



Beckenham Place Park

Outdoor Space event hire fees 2024 - from April 2024

Application fee - a set fee to process the event application. This needs to be paid on applying and is non refundable

Basic hire fee - charged to hire the agreed open space. It applies to the first event day to hold the event, based on maximum event capacity. Extra event days are charged in addition.

Additional event days fee - This fee is charged to hire the space for the subsequent event day/s.

Set up/Take down fee - This is charged in addition to the hire fee and covers the cost of using the space for building or de-rigging the event. .

Damage deposit - To ensure any damage or litter caused by the event to the park or its infrastructure is reinstated. This is refundable post-event providing there is no damage.

Environmental impact fee – This fee is used towards the investment in the park and is non-refundable.

NOTES

- All fees are exclusive of VAT
- Extra charges apply for any direct cost to Beckenham Place Park prior to or during the event e.g. staff time required prior or during an event, removing furniture.
- Damage deposit covers any post-event damage or inadequate clearing
- Additional fees for infrastructure may apply to small/medium events
- All prices are basic rates and BPP reserve the right to change and amend without notice
- All quotations and bookings subject to London Borough of Lewisham Terms and Conditions

COMMERCIAL EVENTS

Including commercial sports events

Type of event	Event size (expected number of event attendees)	Application fee	Basic hire fee (per day, per head, based on max event capacity)	Additional event days	Set up/take down days fee	Damage deposit (refundable if no damage)	Environmental impact levy
Small	Under 499	£100	£2.27	30% of the hire fee, levied per day	3% of the hire fee, levied per day	£500	£100
Medium	500-999	£100	£2.84	30% of the hire fee, levied per day	3% of the hire fee, levied per day	£1,000	£200
Large	1000 ¹ - 4999	£200	POA	30% of the hire fee, levied per day	3% of the hire fee, levied per day	£5,000	£500
Major	5000-10000	£300	POA	30% of the hire fee, levied per day	3% of the hire fee, levied per day	£15,000	£1,500

CHARITY AND COMMUNITY EVENTS

Includes walks, running, triathlons and other sporting events organised by charities and community groups. See above for events organised by commercial enterprises.

Park user groups organising walks, information days and community projects for under 500 people: no fee if the activity benefits the park. If the event requires special equipment brought to the park or support from park staff, a charge will be levied. The group will be responsible for paying for all infrastructure e.g. any additional toilets, waste removal

Individuals wishing to organise a public event, free or otherwise, need to demonstrate experience of delivering events or partner with a local charity or company experienced in delivering events.

School sports days – no charge unless extra line marking or support from BPP staff required.

Fees below are for ticketed events. Free events start from 20p per head.

Type of event	Event size (expected number of event attendees)	Applicati on fee (includes admin fee)	Hire Fee (per day, per head, based on max event capacity)	Additional event days	Set up/take down days	Damage deposit (refundable if no damage)	Environme ntal impact levy (not charged for community events)
Very small	<100	£10	£1.07/head	30% of the hire fee, levied per day	10% of the hire fee, levied per day	£0	£0
Small	100-499	£25	£2.14/head	30% of the hire fee, levied per day	10% of the hire fee, levied per day	£500	£0
Medium	500-999	£25	£2.14/head	30% of the hire fee,	10% of the hire fee,	£1,000	£100

				levied per day	levied per day		
Large	1000- 4999	£25	£2.14/head	30% of the hire fee, levied per day	10% of the hire fee, levied per day	£5,000 - £10,000	£500
Major	5000-10000	£25	£2.67/head	30% of the hire fee, levied per day	10% of the hire fee, levied per day	£15,000	£1000

OTHER

FILMING

For filming and photography shoots please contact the Lewisham Film Office: <https://lewishamfilmoffice.co.uk>

SMALL BUSINESSES

Small businesses wishing to conduct training sessions and other regular activities in the park for groups of under 50 people should contact beckehamplacepark@lewisham.gov.uk to obtain a permit.

CONTACT

beckenhamplacepark@lewisham.gov.uk