Booking Process for Small and Community Events



Contact the The Parks Trust Events Team to discuss initial event idea, date and location *Please note we require at least 4 weeks notice



Fill in the Event Licence Application Form and return to events@theparkstrust.com



Receive copies of licence to host an event in the park.

Sign and send one copy back to The Parks

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Trust along with required fees.



Organise event insurance



Apply for a Temporary Event Notice / Premises Licence from Milton Keynes Council



Complete online MK Safety Advisory Group notification form



Organise event budget, infrastructure, entertainment etc.



Complete and send event safety management plan, including contingency, emergency access plan, and caterers documentation to relevant stakeholders



On the day of the event complete site health and safety checklist and monitor health and safety at all times.