



In partnership with



Events on Council Owned and/or Managed Land

- Hire of Land
- Towpath Permit

## FEES AND CHARGES 2021.2022

(Incl. Application Process and Payment Stages)

### ADVANCE PAYMENT

DESCRIPTION	FEE	NOTES
<b>Advance Payment</b> (non-refundable)	<b>£39 per application</b> (not subject to VAT)	To be invoiced post: <b><u>Application accepted: Invoice 1</u></b>

### HIRE OF LAND

Fees for land hire for the purpose of holding an Event. This usually applies to the 'static' event site which could be the main/only site, or one of multiple sites (e.g., running event finish site). Multiple sites will be charged accordingly.

DESCRIPTION	FEE	NOTES
<b>Operational Event Days</b>	<b>£416 minimum fee for events with an attendance of up to 499</b> (not subject to VAT)  Thereafter, the following shall apply; <b>per person rate of £0.83p per day</b> (not subject to VAT)	Per person rate is based on maximum anticipated DAILY attendance onsite (throughout the day), incl. visitors/staff/suppliers.  To be invoiced post: <b><u>Permission in principle: Invoice 2</u></b>
<b>Non-operational days (agreed)</b>	<b>£221 per day</b> for non-operational (build/break) days, (not subject to VAT)	
<b>Non-operational days (unauthorised)</b>	Where infrastructure/vehicles remain onsite outside the agreed event period, a <b>£664 per day</b> fee will apply (not subject to VAT)	To be invoiced post: <b><u>Permission in principle: Invoice 2</u></b>

### TOWPATH PERMIT

Fees for the permitted use of the Thames Towpath for the purpose of holding an Event. Fees apply to all events using 1km or more of towpath in LBRuT e.g. running, walking and cycling events.

DESCRIPTION	FEE	NOTES
<b>Towpath permit (Event Days)</b>	<b>0.60p per person*</b> (not subject to VAT)  <b>*Minimum charge of £30</b> (for up to 50 persons) shall apply.	Per person rate is based on maximum PARTICIPANTS e.g., maximum number of entries accepted.  To be invoiced post: <b><u>Permission in principle: Invoice 2</u></b>
<b>Non-operational days (agreed)</b>	<b>£221 per day</b> for non-operational (build/break) days, (not subject to VAT)	
<b>Non-operational days (unauthorised)</b>	Where infrastructure/vehicles remain onsite outside the agreed event period, a <b>£664 per day</b> fee will apply (not subject to VAT)	To be invoiced post: <b><u>Permission in principle: Invoice 2</u></b>



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### SUPPLEMENTARY FEES AND CHARGES

The Applicant will be advised of supplementary charges in writing; where possible final fees will be provided but in some instances an estimation or quote will be given.

DESCRIPTION	FEE & NOTES
Officer Time	<b>A fee of £274.17/day + VAT</b> (£329 gross) will be charged for <b>additional Officer Time</b> , at the discretion of the Parks Service Manager (PSM) in the interest of safety, onsite management/monitoring or for complex/large scale applications where further work is required (e.g. complex consultations, multiagency planning, events which require a premises licence).
Late Applications	<b>Late applications</b> will be accommodated at the discretion of the PSM. There may be charges for additional Officer Time (as above).
Additional Services	Fees may be charged for <b>additional services</b> , such as provision of water, grass cutting or tree pruning, as applicable. Charges subject to VAT.
Reinstatements	Fees may be charged for <b>reinstatement works</b> or costs incurred by the Council as a result of a hire. Charges subject to VAT.
Lost Keys	<b>Lost Keys will be charged at £16.33 + VAT</b> (£19.60 gross) per key.
Deposits	<b>An advance deposit may be required</b> at the discretion of the PSM, where there are increased risks e.g. significant or unusual infrastructure or activities, vehicles onsite, new or one-off events. The deposit will be returned following the event period, less reinstatements incurred, any additional charges will be invoiced separately.

### DISCOUNTS AND NEGOTIATED RATES

Discounts and negotiated rates are to be agreed at the discretion of the PSM and will be confirmed in writing where applicable. They are dependent on Applicant status and proof of status may be required. Applicants must also be local i.e., registered to an address in the borough. **NOTE: Discounts and negotiated rates will only apply to the 'Hire of Land' element of the fees and NOT the 'Towpath Permit' or 'Supplementary Fees'.**

DESCRIPTION	MAX DISCOUNT	NOTES
<b>Community &amp; Civic Events (C&amp;C)</b>	Up to 100% discount	<b>Community events</b> e.g. organised by friends or amenity groups. <b>Civic events</b> e.g. memorial/commemoration events, events of civic (cultural/economic) importance.
<b>Local Events (LE)</b>	Up to 65% discount	<b>Local events</b> e.g. organised by <b>local</b> schools (excluding fee paying schools), places of worship, not for profit (NFP) organisations and charities.
<b>Negotiated Rates</b>	Negotiated rates may apply to events where one or more of the following apply:	<ol style="list-style-type: none"> <li>5000+ attendance</li> <li>Ticket price exceeds £20</li> <li>Multiple sites in use</li> <li>Significant or atypical infrastructure or activities, incl. Funfairs &amp; Circuses</li> </ol>



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#### APPLICATION PROCESS AND PAYMENT STAGES

1. **INITIAL ENQUIRY:** Applicant to make an initial enquiry to hold an Event. Upon reviewing the initial enquiry, the Council will advise if the proposal is viable and if so, will direct the applicant to make an application.
2. **APPLICATION STAGE:** Applicant to submit a completed application to the Events Service. Upon reviewing the application, the Council will write to confirm the application status i.e. '**Application Accepted**' or '**Application Declined**' and will provide a breakdown of the proposed fees in writing. Should the Applicant confirm that they wish to proceed, the '**Advance Payment**' will apply and may be invoiced '**Invoice 1**\*'.
3. **CONSULTATION (STANDARD):** The Events Service will carry out a standard consultation if required (new, large/major events, or others at the discretion of the Events Service). If there are no major objections or if the objections can be overcome through effective management, the Event will be given permission in principle to proceed. This may be conditional. Possible outcomes: '**Permission in Principle**' or '**Application Declined**'.
4. **DETAILED CHECKS:** The Events Service will carry out more detailed checks of the application and supporting documents. Additional information will be requested as required. Parks and Open Spaces consent is independent of the consent of others, though feedback from 'Further Consultation' or 'Other Consents' may be taken into consideration. Once the Events Service is satisfied with the application content, the remainder of the fees will apply and will be invoiced '**Invoice 2**\*'. Possible outcomes: '**Application Declined**' or see 5 below.  
  
*\*The 'Advance Payment' may be invoiced independently at stage 2 as 'Invoice 1', OR these charges shall be included in 'Invoice 2' which will be issued at stage 4.*
5. **APPROVAL:** Once all aspects of the application have been checked and are deemed to meet the Council's required standards AND the associated invoices have been paid, the Council will grant '**Approval**' for the Event to proceed.

**All queries should be directed to the Council's Events Service: [park.events@richmondandwandsworth.gov.uk](mailto:park.events@richmondandwandsworth.gov.uk)**