

# **Bromley Parks Events Site Fees & Charges**

**2023/2024**



## Bromley Event Site Fees and Charges – 2023/24

We will be able to fully calculate your event charge when we have received your completed event application. The fees and charges shown below are typical of what you can expect to pay

An “event” is defined as:

- A gathering of 25 or more persons, or
- Where any of the following applies:
  - Controlled usage of the area
  - Gatherings of more than 25 people for an organised event
  - Preparation of hot food
  - Selling alcohol or food
  - Performing live events (i.e. dance performances or a music concert)
  - Setting up marquees, or bouncy castles

### Fees and discounts

- Registered Friends Group’s Events are free to host, so long as it is evident that any excess income generated will go back to the park
- Registered Charities, School and Community Events (Community events are those which have little to no entrance fees to the public, will not provide significant advertising, and are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event)
- Large scale events are priced upon application

### Administration Fees

- This covers the cost of the administration time, in addition to all the compliance, which an officer takes to assess your application, and site visits conducted prior to and after each event
- The fee also covers the cost of the digital events platform used by idverde to administer the events service

Type of event	Fee
Friends Group	£0
One day events for up to 2,000 people for Registered Charities, Schools and Communities	£70
Events longer than one day, commercial events, or Registered Charities, Schools and Communities events with more than 2,000 people	£200



## Park Hire Fees

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 Strategy (link) for a definition of Friends Groups, Charities, Communities and Commercial Events.

- Park hire fees are charged per day.
- To secure an event, a 20% non-refundable deposit may be required during the application process, to secure your date(s). This is to be paid upon acceptance of your fees.
- Set up and set down days are additional of the event day fee, should the set up and set down not take place on the same day, the event team will advise on application.
- These fees do not cover funfairs, circuses, or brand promotion/activations (fees for these events are priced on application).

Number of people/Capacities per day	25 - 249	250 - 499	500 - 1999	2000+
Under 4 hours *	£120	£245	£365	POA
All day *	£245	£485	£725	POA

\* Hire fees may vary if an event is deemed to have a greater impact on the park

Cancellation Fees	
When the notification of cancellation is received	Percentage of site hire fee to be charged
More than 30 days	20%
20 – 29 days	50%
10 – 19 days	75%
Less than 10 days	Up to 100%



## **Fireworks Display**

Any fireworks show that takes place in Bromley will require *idverde* to hire an independent 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 £650, 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.

## **Access Keys**

If your application is successful, we may issue you with an access key to the park and/or toilet facilities.

- Keys must be returned no later than 10 days after the off-site time.
- No copies of this key should be made without consent of the *idverde*.
- The loss of a key will result in a £50 charge for replacement.

## **Overstay fee**

Should you not vacate the site by the off-site time, we may charge you an overstay fee, the amount of which shall be determined in accordance with the specific conditions.

## **Damage deposit**

A damage deposit of 20% of the total hire fee may be required in addition to the actual fee at the time of final payment based on an assessment undertaken by the Events team. This amount is refundable within 30 days by BACS should the event space used to be returned to its normal state.

You shall be responsible for any loss or damage to the site which takes place during the period from the on-site time to the off-site time and will compensate *idverde* UK from the damage deposit for any such loss or damage.

## **Terms & Conditions**

For all events and activities, see the separate Terms and Conditions sheet.

Any event taking place without proper approval will be stopped and this may affect future event applications.

