

OUTDOOR EVENTS POLICY

APPENDIX 1: Fees and charges 1 April 2024 to 31 March 2025

Application fee:

All event applications are subject to an application fee. The Events listed in the application section in **table 4** will receive an automatic 50% discount on the application fee. Payment of the application fee is due at the point of submitting an application and is non-refundable.

Please therefore check the availability calendar to make sure that the location you wish to use is available and suitable for your event before making your application.

Hire fee:

Events, delivered by, or meeting the following criteria, will have the hire fee waived:

- Constituted 'Friends of' groups
- Council funded events
- Council delivered events

Events, classified as community, charity or non-profit events (CCN) will receive an automatic 50% discount on the hire fee.

Small or Medium scale CCN events, which demonstrate a significant benefit to the local area and/or local community are also eligible for additional discount. Additional discount is awarded against the criteria listed in **table 5**. A 'maximum' of 90% discount can be awarded to any one event. Applicants may need to evidence why the event meets the relevant criteria.

Private events, which require exclusive use of a space and offer no opportunity for the general public to attend, either for free or by ticket, are subject to the same fees as commercial events.

The fees for commercial 'fundraising' events, organised and delivered by for-profit companies (usually for the benefit of a charity or multiple charities) are awarded an automatic 25% discount. Small-scale commercial fundraising events can apply for discount if they meet the criteria set out in items 8 and 18 in **table 5**.

Commercial event hire fees are based on the number of people attending the event overall and not the number attending at any one time.

CCN event hire fees are based on the number of people attending the event 'at any one time'.

Table 1.

Small	up to 499 people
Medium	500 to 2,000 people
Large 1	2,001 to 4,999 people
Large 2	5,001 to 7,999 people
Major	8,000 or more people

Table 2.

General Events		
Fee type	Event classification	Amount
Application fee Non refundable *VAT charged at standard rate	Commercial	£259.30 + VAT*
	CCN	£90.70 + VAT*
Event monitoring - on site (above standard service provision) *VAT charged at standard rate	Commercial	£77.90 + VAT* (per hour)
	CCN	£33.10 + VAT* (per hour)
Event monitoring - off site (above standard service provision) *VAT charged at standard rate	Commercial	£26.70 + VAT* (per hour)
	CCN	£11.80 + VAT* (per hour)
Hire fee One event day	Small (up to 499)	£2,048.70
	Medium (up to 2,000)	£7,707.00
	Large 1 (up to 4,999)	Price on application
	Large 2 (up to 7,999)	
	Major (8,000+)	Price on application
Hire fee Additional event days (charged at 30% of one day hire, per day)	Small	£614.61
	Medium	£2,312.10
	Large	Price on application
	Major	Price on application
Hire fee Rig and de-rig days (charged at 15% of one day hire, per day)	Small	£307.31
	Medium	£1,156.05
	Large	Price on application
	Major	Price on application
Environmental Impact Fee (EIF) Charged to commercial and private events only	Small	10% of hire fee
	Medium	10% of hire fee
	Large	Fixed % of hire fee
	Major	Fixed % of hire fee
Ground deposit Fully refundable if not required	Charged to any event at the council's discretion	£645.60 or 20% of total hire fee, whichever is higher
Overstay fee Charged when an event has not left site by the agreed time	Charged to any event at the council's discretion	15% of one day hire fee

Table 3

Funfairs and Circuses		
Fee type	Event size	Amount
Application fee Non refundable *VAT charged at standard rate	Small (up to 500)	£259.30 + VAT*
	Large (up to 1,000)	
	Major (1,000+)	
Event monitoring - on site (above standard service provision) *VAT charged at standard rate	Small	£77.90 + VAT* (per hour)
	Large	
	Major	
Event monitoring - off site (above standard service provision) *VAT charged at standard rate	Small	£26.70 + VAT* (per hour)
	Large	
	Major	
Hire fee One event day	Small	£2,711.30
	Large	£4,516.70
	Major	Price on application
Hire fee Additional event days (charged at 30% of one event day hire fee, per day)	Small	£813.39
	Large	£1,355.01
	Major	Price on application
Hire fee Rig and de-rig days (charged at 15% of one event day hire fee, per day)	Small	£406.70
	Large	£677.51
	Major	Price on application
Environmental Impact Fee (EIF) Charged to commercial and private events only	Small	10% of hire fee
	Large	10% of hire fee
	Major	10% of hire fee
Ground deposit Fully refundable if not required	All	£645.60 or 20% of total hire fee, whichever is higher
Overstay fee Charged when an event has not left site by the agreed time	All	15% of one day hire fee

Application and Hire fee discount criteria

Only small and medium scale community, charity and non-profit events are eligible to meet the following criteria for further discount. The maximum amount of discount on hire fees that any one event can be awarded is 90%, excluding those events listed at item 4, 5, 6 and 7 (**table 5.**).

Table 4.

EVENT APPLICATION FEE			
Item	Eligibility	Amount of discount	Circumstances
1	Events run by constituted 'Friends of' groups	50%	The application must be made by a constituted 'Friends of' group
2	Council funded events	50%	The application must be for an event which the council has funded or part-funded
3	Council delivered events	50%	The application must be made by a council officer/team (including LBS schools) for an event which they are delivering

Table 5

EVENT HIRE FEE			
Item	Eligibility	Amount of discount	Circumstances
4	Council delivered events	100%	The event must be organised and delivered by an LBS team or Officer on behalf of the Council
5	Events run by constituted 'Friends of' groups	100%	The event must be organised and delivered by the Friends of Groups and be of a direct benefit to the site
6	Events run by LBS Schools	100%	The event must be organised and delivered by the School or PTA
7	Council funded events	100%	The event must be fully or part-funded by an LBS Department
8	Tickets for ticketed events are made available to local residents free of charge or at a reduced rate	5% - 10%	10% applied to free of charge 5% applied to reduced rate
9	Free activities are provided for young people and/or old people and/or families	5% - 10%	10% applied to over 5 activities 5% applied to up to 5 activities

10	The event promotes and supports the Council's Southwark Stands Together initiative	5% - 10%	10% applied to core activity 5% applied to ancillary activity
11	The event promotes and encourages community engagement and cohesion	5% - 10%	10% applied to core activity 5% applied to ancillary activity
12	The event provides volunteering opportunities for local people	5% - 10%	Based on number of opportunities and alignment with Southwark's Volunteering Strategy
13	The event provides employment opportunities for local people	5% - 10%	Based on number of opportunities
14	The event provides business opportunities for local businesses	5% - 10%	Based on number of opportunities
15	The Event promotes and includes arrangements for inclusivity/accessibility	5% - 10%	10% applied to significant effort/arrangement 5% applied to moderate effort/arrangement
16	The Event promotes and supports the Council's Climate Emergency declaration	5% - 10%	10% applied to significant effort/arrangement 5% applied to moderate effort/arrangement
17	The Event promotes and supports women's safety	5% - 10%	10% applied to significant effort/arrangement 5% applied to moderate effort/arrangement
18	The event has a capacity of up to 100 people (at any one time) has minimal infrastructure and impact on the site and is only on site for one day in total	5% - 10%	The event has to be low key in nature and requires minimal supervision from council officers
19	The event provides activities and/or education which supports and promotes health and wellbeing	5% - 10%	10% applied to significant effort/arrangements 5% applied to moderate effort/arrangements

20	The event supports local charities (monetary and/or in kind)	5% - 10%	10% applied to significant effort/arrangement 5% applied to moderate effort/arrangement
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