

## 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 with putting on an event in the London Borough of Ealing's (LBE) 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 and Street Events** team for an accurate quote.

LBE has three locations that are regarded as **premium venues**, these are; Ealing Common, Walpole Park, and Haven Green. This form does not apply to these venues. Please speak to a member of the **Community and Street Events** team for further information if you are interested in holding an event in these locations.

<b>Size of event:</b>	Small scale events:	Less than 500 people attending
	Medium Scale Events:	Less than 5,000 people attending
	Large Scale Events:	Less than 10,000 people attending
	Special Events:	10,000 people or higher attending and/or is considered to be particularly disruptive

<b>Application:</b>	Cost to make an application	<b>£50</b>
<b>Consultation:</b>	Cost to go to Stage 2 consultation	<b>£100</b>
	<b>Note: If your application is successful the above charges are deducted from your final fee.</b>	
<b>Street Event Admin Fees:</b>	All small scale events	<b>£400</b>
	All medium scale events	<b>£1,200</b>
	All large scale & special events	<b>by negotiation</b>
	<b>Note:</b> TTROs, parking suspensions or similar orders will incur additional charges.	
<b>Hire Charges:</b>	All small scale events	<b>£630 per day</b>
	All medium scale events	<b>£3,000 per day</b>
	All large scale events	<b>£5,000 per day</b>
	Non-operating days	<b>£315 per day</b>
	All special events	<b>by negotiation</b>
	<b>Note:</b> Commercial events such as funfairs, circuses and ticketed events, etc. will be subject 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.	
<b>Key Events:</b>	Several events have been identified as significantly culturally and economically beneficial to the Borough. These events will be charged a fixed rate of £500.00.	
<b>Discounts:</b>	Local community organisations, local carnivals, local schools, local places of worship and local registered charities could be eligible for a <b>60% discount</b> , depending on the nature of their event.	
	<b>Note:</b> Discounts only apply only to organisations from <b>within the London Borough of Ealing</b> .	
<b>Deposits:</b>	All small scale events	<b>£500</b>
	All medium scale events	<b>£1,000</b>
	All large scale events	<b>£2,000</b>
	All special events	<b>by negotiation</b>
	<b>Note:</b> 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 Costs and Services:

**Waste Management:** The event organiser must make arrangements for the waste produced by their event. LBE can assist but there is a cost associated with this. Please speak to a member of the **Community and Street Events** 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 event. For detailed information on licensable activities fees please see the department for media culture and sport's website, [www.dcms.gov.uk](http://www.dcms.gov.uk). It must be noted that applications for licences are time constrained, see below.

The standard charge for a '**Temporary Event Notice**' (**events under 499 attendees, to include staff**) is currently **£21.00** and the event organisers will be required to apply directly to the licensing authority and Police for this type of licence. Applications for temporary event notices must be made at least 10 days prior to the event but we recommend that you leave at least **28 days** for this.

Applications for events, which require a **premises licence (events over 499 attendees, to include staff)** should be discussed on an individual basis and applications should be made at least **16 weeks** prior to the event date. The full costs associated with licensing the event will be passed onto the Event Organisers.

**Equipment Hire:** The LBE events team operates a community store that has a wide range of events equipment available for hire. Please see the **Community Store Hires** information sheet 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 and Street Events** team for further information. All costs relating to street closures are in line with LBE's Highways department's 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 and Street Events** team for further information.

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## Damages:

**Note:** The cost of any damages will be invoiced to the hirer and VAT will be added.

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 out of usual working hours:	An officer charge of <b>£31.64</b> per hour per person ( <b>£63.28 on a Sunday or Bank Holiday</b> )