

Use of Parks: Guidelines to Booking and Processes to be Followed

If you would like to hold an event in a park you need to apply for permission at least 12 weeks before your event. We recommend that you do not advertise your event until you have gained written confirmation from Birmingham City Council that your event can go ahead.

Use of parks info

Personal Trainers, physical training sessions, dog training, some Friends volunteering, canoeing, sailing, rowing and now cricket are some of the activities which have restarted in parks across Birmingham.

The Use of Parks process has a 12 week lead in time (this may be reduced for smaller, simpler events where possible) to allow officers (and SAG members if appropriate) to consider if the event is feasible from a Covid Safe perspective and meets the requirements of the government guidance (and any subsequent guidance) set out in the links below:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

Please read through Birmingham City Councils [Terms & Conditions](#) and the rest of this document before completing your application.

For Birmingham City Council Parks, BCC are now processing event applications received through their [Use of Parks Application](#) process and for that process to review whether the event/request is Covid Safe based on the organisers submitting a Covid Safe Operating Procedure and Risk Assessment (along with all the usual documents) – and if appropriate, following national governing body guidance.

Covid safe

The organiser will have to demonstrate that they meet the requirements of the guidance and can ensure the event will be Covid compliant throughout.

In practice this will generally mean that the event is enclosed by a secure/defined boundary so that participant numbers are known, and social distancing is controlled and that adequate measures for [Test and Trace](#) are in place and being actioned.

The existing 12-week notice period needs to be complied with to enable due consideration that the standard event requirements are all met, plus the additional Covid requirements -

- that the organiser can demonstrate that they have adequate measures in place to apply the governments guidance and have a robust Covid Safe Operating Procedure and Risk Assessments
- that adequate Test and Trace procedures are in place
- that all the items listed below are addressed to the satisfaction of officers / SAG as required.....
- Capacity is fit for the site/space
- Capacity is defined and the space is suitably enclosed
- Adequate provision for arrival/departure/deliveries
- Confirmed arrangements to ensure social distancing 2m or 1m+ mitigation
- Adequate hygiene – sanitiser, handwashing
- Adequate toilet provision – if required
- Covid Safe Operating Procedure and RA in place
- No adverse impact on other users of the space whilst activity takes place

BCC's Sports Events team can give you advice and support on organising your event. Email eventsteam@birmingham.gov.uk or call 0121 303 3008 for more details.

Sports tournaments and meetings

If you want to host a sports tournament that does not involve music or any other event activities, you can hire a sports pitch. You do not need to apply to hold an event.

Email lynn.kavanagh@birmingham.gov.uk or phone 0121 464 6024 for more details on pitch hire.

Charges

Charge per day (2020 to 2021)			
Event location	Number of attendees	Commercial	Non-commercial
Premiere sites	500 or more	£4310	£1185
<i>Set-up/dismantling days</i>		£2155	£592.50
Premiere sites	499 or fewer	£2160	£595
<i>Set-up/dismantling days</i>		£1080	£297.50
All other sites	499 or fewer	£570	£178.50
<i>Set-up/dismantling days</i>		£285	£89.25
All other sites	500 or more	£1135	£355
<i>Set-up/dismantling days</i>		£567.50	£177.50
Wedding photography or filming	-	£395	£90

Premiere sites are:

- [Cannon Hill Park](#)
- [Eastside Park](#)
- [Handsworth Park](#)
- [Kings Heath Park](#)
- [Lickey Hills Country Park](#)
- [Sutton Park](#)

The link to the Use of Parks application process is:

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

Public liability insurance

All events must have public liability insurance, and you may be asked to show evidence that you have the right insurance in place.

Contact your insurance company to make sure you will be covered for the event.

You can find more information on insurance in BCC's [Outdoor Entertainment Guide](#).

Licences

You need to apply for a licence if your event will involve music, dancing or the sale or supply of alcohol. Find out more about [alcohol and entertainment licensing](#).