

Appendix 4 – Quote format

As set out from page 11 in the Outdoor Events Policy (Appendix 3) 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).

The Great Lines Music Festival is classed as ‘Major Commercial’ event and as such is matched against the fees and charges schedule.

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).

Charges applied to this event include:

General Fees

Fee	Event Classification	Amount
Application Fee Non-Refundable set fee regardless of size of event	Commercial	£180.00
Hire Fee For the sole or first event day	Major	POA
Hire Fee Additional consecutive event days (30% of hire fee)	Major	POA
Hire Fee Site build and derig days (15% of hire fee)	Major	POA
Environmental Impact Fee Charged to commercial and private events only	Major	20% of hire fee
Damage Deposit Fully refundable if not required	Charged to any event at the council's discretion	£500 or 20% of total hire fee, whichever is higher
Overstay Fee 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

Additional Fees and Charges

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.

Event Officers will work with event organisers to ensure they can obtain quotes for services provided by Medway Council and partners.