

## Appendix 1

### Fees and charges 1 April 2025 to 31 March 2026

#### Application fee

All event applications are subject to an application fee. Payment of the application fee is due at the point of submitting an application and is non-refundable. We recommend that you check with the Events team, to make sure that the location you wish to use is available and suitable for your event, before making your application.

#### Site hire fee

The site hire fee will be waived for events that meet the following criteria:

- constituted 'Friends of' groups
- council funded events
- council delivered events

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

Small and Medium scale community, charity or non-profit events, which demonstrate a significant benefit to the local area or to the local community are also eligible for additional discounts. These discounts are based on the criteria listed in table 1 below. A maximum discount of 90% can be awarded to an event. Applicants may need to evidence how the event meets the relevant criteria.

For fundraising events, organised and delivered by commercial organisations (usually for the benefit of a charity or multiple charities) are awarded a 25% discount. Additional discounts can be applied to small scale commercial fundraising events, if they meet the criteria 6 and 15 in table 1 below.

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.

## Event Scale

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

Community, charity or non-profit event site hire fees are based on the number of people attending the event at its busiest time.

- 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

## Our fees

### Application fee

- commercial events £273.00 + VAT
- community, charity, or non profit events £96.00 + VAT
- events run by constituted 'Friends of' groups £48.00 + VAT
- council funded events £48.00 + VAT
- council delivered events £48.00

### Site hire fee

small event

- first event day, £2,152.00
- additional event days per day, £646.00
- rig and derig days per day, £322.00
- overstay fee per day, £322.00

Medium event

- first event day, £8,095.00
- additional event days per day, £2,429.00
- rig and derig days per day, £1,215.00
- overstay fee per day, £1,215.00

For events of the following scale or type, prices are given on application

- large 1
- large 2
- major
- any scale of funfair or circus

## Event monitoring fee

For commercial events no additional fee for monitoring applies from Monday to Friday, between 9am and 5pm. For community, charity and non profit events, the standard level of monitoring is usually once during the build period, once during the event and once during the break period. Officers may be on or off site for the event. An event monitoring fee is charged where our monitoring of the event is above our standard service provision.

- commercial events, £82.00 + VAT
- community, charity and non profit events, £35.00 + VAT

## Environmental impact fee (EIF)

This applies to commercial and private events only and is 12.5% of the total site hire fee.

## Ground deposit fee

This is fully refundable provided that there is no reinstatement required after the event. It is £500.00 or 20% of the total hire fee, whichever amount is higher.

## Discount Criteria

Table 1

Criteria	Eligibility	Discount amount
1	Council delivered events.  These must be organised and delivered by a council team or officer, on behalf of the council	100%

2	<p>Events by constituted 'Friends of' groups</p> <p>These must be organised and delivered by the Friends group for the site being used, and directly benefit the site</p>	100%
3	<p>Events by Southwark Council schools</p> <p>These must be organised or delivered by the school or school PTA</p>	100%
4	<p>Council funded events</p> <p>The event must be fully or partially funded by the council</p>	100%
5	<p>Commercial fundraiser events</p> <p>These are organised by commercial organisations for the benefit of one or more charities</p>	25%
6	<p>Tickets for ticketed events are made available to local residents free of charge or at a reduced rate</p>	<p>5% for reduced tickets</p> <p>10% for free tickets</p>
7	<p>Free activities are provided for young people and/or old people and/or families</p>	<p>5% for up to 5 activities</p> <p>10% for over 5 activities</p>

8	The event promotes and supports the Council's <u>Southwark Stands Together</u> initiative	5% for main activity 10% for other activities
9	The event promotes and encourages community engagement and cohesion	5% for main activity 10% for other activities
10	The event provides volunteering opportunities for local people	5 to 10% based on the number of opportunities
11	The event provides business opportunities for local businesses	5 to 10% based on the number of opportunities
12	The event promotes and includes arrangements for inclusivity and accessibility	5% applied to moderate effort and arrangement made 10% applied to significant effort and arrangement made
13	The Event promotes and supports the council's <u>Climate Change strategy</u>	5% applied to moderate effort and arrangement made 10% applied to significant effort and arrangement made

14	The Event promotes and supports women's safety	<p>5% applied to moderate effort and arrangement made</p> <p>10% applied to significant effort and arrangement made</p>
15	The event has a capacity of no more than 100 people, has minimal infrastructure, little to no impact on the site and is low key in nature. The site is required for no more than one day in total and the event requires minimal supervision from council officers	5 to 10%
16	The event provides activities and/or education which supports and promotes health and wellbeing	<p>5% applied to moderate effort and arrangement made</p> <p>10% applied to significant effort and arrangement made</p>
17	The event supports local charities	<p>5% applied to moderate effort and arrangement made</p> <p>10% applied to significant effort and arrangement made</p>