

Bromley Parks Events Price Guide 2018/19

Bromley Event Site Fees and Charges for spring 2018 to spring 2019

The fees and charges cover a variety of services related to park events. They are a guideline only and are subject to variation depending on the site chosen, the season, nature of the event and various other factors. The fees relating to your event will be confirmed upon application and submission of the required supporting documentation. See the Events Policy for a definition of Friends Groups, Charities, Communities and Commercial Events.

Types of fees

Admin fee

This covers the cost of the administration time, in addition to all the compliance, which the officer takes to assess your application. This fee is non-refundable and should be made at the time of application.

Park / Site hire fee

This covers the hire of the park or greenspace and is based on how the event affects the normal everyday use of the site. Time on site for set-up and take down is also chargeable. This fee must be paid 60 days before the event start date. If the event is cancelled by the event organiser cancellation fees will apply. See details below and refer to our Terms and Conditions for more information.

Impact fee

This fee only applies to events that have a greater impact on parks through large attendance. The fee is in place to ensure that overall rates are reflected more fairly based on the impact made in the park.

Overstay Fee

If the venue or any part of it is not vacated by the finishing time stated on the approved event application the event organiser will be required to pay an Overstay Fee. The fee will be £100 or 10% of the daily site hire fee, per hour, or part thereof, whichever is greater.

Payment of fees

BACS payment- event organisers have to be set-up on our system before payment can be received, so this method can take a little longer first time its set up.

Fees & Discounts

1. Friends Group's Events are free to host, so long it is evident that income generated will go back to the park.
2. Registered Charities, School and Community Events receive up to a 50% discount on the overall advertised prices, excluding the booking fee.
3. Crystal Palace Park and Norman Park are *Gold Tier* venues and as such have negotiable rates.

Damages deposit

Your damages deposit will be calculated when you submit your application and is fully refundable unless damage is caused as a result of your event. Please see Terms and conditions for further details.

Cancellation fee

When the notification of cancellation is received	Percentage of site hire fee to be charged
More than 30 days	20%
20-30 days	50%
10-20 days	75%
Less than 10 days	Up to 100%

Admin fees

Type of event	Fee
<A> Friends Group	£0
 1 day events for up to 2,000 people without licensable Activities for Registered Charities, Schools and Communities	£60
<C> Commercial Events or other events for longer than 1 day, for more than 1000 people or with licensable activities	£180

Site hire fees are charged per day and normally quoted via [EventApp](#).

To secure an event, a 20% non-refundable deposit will be required during the application process.

Set up and set down days are an additional 20% of the event day fee applied to non-operational days should the set up and set down not take place on the same day. **NB** These fees **do not** cover funfairs, circuses, markets/food fairs or promotional activities.

Number of people per day	Up to 250	250-500	500-2000	2000+
Under 4 hours	£100	£200	£300	TBA
All day *	£200	£400	£600	TBA
Additional Days	£180	£360	£540	TBA

Impact Fee

If the event caters for over 2000 people, then a flat fee of **10p** will be charged per person expected to attend in addition to the set fee.

* If gates need to be opened early or closed late for access reasons an additional set-up/down day fee will be charged.

Events hosted in Bromley



Promotional activities

Size of Activity	Event day
2 or more people (no equipment)	£50
With banners, gazebos, etc.	£75
With vehicles, trailers or other large structures	£100

The Impact Fee may apply to Promotional activities should there be vehicles, trailers or other large structures.

Funfairs

Size of Funfair	Event Days
Up to 5 rides	£350
6 to 10 rides	£500
11 rides or more	£700

The Impact Fee applies to Funfairs, as well as the 20% additional set-up fee.

Circuses

Size of Circus	Event Days
Up to 500 seating capacity	£500
501-750 seating capacity	£600
751-1000 seating capacity	£700

The Impact Fee applies to Circuses, as well as the 20% additional set-up fee.

Markets and Food fairs

No. of stalls	Event Days
Up to 5	£100
5 to 10 stalls	£200
11 to 20 stalls	£400
21-30 stalls	£500
31-40 stalls	£600
41-50 stalls	£800

The Impact Fee applies to Markets and Food fairs, as well as the 20% additional set-up fee.

Fireworks Display

Any fireworks show that takes place in Bromley will require idverde to hire a fireworks consultant. The consultant will inspect the grounds on the day to ensure that the fireworks display is safe to take place. The consultant commissioned will be an additional cost from approx. £500, however the Events Team will advise at the time they review your application.

Pricing will be variable and a quote will be provided depending on the size of the event.