

## Appendix A

<b>Commercial / Corporate Events</b>			
<b>Item</b>	<b>Amount – current fee –</b>	<b>When Payable</b>	<b>2022-23 proposed fee – 4.9% increase – figures rounded</b>
Application Fee	£57	On application	<b>£60</b>
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)	£575 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.	<b>£603 or 20% of hire fee whichever is lesser</b>
Basic Hire Fee - Minor event (less than 50)	£0- £575 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	<b>£0-£603</b>
Basic Hire Fee - Small event (50-499)	£750 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	<b>£787 plus 5% of ticket price</b>
Basic Hire Fee - Medium event (500-4999)	£2240 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	<b>£2350 plus 5% of ticket price</b>
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	£1150	Cleared balance of funds to be received at least 1 month prior to the first day on site.	<b>£1206</b>

<b>Charity / Not for Profit Events (see terms and conditions)</b>			
<b>Item</b>	<b>Amount – current fee</b>	<b>When Payable</b>	<b>2022-23 -proposed fee – 4.9% increase</b>
Application Fee	£28.00	On application	<b>£29</b>
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)	£575 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks	<b>£603 or 20% of hire fee whichever is lesser</b>

		prior to the first day on site.	
Basic Hire Fee - Minor event (less than 50)	£0- £290 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	<b>£0-£304</b>
Basic Hire Fee - Small event (50-499)	£375 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	<b>£393 plus 5% of ticket price</b>
Basic Hire Fee - Medium event (500-4999)	£1120 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	<b>£1175 plus 5% of ticket price</b>

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

Item		Current Fee	2022/23 Proposed fee
Exclusive Hire of car park	Large Medium  Small Compounds/ Storage	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 £82.00	<b>Prices on application but as a guide £120-£301 per bay per day or £4- £24 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,  £0.68 per square meter per day. Minimum overall charge of £86</b>
Water	Use of building water supply or standpipe	£57 per day or metered charge	<b>£60 per day or metered charge</b>
Electricity	Use of The City of London supplies	£57 or metered charge	<b>£60 per day or metered charge</b>
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 £31 per hour From £39 per hour From £50 per hour Plus, VAT at 20%	<b>From £33 per hour From £41 per hour From £52 per hour</b>

**Sports & miscellaneous charges**

Item	Current fee	2022/23 - proposed fee – 4.9% increase
<b><u>Sports charges</u></b>		
Coulsdon Common, 1 Football Pitch (for season)	£379.00	£398.00
<b><u>Miscellaneous Charges</u></b>		

Sale of split logs, per 3 ton – City of London staff only	£121.00	£127.00
Sale of green cord wood per ton- City of London staff only	£31.00	£33.00
Room hire at Ashtead and Merlewood – per hour	£46.00	£48.00
Room hire at Burnham Beeches	Half day £155.00- £194.00 Full day £307.00 - £383.00 and £4.60 + VAT a head for refreshments	Half day £163.00 - £204 Full day £322.00 – £402.00 and £5.00 + VAT a head for refreshments

#### Filming – current charges 2020-2021

<b>LOCATION FEE (All prices are subject to VAT at the current rate)</b>	<b>Current fee - For up to 12 hours</b>	<b>Proposed charges – 2022-2023 @ 4.9% increase</b>
<b>TELEVISION - Advertisement</b>	£2240-£3528	£2350-£3701
<b>FILMS - FEATURE</b>	£2240-£3920	£2350- £4112
<b>TELEVISION - DRAMA/FEATURE</b>	£1344-£1960	£1410-£2056
<b>TELEVISION - LIGHT ENTERTAINMENT</b>	£840-£1456	£881-£1527
<b>TELEVISION - DOCUMENTARY</b>	£448-£672	£470-£705
<b>TELEVISION - NEWS</b>	NO CHARGE	<b>NO CHARGE</b>
STUDENT PRODUCTION	£0	£0
<b>STILLS PHOTOGRAPHY</b>	£280 – 1 <sup>st</sup> hour £274/£168 per hour thereafter depending on numbers of people	£2940 – 1 <sup>st</sup> hour £287/£176 per hour thereafter depending on numbers of people
<b>UNIT BASE – TV &amp; SMALL FEATURE FILMS</b>	£560	£587
<b>STAND BY DAYS (NO WORK UNDERTAKEN)</b>	£560	£587
SET DRESSING, CONSTRUCTION, PREPERATION & STRIKING DAYS	50% of filming fee	50% of filming fee
BURNHAM BEECHES OWN LOCATION MANAGER – IF DEEMED NESSESARY	£448 approx.	£470 approx.
STAFF SUPERVISION/CALL OUT COST PER HOUR	£84	£88
Administration fee	£137	£144