



Events in Bromley Price Guide 16/17

Bromley Event Site Fees and Charges June 2016 – March 2017

The fees and charges set out below cover a variety of services related to park events. They are a guideline only and are subject to variation depending on the site you choose, the season, the nature of the event and various other circumstances. The fees relating to your event will be confirmed upon application and submission of the required supporting documentation.

Types of fees

Admin fee

This covers the cost of the event application management tool **EventApp** we use to manage events, the annual charges that the idverde pays for having music in our parks and the officer time it takes to assess your application. This fee is non-refundable and should be made at the time of application.

Site hire fee

This covers the hire of the park or greenspace and is based on how the event impacts the normal everyday use of the site. Time on site for set-up and take down is also chargeable. This fee must be paid 2 weeks before the event start date. If the event is cancelled by the event organiser cancellation fees may apply, see below.

Environmental impact fee

This fee ensures the idverde can maintain the parks that are used for events so they continue to be a sanctuary for local residents. This will be used to manage the cumulative impact of events over and above those stated above and increase the resilience of the idverde's natural park assets for e.g. de-compaction and aeration of grassed areas, drainage etc. This fee must be paid 2 weeks before the event start date. If the event is cancelled before the start date the fee will be refunded.

idverde's own contractors will be used where possible to repair any damage to for e.g. to benches, play equipment, pathways, grass, flowerbeds, gates, walls or railings. Quotes for repairs from external contractors will not be considered. Any costs incurred by Idverde after the event will be charged to the Applicant.

First instalment must be paid 2 weeks before the start date. If the event is cancelled before the start date by us, then any amount will be refunded.

Cancellation Fee

This fee is applied for events 2 days or longer or for 1000 people or more only-see table below.

Overstay Fee

This fee is applied when the event organiser has not fully vacated the site at the agreed time. See details below and refer to our Terms and Conditions for more information.

Payment of fees

There are several ways in which event fees can be paid:

1. Online payment.
2. BACS payment- event organisers have to be set-up on our system before payment can be received, so this method can take a little longer first time round.

Admin fees

Type of event	Fee
Community event	£0
1 day events for up to 500 people without licensable activities	£50
Events for longer than 1 day, for more than 500 people or with licensable activities	£150

Site hire fees are charged per day

Set up and set down days are an additional 20% of the event day fee and are also shown in the table below. **NB** These fees **do not** cover funfairs, circuses, markets/food fairs or promotional activities- see tables below.

Number of people (over the course of the whole event)	Up to 50		50-500		500-1000		1000-2500		2500-5000	
Duration of event	Event Day Tier 1	Tier 2 Tier 3	Event Day Tier 1	Tier 2 Tier 3	Event Day Tier 1	Tier 2 Tier 3	Event Day Tier 1	Tier 2 Tier 3	Event Day Tier 1	Tier 2 Tier 3
Under 2 hours	£125	£100 £75	£250	£200 £150	£375	£300 £200	£500	£400 £350	£600	£500 £400
2-5 hours	£250	£200 £150	£375	£300 £200	£500	£400 £275	£600	£500 £400	TBC	TBC
All day *	£375	£300 £200	£500	£400 £275	£600	£500 £350	£700	£600 £500	TBC	
2-4 days	£500	£400 £275	£625	£500 £350	£750	£600 £425	TBC		TBC	
5+ days	£625	£500 £350	£750	£600 £425	£1000	£800 £600	TBC		TBC	

Environmental Impact Fee

The Environmental Impact fee is a one off fee and applies to all types of events except community events.

Number of People per day	Up to 50		51-500		501-1000		1001-2500		2501-5000	
Duration of event										
Under 2 hours	N/A		N/A		N/A		£50		£100	
2-5 hours	N/A		N/A		£50		£100		£200	
All day *	N/A		£50		£100		£200		£400	
2-4 days	£50		£100		£200		£400		£600	
5+ days	£100		£200		£400		£600		£750	

* If the park has gates this period is while the gates are open only. If gates need to be opened early or closed late for access reasons an additional set-up/down day fee will be charged.

Promotional activities

Size of Activity	Event day
2 or more people (no equipment)	£50
With banners, gazebos, etc.	£75
With vehicles, trailers or other large structures	£100

50% of the Environmental Impact Fee applies to Promotional activities unless there are vehicles, trailers or other large structures when the full fee applies.

Funfairs

Size of Funfair	Event Days
Up to 5 rides	£200
6 to 10 rides	£350
11 rides or more	£500

The Environmental Impact Fee applies to Funfairs, as well as the 20% additional set-up fee.

Circuses

Size of Circus	Event Days
Up to 500 seating capacity	£500
501-750 seating capacity	£600
751-1000 seating capacity	£700

The Environmental Impact Fee applies to Circuses, as well as the 20% additional set-up fee.

Markets and Food fairs

No. of stalls	Event Days
Up to 5	£100
5 to 10 stalls	£200
10 to 20 stalls	£400
20-30 stalls	£500
30-40 stalls	£600
40-50 stalls	£800

The Environmental Impact Fee applies to Markets and Food fairs, as well as the 20% additional set-up fee.

Damages deposit

Your damages deposit will be calculated when you submit your application and is fully refundable unless damage is caused as a result of your event. Please see Terms and conditions for further details.

Cancellation fee

When the notification of cancellation is received	Percentage of site hire fee to be charged
More than 28 days	20%
15-28 days	30%
7-14 days	50%
Less than 7 days	Up to 100%

If the event has to be cancelled due to inclement weather, Idverde may at its sole discretion for private events refund 50% of the Site Hire Fees less the Administration Fee.

Overstay Fee

If the venue or any part of it is not vacated by the finishing time stated on the approved event application the event organiser will be required to pay an Overstay Fee. The fee will be £50 or 10% of the daily site hire fee, per hour, or part thereof, whichever is greater.

Gold Tier	Premium Rate (Netogiated)
	Crystal Palace Park
Tier One	
	Church House and Queen's Gardens Croydon Road Recreation Ground Goddington Park Kelsey Park Norman Park
Tier Two	
	Hayes Common High Elms Country Park Jubilee Country Park Keston Common Priory Gardens Scadbury Park Alexandra Recreation Ground Betts Park Biggin Hill Recreation Ground Cator Park Chislehurst & Walden Recreation Ground Coney Hall Recreation Ground Glentrammon Recreation Ground Harvington Hoblingwell Hollydale Recreation Ground Martin's Hill Recreation Ground & Queensmead Mottingham Sports Ground Poverest Park South Hill Woods Tugmutton Common & Farnborough Recreation Ground Willett Recreation Ground
Tier Three	
	All other parks

Tiers and their pricing is defined by their footfall and popularity with local residents.