

# Community Events in Bristol Parks

QUICK GUIDE FOR COMMUNITIES AND ORGANISATIONS WHO WANT TO RUN A PUBLIC EVENT IN A PARK

## Make a plan and do your research



Before you apply to host an event, you will need to read our online [Guide for events organisers](#). This will help you to plan and manage your event to the expected standards of Bristol Council.

Write down your plan with as much detail as possible, you can use our existing templates for your event management plan if needed.

## Contact us



Email an overview or presentation of your event to:

[site.permissions@bristol.gov.uk](mailto:site.permissions@bristol.gov.uk)  
the permissions team will then review your idea.

*You may be asked to fill in our expression of interest (EOI) form with further information*



*If your event is identified as "non-event" due to size and activities etc, you will be referred to your parks area Coordinator*

They will arrange to meet you on site to discuss health and safety.

Your parks area coordinator may need to provide you with some forms to take away and complete.

## Apply



If we agree to your proposal we will ask you to apply through Event App

It is important that you give yourself plenty of time to go through the application process and apply for the correct licenses. A full list of these documents and the different types of event licenses is available on our website

[www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event](http://www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event)

## Consultation



Your documents and application may be sent to our Safety Advisory Group for Events (SAGE) for consultation. You may be asked to attend a SAGE meeting if the Safety Advisory Group requires.

*This whole process can take up to 12 weeks and large-scale events may take up to 12 months to be approved.*



All of the above links, advice and contacts are available on our events page [www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event](http://www.bristol.gov.uk/museums-parks-sports-culture/hold-an-event)