

Events – Hire of Parks & Open Spaces Fees & Charges 2020 / 2021

Event Category	2020 / 21 Charge £	Bond / Deposit £
Application Submission Fee (non-refundable)	- 20	
CITY CENTRE SPACES		
Oxford Charity and/or Community Event <i>(Oxford based and not for profit)</i>	Small - 250 Medium - 500 Large - 1500 Extra Large - 4000	250 - 1500
National Charity Event	Small - 500 Medium - 1000 Large - 1500 Extra-Large - 4000	250 - 1500
Commercial Events	Small - 1000 Medium - 2000 Large - 4000 Extra-Large - 6000	250 - 1500
City Centre Markets	Weekday - 750 Weekend - 1000	500 - 1500
PARKS & GREEN SPACES		
Premium Parks (5) – South Park, Cutteslowe Park, Oxpens Meadow		
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small - 500 Medium - 1000 Large - 1500 Extra-Large - 4000	250 - 1500
National Charity Events	Small - 500 Medium - 1000 Large - 1500 Extra-Large - 4000	250 - 1500
Commercial Event	Small - 1000 Medium - 2000 Large - 4000 Extra-Large - 6000	500 - 2500
City Parks		
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small - 250 Medium - 500 Large - 1500 Extra-Large - 2000	250 - 1500
National Charity Events	Small - 500 Medium - 1000 Large - 1500 Extra-Large - 2000	250 - 1500
Commercial Events	Small - 1000 Medium - 1500 Large - 2000 Extra-Large - 4000	500 - 2500

Neighbourhood Parks & Countryside Sites			
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small	- 250	250 – 1500
	Medium	- 500	
	Large	- 750	
	Extra-Large	- 1000	
National charity Events	Small	- 250	250 – 1500
	Medium	- 500	
	Large	- 750	
	Extra-Large	- 1000	
Commercial Events	Small	- 1000	250 - 1500
	Medium	- 1500	
	Large	- 2500	
	Extra-Large	- 4000	
Local Parks			
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small	- 250	250 - 1500
	Medium	- 500	
	Large	- 750	
National charity Events	Small	- 400	250 - 1500
	Medium	- 750	
	Large	- 1200	
Commercial Events	Small	- 1000	500 - 1500
	Medium	- 1500	
	Large	- 2000	
Other Events / Activities taking place in Parks & Green Spaces			
Sports Tournaments & associated events	50 - 5000 per day plus associated costs		250 - 1500
Funfairs & Circuses	Up to 10 rides / units	- 1000	1000 - 2500
	10 to 20 rides / units	- 1500	
Promotional / Marketing			250 – 1500
ADDITIONAL FEES			
Set-up and Set-down	50% of applicable charge		
Vehicle fee <i>It will be possible for vehicles to drop-off & unload at your location free of charge as part of your set-up. All vehicles must then be off-site and park offsite. There will not be a fee charged for Essential Vehicles (e.g. Medical, Refrigerated, Onsite Generator Power and vehicles integrated into rides/attractions) which will be allowed onsite during your event for which we will provide a dispensation. If you require to have other vehicles on-site then a fee will be charged and a permit issued if agreed in advance by the Events Officer</i>	Car / Small Vehicle	- 50 each	
	Van / Luton	- 100 each	
	7.5 ton truck	- 150 each	
	Cherry Picker	- 150 each	
Use of existing Premises Licence (if applicable)	Local Charity & Community	- 50	
	Commercial	- 250	
Bonn Square - use of onsite power/electricity			500
Late Submission Fee <i>(if timescale/deadlines not met)</i>			- 75 - 500
Non City Council land Application Fee			250 – 1000
Site Visits – Park rangers <i>(to be determined by Events Officer)</i>	Per hour	- 75	
Event Attendance <i>(to be determined by Events Officer)</i>	Half day	- 150	
	Full day	- 250	
Cancellation Fees apply for all bookings	50 - 100% of hire fee		
Application Fee – Large Events at South Park <i>(non-refundable)</i>			100

Remarks and Additional Notes:

1. The size of the event depends on the number of expected attendees.

Small: 0 – 99	Medium: 100 – 499	Large: 500 – 4999	Extra-Large: 5000+
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2. For all requests with less than 8 weeks' notice, the applicable hire fee would be doubled.
3. For small events, the organiser must submit the Events Application Form a minimum of **2 months** before event set up on site begins. For Medium events, this period is **3 to 6 months**, for Large and Extra-Large Events – **6 to 12 months**.
4. Some events that are deemed to have a significant cultural and communal benefit that take place in our Key / Premium Locations may be eligible for our '**Policy for Free Use of Parks by Priority Groups**'.
5. Some parks and Open Spaces are restricted by, for example, the number of event annually, the type of events to be held, or the time of the year. Please contact the Events Officer at events@oxford.gov.uk to discuss the most suitable location for your event.
6. Street Trading Consent = £26.50 per stall for events up to 5 days and £43 per stall for events over 5 days
https://www.oxford.gov.uk/info/20146/streets/73/street_trading/3
7. Distribution of free printed matter (leaflets) consent = £100 pp
https://www.oxford.gov.uk/info/20054/environmental_health/203/distributing_leaflets_and_other_printed_materials
8. Road closures = £100 - £300 dependent upon type of event
https://www.oxford.gov.uk/info/20146/streets/59/apply_for_a_road_closure/7