



London Borough of Hackney
Outdoor Events – Green Spaces
Issues Paper

1. Purpose of the Report

The purpose of this report is to highlight the current issues with regard the staging of events in Hackney's green spaces and to make recommendations as to how to mitigate these issues and provide a comprehensive events programme in Hackney's green spaces for the wider community.

2. Current Issues

Issue 1: Need for an Events Strategy

There is currently no strategy in place in terms of managing events in Hackney's green space and as such there are no clear guidelines as to what Hackney is trying to deliver by holding events in its green spaces. As a result it is very difficult for the events team to make a clear judgement as to the type and nature of events that should be approved in parks which then leads to complaints from park users and other interested stakeholders.

Recommendation

There is a need to produce an events strategy for events in Hackney's green spaces and it is recommended that this be formulated based on achieving the following four aims which link into the Council's corporate priorities:

Aim 1 - Become the leading London Borough for event best practice in all aspects of event management, council event application process and event evaluation

Aim 2: Build a diverse programme of events in the lead up to the 2012 Olympics. Ensure that a number of events are sustainable and can therefore become annual events, thus contributing to the post Olympic legacy. Encourage events that have strong community benefit and engagement

Aim 3: Support community events organisers and parks through the development of tools and resources to streamline the event application process and up-skill event organisers

Aim 4: Develop events that support priorities as identified in the Hackney Sustainable Community Strategy 2008-2018 / Healthy Weight Strategy / Green Spaces Strategy / Creative Hackney – Cultural Policy Framework

The adoption of such a strategy will enable the events team to assess future event application against these four aims in terms of whether the proposed events deliver outcomes against one of these aims.

The four main themes of the parks outdoor events policy are focussed on corporate priorities and best practice which will be equally relevant to the emerging corporate events strategy. It is envisaged that this outdoor events policy will ultimately become a 'chapter' of the corporate strategy

Issue 2: Need for an Events Policy

There is currently no event policy in place for holding events in green spaces stipulating the following information:

- a. Number of events that can be held in each green space
- b. Size of events that can be held in each green space
- c. Nature of events that can be held in each green space

As a result there have been complaints in relation to each of these issues when holding events in green spaces.

Recommendation

To assist in building a programme of events that is diverse and has wide appeal to Hackney, as well as mitigating the community from any negative impacts that events in open spaces can bring, it is essential that a clear policy is in place and that it is communicated to all stakeholders. It is recommended that a policy be developed that underpins the outdoor events strategy.

This policy will also aim to communicate to event organisers, the host community and internal staff of the obligations, responsibilities and limitations that all event organisers have in relation to staging an event in an LBH open space.

It is proposed to also implement the following usage recommendations for key event sites. While Hackney has around 62 open spaces managed by the Green Spaces department, only around 20 sites are used for formally organised events. Eight of these have a Council held Premises Licence, this enables licensable events to take place without the need for the organiser to arrange a suitable licence if licensable

activity is part of the event. It must be noted that the licence only covers entertainment; if alcohol is to be sold then the organiser is required to apply for an additional licence to cover the sale of alcohol, refer to Event Guidance Notes for further information on Licensing

The usage recommendations are for the main sites used for the staging of events and sets out recommendations as to appropriate event use, frequency and attendance numbers. The stated attendance numbers for each site below is a recommended maximum, specific event maximum numbers are set via the HEAT (Hackney Events Advisory Team) and officer approval process and are directly related to the specific event. It is proposed that these usage recommendations be consulted on with the key stakeholders in the event approval process before adopting them.

It should be noted that each Premise Licence site has site-specific conditions that relate to operating times and operating days.

Tier 1 Parks (LBH held Premises Licence)

Open Space	Shoreditch Park
LBH holds Premises Licence for Park – for conditions refer to Park Licence Description	
Park Description	
<ul style="list-style-type: none"> • Park address New North Rd. N1 6TA • Large park located in the south of the borough • Total area approximately 41,000 sq meters (4.08 Hectares) • One large flat sports field area of approximately 17,000 sq meters • The other areas of the park are a mix of playgrounds, trees, amphitheatre and sports facilities and is around 24,000 sq meters • Two locations within the park have 3-phase pop-up power • Several water points available • Park is not a locked park and has medium footfall • Currently no toilets within the park but future plans include toilets and cafe 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Annual Shoreditch Festival and 1234 Music Festival continue to operate on back to back weekends in July • No other major events to take place in month of July • Maximum capacity for unfenced festival style event using entire park 15,000 	

