

# Bromley Parks Events Price Guide 2019/20

## Bromley Event Site Fees and Charges for spring 2019 to spring 2020

The fees and charges cover a variety of services related to park events. They are a guideline only and are subject to variation depending on the site chosen, the season, nature of the event and various other factors. The fees relating to your event will be confirmed upon application and submission of the required supporting documentation. See the Events Policy for a definition of Friends Groups, Charities, Communities and Commercial Events.

### Types of fees

#### **Admin fee**

This covers the cost of the administration time, in addition to all the compliance, which the officer takes to assess your application. The fee also covers the cost of the digital events platform, EventApp. This fee is non-refundable and should be made at the time of application.

#### **Park / Site hire fee**

This is for the hire of the park or greenspace and is based on how the event affects the normal everyday use of the site. Time on site for set-up and take down is also chargeable. This fee must be paid 60 days before the event start date. If the event is cancelled by the event organiser cancellation fees will apply. See details below and refer to our Terms and Conditions for more information.

#### **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 £100 or 10% or the daily site hire fee, per hour, or part thereof, whichever is greater.

#### **Payment of fees**

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 its set up.

#### **Fees & Discounts**

1. Friends Group's Events are free to host, so long as it is evident that income generated will go back to the park.
2. Registered Charities, School and Community Events receive up to a 50% discount on the overall advertised prices, excluding the booking fee.
3. Crystal Palace Park and Norman Park are *Gold Tier* venues and as such have negotiable rates.

#### **Damage Deposit**

Your damage 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 30 days	20%
20-30 days	50%
10-20 days	75%
Less than 10 days	Up to 100%

Events hosted in Bromley



## Admin fees

Type of event	Fee
<A> Friends Group	£0
<B> One day events for up to 2,000 people without licensable activities for Registered Charities, Schools and Communities	£60
<C> Commercial Events or other events for longer than one day, for more than 2,000 people or with licensable activities	£180

Site hire fees are charged per day and normally quoted via [EventApp](#).

To secure an event, a 20% non-refundable deposit will be required during the application process.

Set up and set down days are an additional 20% of the event day fee applied to non-operational days should the set up and set down not take place on the same day. **N.B.** These fees **do not** cover funfairs, circuses or promotional activities.

## Park Hire Fees

Number of People/Capacity per day	25-249	250-499	500-1999	2000+
Under 4 hours	£110	£220	£330	TBA
All day *	£220	£440	£660	TBA
Additional Days	£200	£400	£600	TBA
N.B. An event of under 25 people may have up to a 100% discount of all fees * Hire fees may vary if an event is deemed to have a greater impact on the park				

## 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

## Funfairs

Size of Funfair	Event Day
Up to 10 rides	£600
11 to 15 rides	£700
15 rides or more	£800

## Circuses

Size of Circus	Event Day
Up to 500 seating capacity	£500
Over 500 seating capacity	£700

## Fireworks Display

Any fireworks show that takes place in Bromley will require idverde to hire an independent fireworks consultant. The consultant will inspect the grounds on the day to ensure that the fireworks display is safe to take place. The consultant commissioned will be an additional cost from approx. £500, however the Events Team will advise at the time they review your application.

Pricing will be variable and a quote will be provided depending on the size of the event.