

## Appendix A – Fees and Charges

# **EVENTS in HARROW** **HIRE OF COUNCIL OWNED** **AND/OR MANAGED LAND** **CHARGES, DEPOSITS AND DAMAGE COSTS**

### **Important Information:**

Charges and deposit levels will be reviewed and confirmed annually.

This document has been created to give the most accurate indication of the costs involved in putting on an event within the London Borough of Harrow's parks and open spaces. Unfortunately, no two events are the same and this form might not capture certain elements of your event that, ultimately, will affect the cost of hiring council owned or managed land. Please speak to a member of the **Community Engagement Team – Community Directorate** for an accurate quote.

**Fees** – helps to recover costs associated with events including reviewing applications against criteria, consultation with public and key stakeholders, providing assistance and advice to applicants, and health and safety issues arising, and other additional costs such as road closures and waste management. Fees once set will be reviewed on an annual basis as part of the Council's review of fees and charges.

### **Definition**

An "event" is defined as any activity in Harrow's parks, open spaces or adopted highway which takes place over a limited period only, and which – whether open to the public or not – may restrict access to (all or some of) the open space, thus affecting the "normal" recreational use and quiet enjoyment of public facilities.

- Trading on public highways is excluded from the above definition and not considered an event. This will come under Street Trading legislation and Harrow's policy on Street Trading. Friends and family gatherings in parks and open spaces are not considered as events.

### **Size of Event**

- Small Scale Event – up to 499
- Medium Scale Event – 500-1,000
- Large Scale and Special Event – Over 1,000 per day

### **Fees**

**Application Fee** – For checking, validating and processing applications received and for liaising with other parties both internal and external to facilitate the event taking place. If approved, this fee will be deducted from the hire charges. If the application is rejected or if the event doesn't go ahead the application fee is non-refundable. The application process will need to be completed for all events.

**Hire charges** – hire of parks and open spaces and public highway where movement will be restricted. This fee may be waived for Park User Groups. The waiver of fees will be at the discretion of the council.

### **Discounts/ Concessions**

Events by community organisations, schools, places of worship and registered charities within the London borough of Harrow that have free entry and are open to the general public will be eligible for an 80% discount. For commercial, private and special events the full application fee is chargeable. Registered Community Groups including Park User Groups can apply for support from the Community Fund to facilitate events.

### **Evidence needed for discounts/Concessions**

- Proof of address of event organiser
- Headed letter detailing official business of the organisation and signed by the relevant Head /Lead Officer
- Completed application form detailing event and confirming free entry and open to public
- Terms of Reference of Charity/Community Group (where applicable)
- Registered Charity Number – (where applicable)
- Registered VAT Number – (where applicable)
- Registered with Community Engagement team (where applicable)

- Park User Groups must be registered with the Council's Community Engagement Team

### **No Charge**

There will be no charge for specific civic events including, but not limited to, Remembrance Day.

### **Fee Structure**

<b>Size of event</b>	<b>Application Fee (80% Discount Fee)</b>	<b>Hire Charges (80% Discount Charge)</b>	<b>Road Closure (as required)</b>	<b>Waste Management</b>	<b>Parking Suspensions</b>	<b>Equipment Hire</b>
Small - up to 499	£50 (£10)	£400 (£80) per day	£2,000 (Commercial)  Community organisations, schools, places of worship and registered charities – on application	On application	On application	On application
Medium – 500 - 1,000	£50 (£10)	£800 (£160) per day	£2,000 (Commercial)  Community organisations, schools, places of worship and registered charities – on application	On application	On application	On application
Large and Special Event - Over 1,000	£50 (£10)	£1,700 (£340) per day	£2,000 (Commercial)  Community organisations, schools, places of worship and registered charities – on application	On application	On application	On application

Circuses/Funfairs	£3,000 daily rate  (Deposit also required - £10,000.		£2,000 (Commercial)  Community organisations, schools, places of worship and registered charities – on application	On application	On application	On application
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<b>Licensing Fees:</b>	Additional statutory licensing fees will apply to events that include licensable activities under the Licensing Act 2003; these charges will vary depending on the nature and scale of the events. For detailed information on licensable activities and fees, please see the department for media cultural and sport's website, <a href="http://www.gov.uk">www.gov.uk</a> and in particular the guidance issued under the Licensing Act 2003. Applicants can also contact the council's Licensing Team for more information.
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**Damage:**

**Note:** The full cost of repairing any damage caused as a result of an event will be invoiced to the hirer

<b>Deductions</b>	
Failure to comply with the terms and conditions of hire:	up to 100% of the deposit/or up to full amount invoiced where no deposit is taken
Extreme noise disturbance to adjoining properties:	up to 100% of the deposit/or up to full amount invoiced where no deposit is taken
Nuisance fly posting and marketing:	up to 100% of the deposit/or up to full amount invoiced where no deposit is

	taken
Litter or refuse left behind once the event is finished	Full cost of clearing and disposal
Ground damage requiring reinstatement by the council:	The full cost of repair
The cost of officers called out to site outside of normal working hours:	An officer charge of <b>£50</b> per hour per person ( <b>£100 on a Sunday or Bank Holiday</b> )