<ul style="list-style-type: none"> • Maximum capacity for fenced event utilising sports field area 10,000 • No more than 2 Commercial ticketed large scale (>5000 attendance) events per year (1234 Festival + 1 more) • No more than 2 large scale (>5000 attendance) Community events per year (Shoreditch Festival + 1 more) • Maximum of 1 Fun Fair per year • Maximum of 1 circus per year • Maximum of 4 corporate / brand events per year • Maximum of 5 private/family celebration* events per year • Use of the amphitheatre to be promoted
Current Usage
<ul style="list-style-type: none"> • 1 commercial ticketed large scale event >5000 attendance • 1 large scale community event >5000 attendance • 3 small scale corporate social events • Hosts various sports, i.e. rugby, Australian football, school sports days, Shoreditch Games • Parks for Life – small scale community sports festival • 3 times Sunday sessions (small scale music sessions utilising amphitheatre)

Open Space	London Fields
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> • Address London Fields Park, London Fields Westside E8 3EU • Space is classified as common land • One of Hackney's most popular parks located just south of Central Hackney • Total area approximately 12.65 Hectares (127,000 sq meters) • 50m heated Lido facility located within the park, including park cafe • One block of toilets located within the park (3 women's cubicles, 3 men's cubicles + 2 single use urinals) 	

<ul style="list-style-type: none"> • Park is naturally demarcated by mature London Plain trees and pedestrian / cycle paths • No onsite power available • Other facilities include: 2 children's play areas, cricket pitch, 2 tennis courts
Usage / attendance / frequency recommendations
<ul style="list-style-type: none"> • Maximum 1 fenced (ticketed) event per year 5000 attendance • Maximum 3 large scale (>1000 attendance) Community events per year • No Fun Fairs or Circuses allowed (reviewed annually) • Maximum of 4 corporate / brand events per year • Maximum of 10 private/family celebration* events per year • All other community / charity events less than 1000 attendance at the discretion of the Events Coordinator in liaison with the Lead Member after conducting the standard consultation
Current Usage
<ul style="list-style-type: none"> • 3 large scale (>1000 attendance) community events • A variety of sporting events, school sports days • 4 charity events, i.e. small runs, rides • 3 small scale corporate days, i.e. Learning Trust sports day • A variety of other very small scale events. i.e. Creative Play run by Hothouse Art Space, Bicycle pit stops

Open Space	Haggerston Park
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> • Address Haggerston Park Audrey St off Goldsmith Row E2 8QH • Located in the SW corner of the borough • Changing facilities, BMX track and Multi Use games area for tennis, basketball, football and netball. • Conservation area with water pond 	

<ul style="list-style-type: none"> For over 20 years, Hackney City Farm has been giving the local community the opportunity to experience farming right in the heart of the city. It offers an opportunity for children and adults to get up close to a range of farmyard animals. Total area approximately 6.27 Hectares (62,700 Sq Meters)
Usage / attendance / frequency recommendations
<ul style="list-style-type: none"> Maximum 2 fenced (ticketed) event per year 7500 maximum capacity (utilising walled lawn area) Maximum 3 large scale (>1000 attendance) Community events per year Maximum of 1 circus or 1 fun fair per year Maximum of 4 corporate / brand events per year Maximum of 5 private/family celebration* events per year All other community / charity events less than 1000 attendance at the discretion of the Events Coordinator/Lead Member after conducting the standard consultation
Current Usage
<ul style="list-style-type: none"> A number of small arts and community based events

Open Space	Hackney Downs
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> Address Downs Park Rd. Hackney E5 8NP Located in the centre of the borough Space is classified as Common Land Total area approximately 16.9 Hectares (169000 Square meters) Major works recently undertaken, upon completion facilities in the park will include: 5 tennis courts, basket ball courts, multi use games area, New Hackney Downs Hub will provide community facilities which include 2 changing rooms and community meeting room. 	

Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum 2 fenced (ticketed) events per year 15,000 maximum capacity • Maximum 3 large scale (>1000 attendance) Community events per year (including Hackney One carnival) max numbers to be set by LBH application process • Maximum 1 fun fair per year • Maximum of 1 circus per year • Maximum of 4 corporate / brand events per year • Maximum of 5 private/family celebration* events per year • All other community / charity events less than 1000 attendance at the discretion of the Events Coordinator after conducting the standard consultation 	
Current Usage	
<ul style="list-style-type: none"> • 1 fun fair • 1 large scale (>1000 attendance) community event • 2 mid size sports festivals • 1 long term arts installation • A mixture of smaller scale events, i.e. BBC Blast van for one day, school sports days 	

