

Appendix 2 - Fees and Charges 2018/19

Fee type	Detail	Amount
Private Hire, Weddings & Civil Partnerships		
1st hour (between hours of 8am – 6pm)		£304
Subsequent hours		£140
½ day (8am – 1pm) (1pm – 6pm)		£862
Full day (8am – 6pm)		£1,561
Each additional full day (if the same event) – please state number of additional days Per Day		£780
Required set up / de-rig time outside of the event hire time – per hour.		£140
Damage deposit (£500 or 25% hire fee whichever is the greater)		£500
Commercial/corporate events		
Application Fee		£164
Basic hire fee Per hour (between hours of 8am – 6pm) ½ day (8am – 12noon) (1pm – 6pm) Full day (8am – 6pm)		£140 £698 £1,397
Booking Deposit (£500 or 25% hire fee whichever is the greater)		£500
Ticketed events 15% of receipts additional to basic hire fee		£[]
Additional event day		£780

Set up/clear away per day per hour		£140
Damage deposit (£500 or 25% hire fee whichever is the greater)		£500
Non-profit/charity events		
Basic hire fee		
Per hour (between hours of 8am – 6pm)		£163
Subsequent Hours		£105
½ day (8am – 1pm) (1pm – 6pm)		£529
Full day (8am – 6pm)		£1106
Additional Days		£553
Ticketed events 15% of receipts additional to basic hire fee		£[]
Set up/clear away per day (Hourly Fee)		£105
Damage deposit (£500 or 25% hire fee whichever is the greater)		£500
Other activities		
Wedding/Other photography	(up to 2 hours)	£164
Corporate volunteer days per head per day		£55 a head

Filming Commercial productions / student projects. All filming enquiries must be directed to the City of London Film Office filmliaison@cityoflondon.gov.uk or Tel 020 7332 3202

Litter & Waste Management – The above rates do not include litter and waste management which will be separately assessed if the City’s service is used. Event organisers will be asked to produce evidence of any private service hired. Event organisers are required to leave the garden in the same condition as they find it. Details are available in the City Gardens Events Policy.

Events will require payment of a refundable **booking** deposit in order to secure the date and time of an event. The fee will be a minimum charge of 25% of the daily hire fee.

Gardener charge – many events require the services of the City Gardens staff. This may include for: unlocking of gates, supervision by staff onsite outside their normal working hours or providing general event support. The gardener charge-out cost is set at **£36** per hour for normal working hours **£54.20** for out of normal working hours and **£72** for Sunday work. This charge is made over and above the standard garden hire fee.

– Some events may require the attendance of more senior City of London Corporation Officers. Additional charges will be applied to cover staff time when this is required.

City Gardens team will charge for any direct costs that we incur as a result of events, in addition to the fees described above. Such costs typically include: any additional litter collections, temporary removal of City Gardens' furniture and repairing damage to soft or hard landscapes. A list of potential costs will be discussed and agreed when booking your event.