

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.

Size of event:	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

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

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

A percentage of the daily hire fee will be charged for build and break days dependent on the disruption/impact caused. The percentage level will be determined by the council's nominated events representative. Area to be used needs to be proposed by the event organiser.

Wedding Receptions	Daily Rate	<u>From £3,000</u>
Discounts	Local community organisations, local carnivals, local schools, local places of worship and local registered charities will be eligible for a 40% discount . Note: Discounts only apply to organisations from within the London borough of Harrow.	
Deposits:	All small scale events	£200
	All medium scale events	£1,000
	All large scale events	£2,000
	Circuses/Funfairs	£10,000
	All special events	By negotiation
	Note: Your event's content can affect the deposit amount. For example; if you were to bring funfair rides on to site we might request a larger deposit. The above deposit will be required to be paid once the event is approved in principle.	

Additional Cost and Services:

Waste Management: The event organiser must make arrangements for the waste produced by their event. The London Borough of Harrow can assist with waste management but there is a cost associated with this. Please speak to a member of the **Community Engagement Team** for further information.

Licensing Fees: Additional licensing fees will apply to events staging licensable activities; these charges will vary depending on the nature and scale of the events. For detailed information on licensable activities fees, please see the department for media cultural and sport's website, www.gov.uk and in particular the guidance issued under the Licensing Act 2003. It must be noted that applications for licenses are time constrained, see below:

The standard charge for a '**Temporary Event Notice**' (**Events for 50-200 attendees, to include staff**) is currently **£21.00** and the event organisers will be required to apply directly to the licensing team and Police for this type of notice. Temporary Event Notices must be given to the licensing authority at least **10 weeks** prior to the event but we recommend that you do this as early as possible.

Applications for events, which require a **premises licence**, (**Events of more than 200 attendees, to include staff**) should be discussed on an

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 £50 per hour per person (£100 on a Sunday or Bank Holiday)