



The Royal Parks Events and Filming Team
Holding Small Events in the Royal Parks

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Contents

Introduction	P.g. 3
• About this guide	
• Picnics	
• Assemblies, rallies and protests	
• Filming & photography	

Applying to hold a small event or run an activity in the Royal Parks	P.g. 4
• Event organisers details	
• Event details	
• Event proposal	
• Activity at the event	
• Supporting documentation	

Park Regulations	P.g. 6
• Licensing Act 2013	
• Expectations of event organisers	
• Non permitted activities	

Application Process	P.g. 8
• Notice period	
• Assessing your application	
• Acceptance of proposal	
• Fees	

Contact Details	P.g. 9
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Introduction

These guidelines have been written for people who want to hold small events in the Royal Parks

Typical examples of small events are:

- A small sponsored run or walk or similar
- A guided walk
- A community sports competition
- A concert on a bandstand
- One-off small performing arts events such as outdoor opera, a recital or theatre production, with an expected audience of a few hundred people.

Advice on holding larger events in the Royal Parks can be found in 'Hosting Major Events in the Royal Parks' available on our website.

This document contains details of:

- How to apply to hold a small event,
- The assessment process of your application,
- The Royal Parks' rules and regulations.

Picnics

For information about holding a picnic please see our website:

<https://www.royalparks.org.uk/managing-the-parks/park-regulations-legislation-and-policies/picnics-in-the-royal-parks>

Assemblies, Demonstrations, Rallies & Marches

If you wish to hold a demonstration or rally in Hyde Park contact Hyde Park at the contact details listed below and read the Policy on Assemblies, Demonstrations, Rallies & Marches found on our website here -

https://www.royalparks.org.uk/_data/assets/pdf_file/0003/41808/demonstrations_and_assemblies.pdf

Filming and photography

If you would like to enquire about filming or photography licences, or a news permit, details can be found at <https://www.royalparks.org.uk/media-centre/filming-in-the-royal-parks>

Applying to hold a small event or run an activity in the Royal Parks

You will need to submit a letter of application detailing the activity that you require permission for. The event application form you will need to complete is on our website here –

https://www.royalparks.org.uk/_data/assets/word_doc/0016/41452/Event-Application-Form-2015-April.doc

Applications can be sent by email or letter. Your enquiry should be directed to the park that you wish the activity to be held in, contact details are given on page 9.

In your application please provide as much information as possible to give The Royal Parks Events Team a thorough understanding of the proposed event.

Event Organisers Details

Please state who is organising this event. At a later date we will require you to provide the name and contact details of a named individual who will be responsible for the event/activity on the day.

Event Details

Give the event its full name if it has one.

Give the name of the Park that you would like to use

Give the date and time that you would like the event to take place. If there are any alternative dates that you would like considered then give details

Give details of the numbers of people expected to take part or to attend.

State if there is an entry fee and how you intend to collect this. Please note that collection of money is not normally permitted inside the Royal Parks.

Event Proposal

Exact description of what your event is and its purpose

Full schedule of activity detailing from the start of occupation until the end and event timings

If the event is a repeat of a previous event please provide details of the previous event and details of any way in which the proposed event may differ

If the proposed activity is a guided walk, sponsored run or walk or similar, give details of the route you would like us to consider.

Include any other information that you think would be relevant to your application

Activity at the event

Please provide as much information on all the headings as you can. Anything not mentioned at this stage may not be considered even after acceptance.

- Temporary Structures eg, stages, marquees, PA systems, lighting, generators
- Vehicle access
- Road closures
- Stewarding / security / marshals
- First aid provision
- Portable toilets
- Waste management
- Display banners/promotional material
- Catering
- Live Music / Performance
- VVIPs (Royal Household / Political Leaders / Major Celebrities)

Supporting documentation

Please send the following with your application

- Public liability insurance – minimum £5,000,000 per incident. We understand you may not choose to take out Public Liability insurance until you know the outcome of your application. If this is the case please mention on your application form. You will be required to provide this before your event can take place.
- Risk assessment - Some useful guidance on how to carry out a risk assessment is available at https://www.royalparks.org.uk/_data/assets/word_doc/0003/41547/risk-assessments.doc
- Site or course plans (if required)
- Traffic management plan (if required)
- Stewarding plan (if required)

Park Regulations

Licensing Act 2003

Each Park is licensed for regulated entertainment, under the Licensing Act 2003. You will not normally need to apply for a licence separately. The local council licences impose conditions upon the Royal Parks, which must be adhered to. When you apply for an event we will let you have a copy of the conditions that apply to the park being discussed. These conditions will be replicated in the terms of any contracts issued by us to you.

