.uk">envservices@milton-keynes.gov.uk</a><br>01908 254604   |

## 7. Frequently asked questions

### How long will it take to process my event application?

Depending on the size and nature of your event your application may take a few weeks to process. Whilst we can be flexible we do require at least 12 weeks notice to process an event licence.

### When do I pay my event licence and land bond?

Once your application has been accepted you will receive a licence to sign and return. Alongside the licence to sign will be your invoice stating the amount to pay and details on how to pay it is at this point you are required to pay unless we give other instruction.

### When will I receive the return of my land bond?

Once your event has finished how you leave the parkland will be assessed by a member of the team and if the parkland has been left in a good condition with no damage to the land and no litter left we will arrange for our finance team to return your deposit. The bond is usually returned in full after the event but, occasionally, it



may be necessary to retain all or part of the bond to cover repairs. If this happens a full explanation of the costs which are being recovered will be supplied to you. Please note this process can take a couple of weeks.

### Can I have live music at my event?

At most events live music is fine provided you do not use a PA system before 9.30am and keep sound levels at a reasonable level i.e. not over 75dBA due to the close proximity many of the parks have to residential areas. You must disclose on your event application if you will have live entertainment. Public events for fewer than 499 people you may need an entertainment licence (Temporary Event Notice) from Milton Keynes Council in addition to permission we give to use the parkland. For events for over 500 people you will need to apply for a Premises Licence from Milton Keynes Council, this process takes minimum 6 weeks. Please see information above on how to apply for this.

### Can I sell alcohol at my event?

If you wish to sell alcohol at your event you will need a Temporary Event Notice/Premises Licence from Milton Keynes Council in addition to permission we give to use the parkland. Please see information above on how to apply for this. You must disclose on your event application if you will be selling alcohol at your event.

### My licence gives me non-exclusive permission to use the park for my event, what does that mean?

Our parks are public open parks and your licence gives permission to use the park for your activity but not exclusively. A licence issued by The Parks Trust is a non-exclusive licence so other people are entitled to use the space at the same time as you, whether they are walkers, cyclists, dog walkers etc. We are not able to guarantee that other activities will not take place at the same time as parks in Milton Keynes are public parks, however where possible, we do try and ensure that large events do not happen in the same place at the same time.

### Footnotes -

The provision of regulated entertainment covers the provision of entertainment or of entertainment facilities. The descriptions of entertainment in the Licensing Act 2003 are:

- the performance of a play;
- an exhibition of a film;
- an indoor sporting event;



- boxing or wrestling entertainment;
- a performance of live music;
- any playing of recorded music;
- a performance of dance;
- entertainment of a similar description to live music, recorded music or dance.

Furthermore, to be "regulated entertainment" the entertainment must take place in the presence of an audience and be provided for the purpose of, or for purposes which include, entertaining that audience.

The provision of late night refreshment means the supply of hot food or hot drink to the public, for consumption on or off the premises, between 11pm and 5am or the supply of hot food or hot drink to any persons between those hours on or from premises to which the public has access.

The **Live Music Act 2012** has amended local authority licence requirements for some small entertainment occasions. See [http://www.culture.gov.uk/what\\_we\\_do/regulated\\_entertainment/](http://www.culture.gov.uk/what_we_do/regulated_entertainment/) or contact Milton Keynes Council, licensing department for information.