Open Space	Millfields
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> • Address Lea bridge Road E5 0AR • Total area approximately 25.9 Hectares (259,000 Square meters) • Divided into three space dissected by busy Lea Bridge and Chatsworth roads • Amenities include tennis courts, basket ball courts, trim trail and children's play areas 	
Usage / attendance / frequency recommendations	

<ul style="list-style-type: none"> • Maximum 1 fenced (ticketed) event per year 10,000 maximum capacity (South Millfields) • Maximum 2 large scale (>1000 attendance) Community events per year numbers to be set by LBH on basis of application • Maximum 1 fun fair per year • Maximum of 1 circus per year • Maximum of 2 corporate / brand events per year • Maximum of 5 private/family celebration* events per year • All other community / charity events less than 1000 attendance at the discretion of the Events Coordinator/Lead Member after conducting the standard consultation
Current Usage
<ul style="list-style-type: none"> • 1 fun fair • 1 small scale (<1000 attendance) community event • A couple of other smaller events, i.e. sponsored walk and cycle pit stops

Open Space	Springfield Park
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> • Springfield Mansion, Springfield E5 9EF • Total Area 15.5 hectares (155,000 Square meters) • Springfield Park contains both formalised gardens and conservation areas with extensive views across Walthamstow marshes • Amenities include a bandstand, café, cricket and rugby pitches, pond and river Lea frontage 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Premises licence conditions restrict licensable events occurring only between Sunday – Friday • No more than 12 events in any one year 	

<ul style="list-style-type: none"> • Licensable events only to take place between Noon and 6pm • Maximum of 5 private/family celebration* events per year but must be accompanied with an approved TEN application • Only free community events permitted under the LBH Parks overarching premise licence
Current Usage
<ul style="list-style-type: none"> • 1 large scale (>1000 attendance) community event (Parks For Life) • 1 smaller scale (<1000 attendance) community event • 2 private functions, 1 wedding and 1 birthday party

Open Space	Clissold Park
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> • Address Clissold Park, Greenway Close (off Green Lanes) N4 2EY • Total Area 22 Hectares (220,000 Square meters) • One of Hackney's best loved traditional parks rich in history • Currently restoration work being carried out in the park and includes refurbishment to grade 2 listed Clissold House • Amenities include aviary, deer enclosure, butterfly tunnel and organic nature garden • Sport facilities include tennis courts, basketball and a paddling pool 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Maximum 1 fenced (ticketed) event per year 20,000 maximum capacity • Maximum 1 fenced large scale (10000 attendance) community event • Maximum 4 large scale (>1000 attendance) Community events per year • Maximum 2 fun fairs per year (Currently Manning's in Apr/May and Carter's in June) • Maximum 1 circus per year • Maximum of 2 corporate / brand events per year • Maximum of 15 private/family celebration* events per year 	

<ul style="list-style-type: none"> • All other community / charity events less than 1000 attendance at the discretion of the Events Coordinator after conducting the standard consultation
Current Usage
<ul style="list-style-type: none"> • 2 fun fairs • 1 large scale (>1000 attendance) ticketed fenced event • 3 large scale (> 1000 attendance) community events • Approx 5-10 private family functions or varying scales • A mixture of smaller scale events, i.e. 1 day arts installation, exercise classes

Open Space	Hackney Marshes
LBH holds Premises Licence for Park – for conditions refer to Licence Park Description	
Park Description	
<ul style="list-style-type: none"> • Address Homerton Road, E9 5PF • Area is classified as common land • Total area 118.9 Hectares (1199000 Square meters) • Hackney's famous Marshes represent the highest concentration of football pitches in Europe • Adjacent to the 2012 Olympic site 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> • Large scale events wanting to utilise the pitch areas of the site can only take place in June or July • Maximum of 3 large scale (up to 100,000 capacity) in any one year • Other events considered through application process • Maximum of 5 private/family celebration* events per year • Sporting events such as charity runs can occur during football season subject to approval via application process <p>*Events in Hackney Marshes could be subject to Planning Inspectorate consent</p>	

depending on the nature of the event proposed
Current Usage
<ul style="list-style-type: none"> A number of mid scale sports based events such as fun runs

Tier 2

Tier 2 parks are all parks that currently host occasional events, however none of these tier 2 parks currently have a Premises Licence held by the London Borough of Hackney. Parks include:

