## **Booking Process for Large and Commercial Events**



Contact the The Parks Trust Events Team to discuss initial event idea, date and location \*Please note for large events we require at least 12 weeks notice



Meet with the The Parks Trust Events Team to discuss your event proposal



Send finalised event proposal for consideration to The Parks Trust



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 Trust along with required fees.



Organise event insurance



Apply for a Premises Licence from Milton Keynes Council



Complete online MK Safety Advisory Group notification form



Organise event 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.

Be prepared for a visit from The Parks Trust

and any other interested SAG group members