

Appendix A

Commercial / Corporate Events			
Item	Amount – current fee –	When Payable	2021-22 proposed fee - 12% increase – figures rounded
Application Fee	£51	On application	£57
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)	£513 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.	£575 or 20% of hire fee whichever is lesser
Basic Hire Fee - Minor event (less than 50)	£0- £513 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-£575
Basic Hire Fee - Small event (50-499)	£667 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	£750 plus 5% of ticket price
Basic Hire Fee - Medium event (500-4999)	£2000 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£2240 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	£1026	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£1150

Charity / Not for Profit Events (see terms and conditions)			
Item	Amount – current fee	When Payable	2021/22 -proposed fee - 12% increase
Application Fee	£25.50	On application	£28.00
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)	£513 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.	£575 or 20% of hire fee whichever is lesser
Basic Hire Fee - Minor event (less than 50)	£0- £256.50 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	£0-290
Basic Hire Fee - Small event (50-499)	£333.50 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	£375 plus 5% of ticket price
Basic Hire Fee - Medium event (500-4999)	£1000 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£1120 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:

Item		Current Fee	2021/22 Proposed fee
Exclusive Hire of car park	Large Medium Small Compounds/ Storage	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 £73.00	Prices on application but as a guide £114-£287 per bay per day or £3.95- £23. per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.65 per square meter per day. Minimum overall charge of £82
Water	Use of building water supply or standpipe	£51 per day or metred charge	£57 per day or metered charge
Electricity	Use of The City of London supplies	£51 or metered charge	£57 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 £28 per hour From £35 per hour From £45 per hour Plus, VAT at 20%	From £31 per hour From £39 per hour From £50 per hour

Sports & miscellaneous charges

Item	Current fee	2021/22 - proposed fee - 12% increase
<u>Sports charges</u>		
Coulsdon Common, 1 Football Pitch (for season)	£338.00	£379.00
<u>Miscellaneous Charges</u>		
Sale of split logs, per 3 ton – City of London staff only	£108.00	£121.00
Sale of green cord wood per ton- City of London staff only	£28.00	£31.00
Room hire at Ashtead and Merlewood – per hour	£41.00	£46.00
Room hire at Burnham Beeches	Half day £138.00- £173.00 Full day £274.00 - £342.00 and £4.11 + VAT a head for refreshments	Half day £155.00 - £194 Full day £307.00 – £383.00 and £4.60 + VAT a head for refreshments

Filming – current charges 2020-2021

LOCATION FEE (All prices are subject to VAT at the current rate)	Current fee - For up to 12 hours	Proposed charges – 2021-2022 @ 12% increase
TELEVISION - Advertisement	£2000 - £3150	£2240-£3528
FILMS - FEATURE	£2000 - £3500	£2240-£3920
TELEVISION - DRAMA/FEATURE	£1200 - £1750	£1344-£1960
TELEVISION - LIGHT ENTERTAINMENT	£750 - £1300	£840-£1456
TELEVISION - DOCUMENTARY	£400 - £600	£448-£672
TELEVISION - NEWS	NO CHARGE	NO CHARGE
STUDENT PRODUCTION	£0	£0
STILLS PHOTOGRAPHY	£250 - 1st hour £200/150 - per hour thereafter, depending on numbers of people	£280 – 1st hour £274/£168 per hour thereafter depending on numbers of people
UNIT BASE – TV & SMALL FEATURE FILMS	£500	£560
STAND BY DAYS (NO WORK UNDERTAKEN)	£500	£560
SET DRESSING, CONSTRUCTION, PREPERATION & STRIKING DAYS	50% of filming fee	50% of filming fee
BURNHAM BEECHES OWN LOCATION MANAGER – IF DEEMED NESSEARY	£400 approx.	£448 approx.
STAFF SUPERVISION/CALL OUT COST PER HOUR	£75	£84
Administration fee	£125	£137