



THE  
ROYAL  
PARKS

# Holding Small Events in the Royal Parks Guide

## **Table of Contents**

<b>Introduction .....</b>	<b>3</b>
<b>Major Events.....</b>	<b>3</b>
<b>Picnics.....</b>	<b>3</b>
<b>Assemblies, Demonstrations, Rallies &amp; Marches .....</b>	<b>3</b>
<b>Filming and Photography .....</b>	<b>3</b>
<b>Small Events Process.....</b>	<b>4</b>
1. <b>Initial Enquiry.....</b>	<b>4</b>
2. <b>Application Submission .....</b>	<b>4</b>
3. <b>Application Review .....</b>	<b>4</b>
4. <b>Event Meeting.....</b>	<b>4</b>
5. <b>Follow Up.....</b>	<b>5</b>
6. <b>Invoice.....</b>	<b>5</b>
7. <b>License .....</b>	<b>5</b>
8. <b>Event Day .....</b>	<b>5</b>
9. <b>Event Debrief.....</b>	<b>5</b>
<b>Application Process.....</b>	<b>5</b>
<b>Notice Period .....</b>	<b>5</b>
<b>Event Documentation .....</b>	<b>6</b>
<b>Assessing Your Application .....</b>	<b>6</b>
<b>Fees.....</b>	<b>6</b>
<b>Park Regulations.....</b>	<b>7</b>
<b>Responsibilities of Event Organisers.....</b>	<b>7</b>
<b>Activities Requiring Prior Approval .....</b>	<b>7</b>
<b>Prohibited Activities in The Royal Parks .....</b>	<b>7</b>
<b>Contact Details.....</b>	<b>8</b>

## **Introduction**

Thank you for considering The Royal Parks for your event. Please read this guide carefully before submitting your application, as it provides essential information about the process and what to expect. The Royal Parks are visited and enjoyed by millions each year. We Welcome Everyone and recognise the different ways people use and enjoy the parks.

We must balance the needs of all who visit and the responsibility to conserve and enhance the unique environments whilst encouraging access and increasing opportunities for enjoyment, education, entertainment and healthy recreation. Events held in The Royal Parks should be consistent with these ideals. This guide is designed for organisers of small events.

Typical examples of small events include (this is not an exhaustive list):

- Walks and runs
- Transiting cycling events
- Community sports competitions
- Large picnics
- Concerts or performances on bandstands
- One-off performing arts events, such as outdoor opera, recitals, or small theatre productions

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.

## **Major Events**

For information about organising large-scale events, refer to The Royal Parks [Hold a Major Event](#) website page.

## **Picnics**

If you are planning a picnic for fewer than 100 attendees, please consult our policy on [Holding Picnic and Gatherings in The Royal Parks](#).

