

FAQ for Event Organisers

Potters Fields Park



Access times – The Park is available to hire all year round. On some occasions it is closed for maintenance which is normally in early spring and autumn. Events and set up can only take place between 07.00 – 23.00 Monday – Saturday and 07.00 – 22.00 on Sunday.

Event times – whilst legally we are able to hold events till 23.00 Monday - Saturday and 22.00 on Sundays we discourage evening activities as there are residential buildings right next to the park.

Duration of hire – the park can be available for hire for up to two weeks at any one time. Longer is unlikely to be approved in order to protect the grass.

Vehicle access – there is a vehicle instructions document available on request. Vehicle access is limited to max Luton van size through Potters Fields road only. All vehicles must have banksman when moving on the park and can only drive on grass if trackmatt is laid first. Access is only from 07.00.

Structure limitations – there is a structure rules document available on request. Max height of 4 metres for marquee structures and 7 metres for stages and art installations. Certain structures require building control consent under section 30 of the London Building (Amendments) Act 1939.

Capacity – the size of the park limits audience numbers to 2,500 at any one time, depending on how structures are laid out.

Cleaning – all events are responsible for cleaning of their own event activity. We can advise on contractors. This may need to include the morning after your event.

Security – large events need to arrange their own security cover. We can advise on contractors. This needs to cover the site overnight if the event is spread over days, as well as protecting our flowerbed areas.

Toilets – there are no toilets on site. During the summer months it may be possible to hire use of the More London Estate toilets. Events expecting large numbers must provide toilets on the park. We may ask to see how you calculated this.

License – the park has a premise license. This licence provides for the provision of the sale of alcohol and all forms of public entertainment. Entertainment similar to live/recorded music is limited Monday – Saturday to 10:00 starts and on a Sunday to 11:00 starts. The noise limit is 65db.