Waltham Forest Parks

Events Guide

These guidelines are to assist organisers who want to hold an event in a Waltham Forest Park.

How to apply to hold an event in a Waltham Forest Park?

Complete the Greenspace hire application form. The application requires a number of supporting documents, so we can be sure your event will be safe. For a small event your submission may be brief but must demonstrate that you are planning a safe event.

What will it cost me to put an event on?

The fees and charges for events are available from:
greenspace.hire@walthamforest.gov.uk

There will be additional fees for any additional services that you may request, for example: marking out a pitch, early opening or late closing, or waste removal.

All events are provisional, until payment has been made. Payments must be made minimum 7 days in advance of your event/activity. Events/activities may not go ahead, if payment has not been made.

Do I need any other licences?

Under the Licensing Act 2003 you will need a “Temporary Events Notice” where there is a supply of alcohol, and/or where there is ‘regulated entertainment’ and the expected attendance is less than 500 at any one time. Outdoors regulated entertainment includes:
- A performance of music
- Any playing of live and pre-recorded music
- Performance of dance
- Performance of a play

Licence application forms with full guidance notes and charges can be found online: https://www.walthamforest.gov.uk/content/licences-temporary-event-notices

You may also need a licence from Performing Rights Society (PRS) and Phonographic Performance Ltd (PPL) if recorded/live music is audible in a public space.

If you expect more than 500 persons to attend, you may require a full Premises Licence.
How the Council will assess your application

The assessment criteria include:

- Meets minimum notice period (see hire form).
- The suitability of the proposed park for this type of event. Does the event fit in with our general management aims for the park?
- Does the proposed event clash with another event in the park/sports pitch booking?
- Is there a major event taking place in the area at the same time?
- Is the event a public event?
- Are the Health and Safety arrangements, including the broad identification and management of risk, suitable and sufficient?
- Have previous events been managed satisfactorily by this organisation?
- Is the Parks Management satisfied concerning the suitability, public safety and policing requirements for the event?
- Is the proposal for a one-off event or for a series of events?
- Does the frequency of events in the proposed location adversely affect park users, residents, local businesses, etc?
- Is there any planned maintenance or improvement works in the parks that will clash with this event?

Approval

We will contact you to let you know the result of your application. If your event is approved, it will be conditional upon receiving all requirements detailed on the hire form and any further stipulated.

We expect event providers to work with Parks Officers to meet our requirements. If you have detailed questions about your event, we will put you in touch with the relevant Parks Officer.

General Park Rules

All event organisers are expected to comply with the following:

- It is the event providers responsibility to operate within the law and comply with all rules and regulations.
- Hirers to take full responsibility for own equipment brought on to the site and to pay for any damage to Council property, equipment or site. We may require a damage deposit from some event organisers.

- Ensure the site is left clean and tidy after events have taken place otherwise you will be required to reimburse the cost for clear up. The minimum charge will be £100.

Event organisers will not be permitted to do any of the following:

- Charge an entry fee for admission to the park unless it is a ticketed event
- Affix items including balloons and party decorations to trees
- Affix items to railings, fences or other structures in the Park without permission
- Cook or barbecue any food in the park, unless agreed as part of a bigger event with stallholders
- Allow glass containers on site
- Let the event interfere with any other park users, or obstruct other park users, or charge park users
- Hand out literature other than from a fixed location (e.g. a stall) within an event, if so permitted
- Do bucket collections or similar, i.e. solicit donations from park visitors
- Balloon releases
- Pyrotechnics, lasers, smoke/fogs, fireworks display without the written approval of the Council.