The Parks Trust
MILTON KEYNES

Organising small events in the parks

The parks are ideal places to hold your own event, from community picnics to organised walks and runs for charity. 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 small events in the parks in Milton Keynes.

events@theparkstrust.com
01908 233600

For more information visit:
theparkstrust.com

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1. Introduction

This guide has been written for people who want to hold small events in Milton Keynes parks.

Typical examples of small events are:
• Sponsored runs, walks, cycle rides etc. for up to a couple of hundred people
• A picnic or small family day
• 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.

For anyone looking for advice of holding a wedding blessing in the parks please see **'Organising a wedding blessing in the parks.'**

A large event is any activity with over 500 participants.
Typical examples of large events 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
• Any event that would normally involve co-ordination with the local authority, emergency services or similar.

Advice on holding large events within the parks can be found in 'Organising large events in the parks' pack.

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 3 for details on health and safety.**

2a. Applying for a licence

All events need a licence to use our parks: 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 small events we require at least 4 weeks' notice and for large events we request at least 12 weeks' notice.

How to apply for a licence and steps to holding a small event:

1. Choose a location and event date, then contact The Parks Trust Events Team on 01908 233600 for availability and advice. If your application is suitable the team will send you an application form by email.

2. Return your completed licence application form to the Events Team by email to events@theparkstrust.com.

3. 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.

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

5. You may be contacted at this point to discuss your event ideas. Likewise, please contact us if you have any queries.

6. We will then draw up the terms of your licence.

7. You will be sent an electronic copy of the licence to sign and send back to us, with your licence fee (if applicable), land bond (if applicable), certificate of public liability insurance and risk assessment.

An example risk assessment can be found at: www.theparkstrust.com/our-work/licensed-activities/health-safety-for-outdoor-activities/ and information regarding health and safety can be found in section 3.

8. Depending on your event you may be asked for further documentation, which will be clearly stated with your licence.

9. Depending on your event you may also need to apply for a Temporary Event Notice or Premises Licence from Milton Keynes Council. You will need to apply for an entertainment/alcohol 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 www.miltonkeynes.gov.uk/licensing for details. We can advise you if you are unsure.

10. Organise your event e.g. book entertainment, refreshments, logistics and stewarding. If you are having catering units, they will need to produce copies of their public liability insurance, risk assessment, food hygiene certification and fire-retardant certification for any temporary structures being used.

11. During your event ensure health and safety practices are being adhered to. Ensure you have all licences and documentation present as you may be asked to produce at any time.

12. After your event ensure there is a plan in place for clearing away and leaving the park in the good condition you found it in.

2b. Fees

In some instances, licences for small events are low cost. 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

Current fees schedule - 2026

Type of Event	Location	Attendance	Land Bond	Licence Fee
Commercial event e.g. circus, funfair	**Campbell Park Events Plateau and Amphitheatre**	9999 maximum	£3000 - £5000*	£5,700 + VAT - £10,800 + VAT** **Rate dependant on event length and usage
Commercial event	**Campbell Park Events Plateau**	9999 maximum	£3000	£3,600 + VAT
Commercial event	Other parks (not Campbell Park)	1001 – 9999 maximum	£3000	£3,600 + VAT
Commercial event	Other parks (not Campbell Park)	0 - 1000	£1000	£1000 + VAT
Corporate event e.g. corporate funday	Any	0 - 250	£1000	£430 + VAT per day
Corporate event	Any	251 +	£1000	£560 + VAT per day
Charitable /Community Event e.g. charity fun run	Any	0 - 49	£0	£0

Charitable /Community Event	Any	50 - 99	£50	£105 + VAT
Charitable /Community Event	Any	100 - 250	£200 - £500*	£260 + VAT
Charitable /Community Event	Any	251 - 500	£200 - £500*	£420 + VAT
Charitable /Community Event	Any	501 +	£500 - £1000*	£1280 + VAT
Personal event not including weddings	Any	0 - 30	£0 - £50*	£0
Personal event not including weddings	Any	31 - 50	£0 - £50*	£105 + VAT
Personal Event not including weddings	Any	51 - 100	£100	£205 + VAT + £105 / 100 additional people
Personal wedding blessing	Any	0 - 50	£50	£260 + VAT
Personal wedding blessing	Any	51+	£100 - £500*	£310 + VAT + £105 /100 additional people
Out of hours officer time		NA	NA	£205 – £410 + VAT per day

*The 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 – Large events will subject to a deposit payable at time of booking.

Amenities - For event applications using Campbell Park events area 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, drone photography or still photography licence please see www.theparkstrust.com/our-work/our-policies/filming-photography/ or contact 01908 233600 for a copy of the current rate card.
Whilst we can be flexible, we do require at least 1 weeks' notice to process a filming or photography application.

3. 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 our website. 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. Advice can also be found on HSE website and publication Controlling risks in the workplace (2014) ISBN 9780717664634 www.hse.gov.uk/pubns/indg163.htm.

All events and activities are required to have public liability insurance cover, minimum indemnity level of £5million.

4. Recommended Reading

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

The Event Safety Guide HSE Books (1999) ISBN 9780717624539 or Online Purple Guide
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 City Atlas Heron Books

5. Useful contacts

The Parks Trust	Events & Community Engagement Manager j.dawes@theparkstrust.com 01908 233600 General enquiries: events@theparkstrust.com
Entertainment /Alcohol Licensing Milton Keynes Council	www.milton-keynes.gov.uk/licensing licensing@milton-keynes.gov.uk 01908 252800
Environmental Health Milton Keynes Council	envservices@milton-keynes.gov.uk 01908 252398
Buckinghamshire Fire & Rescue Service	info@bucksfire.gov.uk 01296 744400
Thames Valley Police	licensing@thamesvalley.pnn.police.uk
Buckinghamshire British Red Cross	01296 739304

A list of recommended event suppliers is available upon request.

Footnotes –

[1] 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 www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act or contact Milton Keynes Council for information.

6. Frequently asked questions

How long will it take to process my event application? Depending on time of year, the size and nature of your event your application it may take a few weeks to process. Whilst we can be flexible, we do require at least 12 weeks' notice to process a large event licence and at 4 weeks' notice for a small event.

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 or after 11pm 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. 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 from Milton Keynes Council in addition to the 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.