This information is for community groups organising free events and activities.

The information is not suitable for commercial organisations or for events where an entrance fee is being charged.

If you want to hold an event in a park or open space belonging to Birmingham City Council you need to complete an online “Use of Parks” form.

You need to apply at least 12 weeks before the event. For small events it can be a shorter period but DO NOT rely on that.

It is not the easiest form to complete as it was designed for large commercial events running on multiple dates.

**Here is some information to guide small community groups on how to fill in the form for smaller events.**

If you do not complete the form or get permission for your event the insurance cover for your event will be invalid. Do **NOT** do it!

Here is the link to complete the form:

<https://www.birmingham.gov.uk/xfp/form/531#q924d36a2eb8c43aba2edb270259b467565b8bb0b_0>

Here is a link to the information from Birmingham Parks about events in parks

<https://www.birmingham.gov.uk/info/20089/parks/165/holding_events_in_parks_and_open_spaces>

And here are the terms and conditions

<https://www.birmingham.gov.uk/downloads/file/268/use_of_parks_terms_and_conditions>

**Apply to hold an event in a park**

1. Charges for use of parks and open space - *waiting for info on fees for these events*.

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1. Then click on the button
2. “I confirm this request is to hold an event open to the general public” – tick “yes”.

Even if it is only for your volunteers or neighbours - they are the "general public".

It's only "no" if it's a "private" event like a party. Permission is not given for private parties.

1. Select Park: Put in the name of your site.

It has 2 stages - you start to type and then you need to click on the drop down option as well.

1. **Location details** - it's fine to say "all over the park" or to select a part of the park.

*(text box option here - you can use this box for the bits that don't work further down the form - eg the actual date/dates/times and if the activity is going to repeat eg is it weekly/monthly etc)*

1. **Your Details** – this is contact details of the person filling in the form
2. **Event Information:**
	1. Name of your group/organisation
	2. Name of your event,
	3. Type of event (if in doubt tick "other")
3. Detailed description of the event - put in here if you are using equipment or structures eg generators or gazebos - *but this answer is not required so you can leave it blank*.

*(text box option here - you can use this box for the bits that don't work further down the form - eg the actual date/dates/times)*

1. Your group's website - if you have one - *but this answer is not required so you can leave it blank.*
2. **Dates and Times**

Now this is where it gets really irritating because it's a form meant for big events that may take days to set up and pack down.

And it won't let you put in a date less than 12 weeks from now - this is a fault in the form.

You can use the text boxes earlier or later on the form to put the actual date/time of your event

* 1. **Set up date and time** - If your activity is just for a day, or an hour, you can put anything in these boxes
	2. **Event start date and time** – if your event is just for a day, or less, put the right times and dates in here**.**

If your event or activity is going to happen sooner than 12 weeks - put any date in these boxes.  You can put the actual date/s in one of the text boxes elsewhere (see above for where there are blank boxes).

Remember to include time for setting up and tidying up before and after your event.

1. Please tell us the maximum number of people will attend the event at any one time

This not the total number of people who come throughout the day.

Click on the drop down menu.

* 1. On what do you base this projection – you can say "previous events" or tickets allocated or…..
1. Parking – think about how you are going to answer this. It can’t be ignored if you are organising a big event.

What information can you share with attendees about other travel routes?

How do you encourage them to walk, cycle or use public transport?

<https://journeyplanner.networkwestmidlands.com/>

<https://www.tfwm.org.uk/plan-your-journey/ways-to-travel/cycling-in-the-west-midlands/find-cycle-routes-in-the-west-midlands/>

1. **Charity**

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* 1. Tick the “non-commercial” box
	2. Is the event raising funds for charity?
1. If your group is a registered charity tick “yes” and put in your organisation’s name and charity number.
2. If you are using the event to raise money for another charity include the name and number of that charity. You will need a letter from the charity to prove this.
	1. What proportion of the proceeds will go to the charity?
3. If you are the registered charity put 100%
4. If you are raising money for another charity make a note of whether you are giving a donation minus the costs of the event. Or splitting the money raised between your group and the charity.
5. Free of charge – tick “yes”

If you are charging a fee you are likely to be charged to use the park.

1. How will you control access?

Are there gates/fences? Are you issuing tickets (even for free events)?

If not – have a think about how you are going to do this.

**The next few pages are about bigger events - so, in most cases, you can skip them quickly**

1. **Catering -**they don't mean - making tea for your volunteers.

If you are having street food vendors or the scouts selling cakes you need to tick “yes”.

Fill in details about what you are planning.

Environmental Health – if you are having food and drink stalls or providing food yourselves you need to inform Birmingham City Council Environmental Health. Contact:

mailto:Deanna.Cain@birmingham.gov.uk?subject=food at community event - put date and name here

1. **Will a licensed bar be operated?** Don’t tick yes if it’s one of your first events!
2. **Funfair -** Don’t tick yes if it’s one of your first events!
3. **Will there be music, singing and dancing at the event -**tick no - unless you are!

If you tick “yes” – provide details.

These are called “licensable activities” if you have them you will need a “licence”.

There are 2 kinds of licences:

**Premises licences** – some of the city’s bigger parks already have premises licences.

If your park does not have a premises licence you will need a “temporary event notice” or TEN to have those activities.

**Temporary Event Notice** - £21 – 10 working days before the event. This is for an audience of fewer than 500 people.

<https://www.birmingham.gov.uk/info/20105/alcohol_and_entertainment/291/send_us_a_temporary_event_notice>

If it’s just some background music for “ambience” you probably won’t need a licence.

1. **Will you be using generators at the event?**

If “yes” these must be diesel or LPG powered.

You CANNOT use petrol generators at events in parks.

1. **Public Liability Insurance**

You will need PL insurance for your event. Google it!

You don’t need to upload the certificate now (you probably haven’t sorted it yet) but they will want to see it before the event.

BOSF members have insurance through Bham City Council for all your activities except events with more than 500 people.

**And finally**

On the next page tick "I accept the terms and conditions".  You will then be sent to a page with a summary of your application.

**SAVE THAT PAGE** (as a screenshot) and the page with the confirmation of the receipt of your application

**Don’t forget to click SUBMIT**

And once you've done all that if you'd like to send us an email at BOSF about how the council could improve the form for friends and community groups we'd be delighted to hear from you.

The more suggestions we get the more likely they are to change the form!

**What happens next:**

1. you should receive an email confirmation of your request
2. the details are then sent by Birmingham Parks to people like your local councillors and police for their input before approval is granted (or not)
3. once you get approval you will be asked for your insurance certificate

If you are organising a big event eg

* more than 500 people
* with alcohol
* with a licensable activity (eg music, dance etc)

you may be asked to submit an “Event Manual” and/or attend a Safety Advisory Group Meeting (SAG).

In which case contact BOSF and/or BCM for more help

Birmingham City Council have produced an “Outdoor Event Organisers’ Guide which will scare you to death, but will be helpful.

https://www.birmingham.gov.uk/downloads/file/267/outdoor\_event\_organisers\_guide