

## EVENT FEES POLICY

2018

The Borough Council in encouraging and supporting events across the Borough is able to facilitate this through the provision of land and spaces (e.g. Central Park) and the expert advice and guidance provided by Council Officers. The various event fees that have been agreed by the Council ensure that these resources can continue to be provided to support event activities and to ensure that all events involving Council land are well managed, safe and all importantly, enjoyable.

The fees set out below are designed to reflect and take account of the nature and context of the event to differentiate between commercial, charitable and community events. Certain event types may not automatically slot into a single category and in such cases the Council will agree to negotiate in advance with an event organiser a bespoke fee based on the fee categories and where different circumstances suggest this is sensible and appropriate. In all instances, the decision of the Council Officer will be final.

The level of fee will be communicated to the event organiser, on acceptance of the initial application and agreed between all parties in advance of the submission of any event plan. The fees will be paid in full no later than two weeks before the event is due to take place. An invoice will be issued. Fees are normally non refundable, for example if an event is prevented from taking place because the Council directs that the site is not useable as a result of extreme weather or if the event organiser calls off the event for other reasons. However the Council may agree to issue a refund or part refund, dependant on individual circumstances. This will be entirely at the discretion of the Council.

### Fee Categories – per day, including set up and take down

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| Community/Individual Event fee – not for profit event, up to 500 people | £70              |
| Community/Individual Event fee – not for profit event, over 500 people  | £95              |
| Registered Charity (150 - 500 people)                                   | £70              |
| Registered Charity (between 500 – 999 people)                           | £95              |
| Commercial Events   | Price negotiated |

### Bond

All events are required to pay a bond for hire of land. The bond will be agreed depending on the activities undertaken at the event and which site you hire. The bond will be kept if damage occurs during any aspect of your event which you are liable for.

### The above fees apply to:

- Central Park
- Broadfield Lane Recreation Ground
- St. Johns Recreation Ground
- Witham Way Country Park
- Burgess Pit Recreation Ground
- Woodville Road Recreation Ground
- Shelton's Field Recreation Ground

Some Borough Council car parks are available to hire for events, these are charged at the loss of parking income for the day you wish to hold your event on (using the previous year's income).

You may be required to pay for licence fees depending on the nature of your event.

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| Use of the Council's Premises Licence (500 – 999 people) | £75 |
| Use of the Council's Premises Licence (up to 500 people) | £50 |

### **Market Place**

If you would like to hire the Market Place for an event and require assistance from the Borough Council, relating to booking the space, checking relevant paperwork there will be a fee of £50 per event day.

### **Safety Advisory Group**

Your event may be required to attend Safety Advisory Group (SAG), SAGs are made up of representatives from the Local Authority (LA), emergency services and other relevant bodies. The Boston SAG meets on a monthly basis, or urgent meetings can be arranged if necessary to review event applications and advise on public safety. We provide independent advice to event organisers, who retain legal responsibility for ensuring a safe event (individual representatives of organisations forming the SAG may have powers to require event organisers to comply with their legal obligations). As an Event organiser you may be invited to SAG, depending on the size and nature of the event. You will be required to fill in the Event Management Plan.