

Appendix A

Commercial / Corporate Events			
Item	Amount	When Payable	New fee - 2.6% increase – figures rounded
Application Fee	£50	On application	£51
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.	
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.	£513 or 20% of hire fee whichever is lesser
Basic Hire Fee - Minor event (less than 50)	£0- £500 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with the City of London	£0-£513
Basic Hire Fee - Small event (50-499)	£650 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	£667 plus 5% of ticket price
Basic Hire Fee - Medium event (500-4999)	£1950 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£2000 plus 5% of ticket price
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.	
Non – event days (set up and dismantle)	15% of basic fee per day	Payable in conjunction with the basic hire fee.	
Private events (wedding receptions/ party) max 150	£1000	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£1026

Charity / Not for Profit Events (see terms and conditions)			
Item	Amount	When Payable	New fee - 2.6% increase
Application Fee	£25	On application	£25.50
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.	
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.	£513 or 20% of hire fee whichever is lesser
Basic Hire Fee - Minor event (less than 50)	£0- £250 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL	£0-£256.50
Basic Hire Fee - Small event (50-499)	£325 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	£333.50 plus 5% of ticket price
Basic Hire Fee - Medium event (500-4999)	£975 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£1000 plus 5% of ticket price
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.	

Events requiring the use of specific facilities must pay these in addition to the above charges:

Exclusive Hire of car park	Large Medium Small Compounds/ Storage	Prices on application but as a guide £100-£250 per bay per day or £3.00- £20.00 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.57 per square meter per day. Minimum overall charge of £71.00	Prices on application but as a guide £102-£256.50 per bay per day or £3.70- £20.50 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.58 per square meter per day. Minimum overall charge of £73
Water	Use of building water supply or standpipe (limited locations)	£50 per day or metered charge	£51 per day or metered charge
Electricity	Use of The City of London supplies (limited locations)	£50 or metered charge	£51 per day or metered charge
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application	
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on-site attendance may be charged, particularly if out of normal working hours.	Ranger Senior Ranger Head Ranger/Manager	From £27 per hour From £34 per hour From £44 per hour Plus, VAT at 20%	From £28 per hour From £35 per hour From £45 per hour

Sports & miscellaneous charges

Item	2019-20	2020-21 – new fee 2.6% increase
<u>Sports charges</u>		
Coulsdon Common, 1 Football Pitch (for season)	£329.00	£338.00
<u>Miscellaneous Charges</u>		
Sale of split logs, per 3 ton – City of London staff only	£105.00	£108.00
Sale of green cord wood per ton- City of London staff only	£27.00	£28.00
Room hire at Ashtead and Merlewood – per hour	£40.00	£41.00
Room hire at Burnham Beeches	Half day £134.00- £168.00 Full day £267.00 - £333.00 and £4.00 + VAT a head for refreshments	Half day £138.00 - £173.00 Full day £274.00 – £342.00 and £4.11 + VAT a head for refreshments