## **Assemblies, Demonstrations, Rallies & Marches**

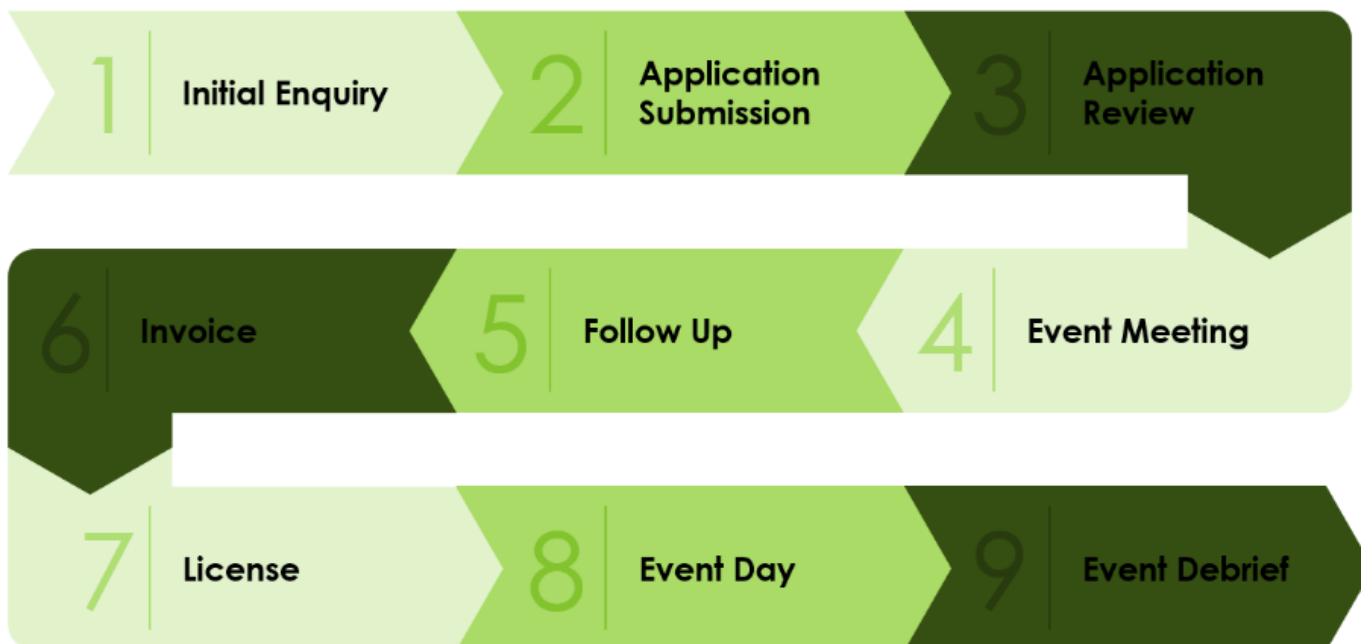
For guidance on organising assemblies, demonstrations, rallies and marches in Hyde Park, please see the [Assemblies & Demonstrations in The Royal Parks](#) policy.

## **Filming and Photography**

For filming, photography licenses, or news permits, refer to The Royal Parks [Filming and Photography](#) website page.

## **Small Events Process**

Organising a small event in The Royal Parks involves several key steps, as outlined below:



### **1. Initial Enquiry**

Event organisers can email the Parks Events Team at [parksevents@royalparks.org.uk](mailto:parksevents@royalparks.org.uk) with an overview of their event proposal or any initial questions. The Parks Events Team will provide advice and guidance on the application process and assess the viability of the proposed event. This step is optional but recommended for first-time applicants or unique proposals.

### **2. Application Submission**

All event organisers must submit a completed application form to gain authorisation. Include as much detail as possible in your application, as any elements not mentioned may not be considered later, even if the application is accepted.

### **3. Application Review**

The Parks Events Team will assess each application and aim to respond within 10 working days. If needed, they may call the number provided on the application form to discuss your application further.

### **4. Event Meeting**

The event meeting is an opportunity to introduce yourself, discuss the event in detail, go over The Royal Parks' policies and regulations, and address any questions and outstanding documentation.

#### 5. **Follow Up**

The Park Events Team will be in touch following the meeting. At this stage all supporting event documents should be finalised and sent to the Parks Events Team.

#### 6. **Invoice**

The Parks Events Team will issue an invoice for the event fee and, if required, an event bond. Refer to the Small Events Rate Card in advance to anticipate potential costs.

#### 7. **License**

Once the invoice is paid and all documentation is reviewed and approved, the Parks Events Team will send you a contract. The event may proceed once the event license is signed.

#### 8. **Event Day**

The event will take place under the terms of the license agreement. A Royal Parks representative may visit or be onsite to provide support or ensure compliance with regulations. The event contract 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.

#### 9. **Event Debrief**

After the event, you may be invited to a debrief with the Parks Events Team. This is an opportunity to provide feedback, discuss plans for future events, and review the return of the event bond, if applicable.

### **Application Process**

Further information about the application review and submission process:

#### **Notice Period**

For small events, we recommend a notice period of approximately six weeks. If time is limited, we advise contacting the Parks Events Team before submitting an application, as we cannot guarantee an immediate response. Insufficient notice may impact your planning timeline.

A late application fee of £100.00 applies for applications submitted less than six weeks before the proposed event date. For events taking place between April and September, early submission is strongly recommended as demand during this period is high, and availability may be limited.

