

<b>Committee:</b>	<b>Date:</b>
Open Spaces & City Gardens	12 February 2021
<b>Subject:</b> 2021/22 Events Fees and Charges – City Gardens	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<p><b>Summary</b></p> <p>This report proposes that the fees and charges for events that are held in City Gardens sites throughout the 2021//22 financial year are increased by 1.3% in line with the November Retail Price index figure.</p> <p><b>Recommendation</b></p> <p>Members are asked to:</p> <ul style="list-style-type: none"> <li>• Approve the proposed 2021/22 fees and charges as set out in Appendix 1 of this report.</li> </ul>	

## **Main Report**

### **Background**

1. The City Gardens Team processes requests from members of the public, charitable groups and corporate organisations to hold events within its gardens.
2. Members approved the updated City Gardens Events Policy in July 2018. The policy does not need reviewing, however the Fees and Charges that are laid out in appendix 1 of that report are intended to be reviewed on an annual basis.

### **Current Position**

3. The hire of City Gardens sites generates a small income that is used to contribute towards the maintenance cost of our sites and staff resources. In 2019/20 £5476 was generated and at time of writing it is anticipated that due to the pandemic, a reduced amount of £2000 will be generated for the 2020/21 financial year.
4. Pre-Covid, the most popular type of event continued to be wedding photography and associated celebrations with up to 50 participants.
5. Facilitating events has an impact not only on the gardens but also staff resources within the City Gardens team. Whilst the total amount of income delivered is relatively low, this is a service that is important to our communities

and needs to be financially sustainable and contribute towards the maintenance and upkeep of our gardens.

6. Consideration was to increasing charges by a greater amount than the Retail Price Index to offset savings. This was discounted as we consider that our prices are set competitively and a larger increase could result in a reduced number of sales. In addition; at this time that the priority should be on encouraging businesses and people back into the City and therefor the priority is increasing the volume of events.

### **Proposals**

7. It is proposed to increase Fees and Charges by 1.3% and then rounded up to the nearest £1. This percentage equates to the rise the Retail Price Index increase on the previous year in November 2020
8. This increase will be applied across the board to all Fees and Charges apart from deposit fees which will not be increased.
9. This increase will be implemented from 1<sup>st</sup> April 2021.

### **Corporate & Strategic Implications**

10. The provision of a well-designed events programme supports a number of key City of London Corporate Plan outcomes as follows:
  - 4. Communities are cohesive and have the facilities they need.
  - 12. Our spaces are secure, resilient and well-maintained.
11. It also supports a number of outcomes in the Open Spaces Departmental Business Plan:
  - Our open spaces, heritage and cultural assets are protected conserved and enhanced.
  - Our practices are financially, socially and environmentally sustainable.

### **Implications**

12. **Financial Implications** - The financial implications are contained within the body of the report
13. **Legal Implications** - - Section 7 of the City of London Corporation (Open Spaces) Act 2018 authorises the City to impose charges for temporary use of part of an open space for an event or for admission to an open space area where access is restricted for an event, and requires that the power be exercised in accordance with the relevant policy. Paragraph 15.8 of the Open Spaces Event Policy 2018 makes provision for the charges and also provides that the schedule of charges will be reviewed annually. The exercise of the charging power and the review of charges is in accordance with the 2018 Act

and the Policy.

## **Conclusion**

14. Events held in City Gardens are important to our communities. The proposed increase in Fees and Charges reflects increased costs, enables us to continue to facilitate events in a sustainable manner and provides a small amount of income that contributes towards maintaining our gardens and our staff resources.

## **Appendices**

- Appendix 1 - Proposed Fees and Charges for 2021/22

## **Background Papers:**

City Gardens Event Policy– Open Spaces and City Gardens Committee, 16 July 2018

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## Appendix 1

Fee Type	2020/21	2021/22	Uplift
<b>Wedding/Other photography</b>			
Wedding/Other photography for 2 hours	£180	£183	1.3%
<b>Private Hire, Weddings &amp; Civil Partnerships</b>			
Basic Hire Fee			
1st hour (between hours of 8am – 6pm)	£330	£335	1.3%
Subsequent hours	£155	£158	1.3%
½ day (8am – 1pm) (1pm – 6pm)	£935	£948	1.3%
£945	£1,690	£1712	1.3%
Full day (8am – 6pm) £1,709			
Each additional full day (if the same event) – please state number of additional days Per Day	£845	£854	1.3%
Required set up / de-rig time outside of the event hire time – per hour.	£155	£158	1.3%
Damage deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%		
<b>Commercial/corporate events</b>			
Application Fee	£180	£183	1.3%
Basic Hire Fee			
Per hour (between hours of 8am – 6pm)	£155	£158	1.3%
	£760	£770	1.3%
½ day (8am – 12noon) (1pm – 6pm)	£1515	£1535	1.3%
Full day (8am – 6pm)			
Ticketed events 15% of receipts additional to basic hire fee	£0 £845		
Additional event day		£856	1.3%
Set up/clear away per day per hour	£155	£158	1.3%
Booking Deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%		
Damage deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%		
<b>Non-profit/charity events</b>			
Basic Hire Fee			
1st hour (between hours of 8am –	£180	£183	1.3%
	£115	£117	1.3%

6pm) Subsequent hours	£574	£582	1.3%
½ day (8am – 1pm) (1pm – 6pm) £580	£1200	£1216	1.3%
Full day (8am – 6pm) £1,213			
Each additional full day (if the same event) – please state number of additional days Per Day	£600	£608	1.3%
Required set up / de-rig time outside of the event hire time – per hour.	£115	£117	1.3%
Damage deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%		
<b>Corporate Volunteer Days</b>			
Application Fee	£180	£183	1.3%
Corporate volunteer days per head per day	£60	£61	1.3%
<b>Sport/Fitness classes</b>			
Annual Application & Licence Fee		£180	
Ticketed classes 15% additional to licence fee	15%	15%	