

## Appendix E

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

#### Important Information:

Charges, Deposits and Damages 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 – Environment and Enterprise** for an accurate quote.

<b>Size of event:</b>	Small Scale Events	50-200
	Medium Scale Events	201-999
	Large Scale Events	Over 1,000
	Special Events	Over 1,000 and/or is considered to be particularly disruptive

<b>Circuses/Funfairs</b>	Daily Rate	<b>£3,000</b>
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<b>Consultation:</b>	Use of council expertise (travel time is chargeable in addition)	<b>£135 (per hour)</b>
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<b>Application Fee</b>	All small scale events	<b>£360</b>
	All medium scale events	<b>£660</b>
	All large scale & special events	By negotiation
	<b>Note:</b> TTROs, parking suspensions or similar orders will incur additional charges	

<b>Hire Charges:</b>	All small scale events	<b>£500 per day</b>
	All medium scale events	<b>£1000 per day</b>
	All large scale	<b>£2000 per day</b>
	Non-operating days	<b>£250 per day</b>
	All special events	<b>By negotiation</b>
	<b>Note:</b> Commercial events such as ticketed events, etc. will be subjected to a negotiated fee.	



individual basis and applications should be made at least **26 weeks** prior to the event date. The full costs associated with licensing the event will be passed onto the Event Organisers

**Equipment Hire:** The London borough of **Harrow Community Engagement Team** may have events equipment available for hire. Please contact the team for a list of stock and prices.

**Street Events:** Events that take place on the public highway will incur a cost for the closure of any roads and advertising these closures. Please speak to a member of the **Community Engagement** team for further information. All costs relating to street closures are in line with London Borough of Harrow's Highways service rates.

**Parking Suspensions:** The council can suspend parking bays and offer a tow truck service at an additional cost. Please speak to a member of the **Community Engagement** Team for further information.

#### **Damages:**

**Note:** The cost of any damages will be invoiced to the hirer and VAT will be added

#### **Deductions from Deposit**

Failure to comply with the terms and conditions of hire:	up to 100% of the deposit
Any action (or the absence of action) that, in the opinion of the nominated events representative, is likely to significantly compromise the safety of the public or staff:	up to 100% of the deposit
Extreme noise disturbance to adjoining properties:	up to 100% of the deposit
Nuisance fly posting and marketing:	up to 100% of the deposit
Litter or refuse left behind once the event is finished	Full cost of clearing and disposal plus a 15% admin fee
Ground damage requiring reinstatement by the council:	The full cost of repair plus 15% admin fee
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> )