

## Appendix 2

### Medway Outdoor Events Proposed Fees and charges

#### 1. Overview

- 1.1. The council sets an annual scale of fees and charges for the hire of public spaces for events. The fees and charges are aligned with the classification of an event, audience capacity and duration of an event, including set up and break down periods.
- 1.2. These new fees and charges are set within a framework that standardises Event Type and Event Size, as outlined in section 4 & 5 of the Outdoor Events Policy.
- 1.3. Table 1 outline the ranges of fees chargeable depending on the Event Type and Event Size.
- 1.4. Events at heritage sites of significance (e.g. Rochester Castle Gardens and Upnor Castle) will be considered major events, with cost of hire only available on application to understand the scale and impact on the site.

**Table 1**

<b>General Fees</b>		
<b>Fee</b>	<b>Event Classification</b>	<b>Amount</b>
<b>Application Fee</b> Non-Refundable set fee regardless of size of event	Commercial	£180.00
	Community	£60.00
<b>Hire Fee</b> Fee applied to the sole or first event day	Small	£316.00
	Medium	£590.00
	Large	£1,160.00
	Major	POA*
<b>Hire Fee</b> Additional consecutive event days (charged at 30% of hire fee)	Small	£94.80 per day
	Medium	£177.00 per day
	Large	£348.00 per day
	Major	POA*
<b>Hire Fee</b> Site build and derig days (charged at 15% of hire fee)	Small	£47.40 per day
	Medium	£88.50 per day
	Large	£174.00 per day
	Major	POA*
<b>Environmental Impact Fee</b> Charged to commercial and private events only	Small	10% of hire fee
	Medium	10% of hire fee
	Large	15% of hire fee
	Major	20% of hire fee
<b>Damage Deposit</b> Fully refundable if not required	Charged to any event at the council's discretion	£500 or 20% of total hire fee, whichever is higher
<b>Overstay Fee</b> Charged when an event has not left site by the agreed time	Charged to any event at the council discretion	15% of one day hire fee

<b>Amusements</b>		
<b>Fee</b>	<b>Event size</b>	<b>Amount</b>
<b>Application Fee</b> Non refundable VAT	Small (up to 500)	£180.00
	Medium (up to 1,000)	£180.00
	Large (1,000 +)	£180.00
<b>Hire Fee</b> One Day Event	Small	£645.00
	Medium	£645.00
	Large	£645.00
<b>Hire Fee</b> Additional event days	Small	£645.00
	Medium	£645.00
	Large	£645.00
<b>Hire Fee</b> Rig and de-rig days (Charged at 15% of one event day hire fee, per day)	Small	£ 96.75
	Medium	£ 96.75
	Large	£ 96.75
<b>Green Space Levy</b> Charged too commercial and private events only	Small	10% of total hire fee
	Medium	10% of total hire fee
	Large	20% of total hire fee
<b>Damage Deposit</b> Fully refundable if not required	Small	£1,650.00
	Medium	£1,650.00
	Large	£1,650.00
<b>Overstay Fee</b> Charged when an event has not left site by the agreed time	Small	15% of one day hire
	Medium	15% of one day hire
	Large	15% of one day hire
<b>Overstay fee</b>	Charged to any event at the council's discretion	

\* POA – Price on Application

## 2. Additional Fees and Charges

- 2.1. Additional charges may be required and will be quoted for on an ad hoc basis dependent of the requirements of the application, size and type of event. It may include:
- Event Officer monitoring on site
  - Event Officer monitoring off site
  - Event pre-application meeting for large and major events
  - Traffic management event pre application meetings for medium, large, and major events.
- 2.2. Event Officers will work with event organisers to ensure they can obtain quotes for services deliver by Medway Council and partners.
- 2.3. Major commercial event hire fees will be based on the number of people attending the event overall and not the audience capacity. Due to the commercially sensitive nature fees will be provided upon application (POA).

## 3. Fees and Charges discount criteria

- 3.1. Medway Council wishes to support their creative, community and voluntary sectors of which the fees and charges might be an obstacle. The proposed criteria for who and how discounts on fees and charges can be applied is detailed in Table 2.

- 3.2. Only events that are classified as Community and Small or Medium 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 80%, excluding those events listed at item 4, 5, 6 and 7 (table two). Discounts do not apply to large and major events.
- 3.3. Application Fee: All events are subject to an application fee.
- 3.4. Hire Fee: Events delivered by, or meeting the following criteria, will have the hire fee waived:
- Constituted 'Friends of' groups.
  - Council delivered events.
  - Council funded or part-funded events
- 3.5. Events, classified as Community will receive an automatic 50% discount on the hire fee.
- 3.6. Small or Medium Community events, which demonstrate a significant benefit to the local area and community are also eligible for additional discount. Additional discount is awarded against the criteria listed in table two. A 'maximum' of 80% discount can be awarded to any one event. Applicants may need to evidence why the event meets the relevant criteria.
- 3.7. 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.
- 3.8. The fees for commercial 'fundraising' events, organised and delivered by for-profit companies (usually for the benefit of a charity or multiple charities) are set out in table one and will be treated as a Commercial event. Small and Medium commercial fundraising events can apply for discount if they meet the criteria set out Table 2. The discounts will be applied at the Event Officer's discretion.

**Table 2**

<b>Event Application Fee</b>			
<b>Item</b>	<b>Eligibility</b>	<b>Discount level</b>	<b>Circumstances</b>
1	Events run by constituted 'Friends of' groups	50%	The application must be made by a constituted 'Friends of' group
2	Council delivered events	100%	The application must be made by a council officer/team (including Medway schools) for an event which they are delivering
3	Council funded events	50%	The application must be for an event which is funded or part-funded by Medway Council

<b>Event Hire Fee</b>			
<b>Item</b>	<b>Eligibility</b>	<b>Discount level</b>	<b>Circumstances</b>
4	Council delivered events	100%	The event must be organised and delivered by a Medway Council 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	Event run by Medway schools	100%	The event must be organised and delivered by the School or PTA
7	Council funded events	50% - 80%	The event must be full or part fund by Medway Council.
<b>Additional discount criteria</b>			
8	Tickets are made available to local residents free of charge or at a reduced rate	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for free of charge.</li> <li>• 5% for reduced rat</li> <li>• Not applicable to large and major commercial events</li> </ul>
9	Free activities are provided for the community	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for over 5 activities</li> <li>• 5% for up to 5 activities</li> </ul>
10	The event promotes and support the Council's Child Friendly and other council initiatives	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for core activity</li> <li>• 5% for ancillary activity</li> </ul>
11	The event promotes and encourages community engagement and cohesion	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for core activity</li> <li>• 5% for ancillary activity</li> </ul>
12	The event provides volunteering opportunities for local people	5% - 10%	Based on number of opportunities
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%	<ul style="list-style-type: none"> <li>• 10% for significant effort/arrangement.</li> <li>• 5% applied to moderate effort/arrangement</li> </ul>
16	The event promotes and supports the Council's climate and sustainability initiatives	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for significant effort/arrangement</li> <li>• 5% for moderate effort/arrangement</li> </ul>
17	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 total	5% - 10%	The event has to be low key in nature and requires minimal supervision from council officers
18	The event provides activities which support and promotes health and wellbeing	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for significant effort/arrangement.</li> <li>• 5% for moderate effort/arrangement</li> </ul>
19	The event supports local charities (monetary and/or in kind)	5% - 10%	<ul style="list-style-type: none"> <li>• 10% for significant effort/arrangement</li> <li>• 5% for moderate effort/arrangement</li> </ul>