

STATIC EVENTS IN PARKS AND OPEN SPACES – HIRE FEE

DESCRIPTION	FEE	NOTES
Advance payment (non-refundable)	£35 per application (not subject to VAT)	<ul style="list-style-type: none"> Multiple-site events may be required to make multiple applications An invoice will be issued on acceptance of application* (please follow invoice instructions)
Operational event days	<p>Per person rate of £0.75p per day (not subject to VAT), except;</p> <p>£375 minimum fee for events with an attendance of up to 499 (not subject to VAT)</p> <p>Negotiated rates:</p> <ol style="list-style-type: none"> Attendance over 5000 people Ticket price exceeds £20 Multiple-site events Significant or atypical infrastructure or activities proposed Funfairs & Circus 	<ul style="list-style-type: none"> Per person rate is calculated on the maximum potential overall attendance i.e. event capacity rather than attendance / maximum number of run entries accepted rather than actual number of runners. An invoice will be issued on permission in principle* (please follow invoice instructions)
Non-operational days	<p>£200 per day for non-operational (build/break days) (not subject to VAT)</p> <p>Where infrastructure/vehicles remain onsite outside the agreed hire period, a £600 per day fee will apply (not subject to VAT)</p>	<ul style="list-style-type: none"> An invoice will be issued on permission in principle* (please follow invoice instructions)
Discounts	<p>Discounts will be at the discretion of the Head of Parks or dependent on hirer status as follows:</p> <ol style="list-style-type: none"> LBRuT/Civic events = up to 100% discount Local (LBRuT) community groups = up to 100% discount Locally based (LBRuT); schools (excluding fee paying schools), places of worship, not for profit (NFP) organisations and charities = up to 65% discount 	<p>e.g. memorial, or commemoration events, events of civic (cultural/ economic) importance.</p> <p>e.g. as friends or amenity groups</p> <p>NFP organisations and charities will be required to prove their status as such. All hirers applying for discounts must be registered to an LBRuT address.</p>
Reinstatements	Reinstatement costs associated with rectifying damages or direct costs incurred by LBRuT as a result of a hire, will be invoiced to the hirer, plus VAT	
Deposits and additions	At the discretion-of the Head of Parks fees for additional officer time may be applicable and for certain Hires a deposit may be required; where applicable the Hirer will be notified in writing.	
General Notes	<ol style="list-style-type: none"> Classification as an 'event' is dependent on the proposed event activities and content, anticipated attendance of over 50 persons or where infrastructure is brought to site A fee may be charged for additional services, such as the provision of water or grass cutting, as applicable Late applications will be accommodated where possible, but an additional fee may be charged at Head of Parks discretion The proposed pricing structure does not apply to use of Parks by: Sports facilities or pitch bookings, including school sports day bookings. Separate charges may apply for: <ol style="list-style-type: none"> Highways and Transport: HighwaysAndTransport@richmond.gov.uk 	

**Please refer to [stages of the application process](#)*

TOWPATH USAGE PERMIT

DESCRIPTION	FEE	NOTES
Towpath usage permit	0.50p per person* (not subject to VAT) *Minimum charge of £25 (for up to 50 persons) shall apply	<ul style="list-style-type: none">Charge will apply to all events using 1km or more of towpath in LBRuT. This will apply primarily to running, walking and cycling events which utilise the towpath as part of their routeAn invoice will be issued on permission in principle* (please follow invoice instructions)

NEGOTIATED RATES, DISCOUNTS AND DEPOSITS

The Head of Parks will be responsible for authorising all discounts, and negotiated rates and deposits;

- Negotiated rates or staggered payment plans may be considered for the first three years of new events or following the introduction of the new rates. Parks Events can offer support and advice upon request.
- See 'Static events>hire fee>operational event days' above, for where negotiated rates apply
- See 'Static events>hire fee>discounts' above, for discounts applicable to the hire fee
- Where an event fee is set at a negotiated rate this can apply to both the hire fee and towpath usage permit
- The Hirer may be required to pay a **deposit**, in advance of the Hire e.g. where there are increased risks due to significant or unusual infrastructure or activities, vehicles onsite, new or one-off events. The deposit will be returned to the Hirer following the Hire Period, less any charges made by Parks Events for any reinstatement work required or damage caused to the Site
- The Hirer may be required at the discretion of Head of Parks to pay the agreed rate for **onsite officer time (currently £250/day)**, if required in the interest of safety, onsite management or monitoring. These charges will be agreed between the parties in advance of the event date and set out and agreed in writing.

Stages of the Application Process

- HIRER** to read the 'Before you apply' section on the Park Events webpage and send an **Initial Enquiry** to Park Events, with an overview of your proposed event, date and location
- Park Events will respond and advise if your proposal is viable. If so, the **HIRER** will be directed to **make an application**
- PARK EVENTS** will write to confirm your application status i.e. **APPLICATION ACCEPTED** or declined and will clarify the hire fee. Once the Hirer has confirmed they wish to proceed, Park Events will issue **INVOICE 1** (advance payment, hire fee) and any consultations required, will be carried out.
- PARK EVENTS** will grant **PERMISSION IN PRINCIPLE** for the event to proceed (where consultation is successful or not required). Park Events will carry out a detailed check of the application and supplementary documents, and issue **INVOICE 2** (remainder of hire fee).
- PARK EVENTS** will grant **FINAL APPROVAL** for the event to proceed