If you wish to do any of the following as part of your event you must include a request to do so in your letter of application. (This will not guarantee permission being granted, all requests need to be discussed with the relevant Park Manager before they are allowed):

- Bring vehicles into the park (other than on roads that are normally open to the public)
- Bring equipment or infrastructure into the park, e.g. gazebos, mini marquees, tables etc
- Play music in the park
- Display banners, posters or similar advertisements of your event or sponsor or charity.
- Run any stalls offering items for sale or literature to take away

All event organisers will be expected to do the following:

- Put all litter into litter bins or take their waste away with them
- Adhere to the route and site plan agreed prior to the event
- The organisers of most events must take out public liability insurance of £5,000,000 per incident
- Provide the Park with evidence of your competence at organising events e.g. a method statement and/or a risk assessment.
- Ensure that the supervision of children participating in the event is maintained at all times by competent adults
- Provide adequate stewards for the event. Runs, cycle rides and walks will be expected to provide stewards at road crossings for example.
- Make arrangements for first aid.

Event organisers will **not** be permitted to do any of the following in the Royal Parks:

- Fix items to trees railings, fences or other structure in the Park
- Drive stakes into the ground
- Cook or barbecue any food in the park, or light any fires, e.g. flaming torches
- Provide alcohol as part of the event
- Leave items unattended in the parks
- Let the event interfere with any other Park users or obstruct other park users
- Hand out literature other than from a fixed location (eg a stall) within an event, if so permitted
- Do bucket collections or similar, i.e. solicit donations from park visitors
- Balloon releases
- Pyrotechnics
- Disturb any wildlife

Application Process

Notice Period

For small events, we recommend a notice period of approximately six weeks. If time is short, it is always advisable to ring before making a letter of application, as we cannot guarantee an immediate response and this may affect your planning time. For events between May and September it is advisable to submit your application as early as possible as these dates are particularly in demand and availability is often limited.

Assessing your application

The assessment criteria of your event/activity application includes:

- Is the event suitable for the proposed park?
- Would the event clash with any other?
- Will the organiser be able to meet the conditions of our local authority license?
- What time of year is it?
- How much lead time is there?
- Track record of the organiser?

Acceptance of Proposal

When we are satisfied that your event can go ahead, we will write to you giving permission. The permission letter and any licences issued must be carried with you on the day of the event, should you be asked by a member of Parks staff or the Metropolitan Police to show it.

Fees

Fees will be discussed after we have assessed your application. We have a rate card on our website:

https://www.royalparks.org.uk/_data/assets/pdf_file/0004/61096/Small-Events-Rate-Card.pdf

- Fees generally comprise a fee per head (some events) and a disruption charge (all events) per day.
- In addition to an event fee you will have to pay for any services that we provide, or for any costs that we incur.
- You may also be asked to pay a reinstatement bond, which is returned to you after successful completion of your event.

Contact Details

Hyde Park and Kensington Gardens,

Tel: 0300-061-2025

Email: hyde@royalparks.org.uk

St James' Park, Green Park & Victoria Tower Gardens

Tel: 0300-061-2350

Email; stjames@royalparks.org.uk

The Regent's Park and Primrose Hill

Tel: 0300-061-2300

Email: regents@royalparks.org.uk

Richmond Park

Tel: 0300-061-2200

Email: richmond@royalparks.org.uk

Greenwich Park

Tel: 0300-061-2380

Email: greenwich@royalparks.org.uk

Bushy Park

Tel: 0300-061-2250

Email: bushy@royalparks.org.uk