## Event Documentation

To obtain a license, all event organisers must provide the following documents:

- **Event Management Plan:** A detailed plan outlining the event's organisation, execution, health and safety.
- **Risk Assessment:** A comprehensive assessment identifying and mitigating potential risks.
- **Public Liability Insurance:** Coverage of at least £5,000,000 per incident.
- **Site Map:** Required for events involving structures or specific layouts.
- **Route Map:** Required for events such as runs, walks, or cycling activities.

Submitting accurate and complete documentation is essential for the timely processing of your application.

## Assessing Your Application

When reviewing your event or activity application, the Parks Events Team will consider several factors, including but not limited to:

- **Suitability:** Is the event appropriate for the proposed park?
- **Scheduling:** Would the event clash with another activity or event?
- **Compliance:** Can the organiser be able to meet the conditions of our local authority license?
- **Timing:** What time of year is the event planned, and how much lead time is there?
- **Track Record:** Does the event organiser have a history of successfully delivering similar events?
- **Resource Availability:** Will the event require support from Royal Parks staff, and is this resource available at the proposed time?

The Royal Parks reserves the right to refuse authorisation of any event if it does not meet the required criteria or align with park policies

## Fees

Event fees are determined after your application has been assessed by the Parks Events Team. We recommend reviewing the [Small Events Rate Card](#) before submitting your application to understand potential costs. The total fee is generally calculated based on:

- The anticipated number of attendees
- The infrastructure and vehicles brought on-site,
- Any disruption charges that may apply, which are charged per day for certain events.

In addition to the event fee, you will be responsible for covering any services provided by The Royal Parks or costs incurred as a result of your event. You may also be required to pay a reinstatement bond, which is refundable following the successful completion of your event, provided no damage has occurred. Please note that fees differ depending on whether your event is a fixed location event or a transiting event.

## **Park Regulations**

The Royal Parks are managed according to The Royal Parks and Other Open Spaces Regulations 1997. The regulations are a set of rules designed to help us balance the needs of different park visitors and look after the parks. All events must adhere to the regulations and be in line with wider policy of The Royal Parks.

### **Responsibilities of Event Organisers**

- **Waste Management:** All litter must be disposed of in designated litter bins or removed from the park.
- **Adherence to Plans:** Event organisers must follow the approved event management plan, route and site plan agreed upon prior to the event.
- **Event Competence:** Evidence of competence in organising events must be provided, such as a method statement and/or a risk assessment.
- **Insurance:** Public liability insurance of at least £5,000,000 per incident is mandatory.
- **Child Supervision:** Competent adults must always supervise children participating in the event.
- **First Aid:** Suitable arrangements for first aid must be in place.

### **Activities Requiring Prior Approval**

If your event includes any of the following, you must request permission in your application. Approval is not guaranteed and must be discussed with the Parks Events Team:

- Bringing vehicles into the park (other than on public-access roads).
- Setting up equipment or infrastructure, such as gazebos, mini marquees, tables, etc.
- Playing music in the park (conditions apply).
- Displaying banners, posters, or similar advertisements related to your event, sponsor, or charity.
- Operating stalls for selling items or distributing literature.
- Performing musical or dramatic works or delivering public lectures that are subject to copyright.

### **Prohibited Activities in The Royal Parks**

The following activities are strictly forbidden:

- Fixing items (e.g., signs, decorations) to trees, railings, fences, or other park structures.
- Cooking, barbecuing, or lighting fires, such as flaming torches.
- Serving alcohol as part of the event.
- Using generators unless they are battery-powered or use green diesel. Petrol or standard diesel generators are not permitted.
- Leaving items unattended in the park.



- Interfering with or obstructing other park users.
- Distributing literature outside of a fixed location (e.g., a stall).
- Conducting bucket collections or soliciting donations from park visitors.
- Releasing balloons or using pyrotechnics.
- Disturbing wildlife or their habitats.
- Organising religious activities.
- Hosting private parties, experimental activities or events.

### **Contact Details**

For any queries or assistance with your application, please contact the Parks Events Team:

**Parks Events Team**  
**The Old Police House**  
**Hyde Park**  
**London**  
**W2 2UH**

**Telephone: 0300 061 2000**

**(When calling, please ask to be transferred to the Parks Events Team.)**

**Email: [parksevents@royalparks.org.uk](mailto:parksevents@royalparks.org.uk)**

Our team is happy to provide advice and guidance throughout the application process.