<ul style="list-style-type: none"> Abney Park Cemetery 	<ul style="list-style-type: none"> Albion Square
<ul style="list-style-type: none"> Butterfield Green 	<ul style="list-style-type: none"> Clapton Common
<ul style="list-style-type: none"> De Beauvoir Square 	<ul style="list-style-type: none"> Mabley Green
<ul style="list-style-type: none"> Hoxton Square 	<ul style="list-style-type: none"> Stoke Newington Common
<ul style="list-style-type: none"> Stonebridge Gardens 	<ul style="list-style-type: none"> Well St Common
<ul style="list-style-type: none"> West Hackney Recreation Ground 	<ul style="list-style-type: none"> St John's Churchyard

All named parks above are suitable for smaller community style events and currently host such events. If entertainment is proposed or alcohol sales are sought this is done via Licensing and the Temporary Event Notice (TEN) application process. Community events in these locations will continue to be supported via streamlined application processes and development of templates for community based event organisers.

Mabley Green and **Hoxton Square** are both parks that require specific recommendations, firstly because of size and suitability for larger scale events and secondly for current popularity and location.

Open Space	Mabley Green
Park Description	
<ul style="list-style-type: none"> Address Homerton Road, E9 Total Area 13.35 Hectares (133,000 Square meters) Large expanse of flat green space close to Hackney Marshes and Olympic 	

<p>site</p> <ul style="list-style-type: none"> Amenities include Adizone which features basketball, football and tennis areas, a climbing wall, an outdoor gym and an open area for dance, aerobics and gymnastics and a multi use games area.
Usage / attendance / frequency recommendations
<ul style="list-style-type: none"> Maximum 2 fenced (ticketed) event per year 20,000 maximum capacity Maximum 4 large scale (>1000 attendance) Community events per year Maximum 1 fun fair per year Maximum 1 circus per year Maximum of 2 corporate / brand events per year Maximum of 5 private/family celebration* events per year All other community / charity events less than 1000 attendance at the discretion of the Events Coordinator/Lead Member after conducting the standard consultation
Current Usage
<ul style="list-style-type: none"> A number of small community based events

Open Space	Hoxton Square
Park Description	
<ul style="list-style-type: none"> Address: Hoxton Square, Hackney, N1 Total Area 0.25 Hectares (2,500 Square meters) Small Square located in south of the borough One of London's most historic squares located in the heart of Hackney's vibrant artistic community and home to a wide selection of clubs and bars. Currently some restoration work is being carried out in the park relating to turf, seating, paths, fountain and planting. 	
Usage / attendance / frequency recommendations	
<ul style="list-style-type: none"> Maximum 2 sculpture installations per year, no longer that 28 days for any single installation Maximum 3 extended arts installations per year, no more that 14 days in duration 	

<ul style="list-style-type: none"> • Maximum of 15 corporate / brand events per year • No private/family celebration* events • All other community / charity events at the discretion of the Events Coordinator/Lead Member after conducting the standard consultation
Current Usage
<ul style="list-style-type: none"> • 2 extended period sculpture installations • 1 extended arts installation • 3 corporate brand events • 1 community literature event – 4 days

*Private/family celebration events are defined as including elements such as a bouncy castles, catering, marquees, generators or barbeques and includes wedding receptions

- **Temporary Events Notice (TEN)**

Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities in non-licensed parks or to enable alcohol to be sold at an event held at a LBH Premises Licensed location. It must be noted that TEN's can only cover up to 499 people and there is a limit on the amount of TEN's each venue can have granted each year.

Issue 3: Approval Process

Currently the approval process for granting events in green spaces rests with the Events Co-ordinator and the decision is based on responses from the HEAT process as well as responses received from consultation with ward councillors, user groups, police, parks staff and the Council's community safety team. This is a significant responsibility and is the same process for all events whether they are a small community event or an event for 25,000 people.

At the same point in time there is no policy as to the required lead time for event applications to be received and go through due process, this can lead to disappointment from event organisers if applications are submitted too late and refused approval.

Recommendation

It is proposed that the Lead Member for Community Services be consulted on every event and that they have the final decision as to whether the proposed event be granted permission.

When considering an event proposal the Events Team will refer to the following documents when deciding whether an event should be approved or not:

- a. Events Strategy - overall vision and aims of holding and delivering events in Hackney's green spaces
- b. Events Policy – outlines roles, responsibilities and limitations of holding events in Hackney's green spaces
- c. Feedback from Hackney Events Advisory Team (HEAT), user groups, ward councillors and parks staff.

A rigorous application system ensures that events are only approved once all steps in the process have been correctly carried out by the applicant. An overview of process is provided below.

- Event application received
- Consultation with all stakeholders takes place (nature and scale of event dictates who receives information) this can include park user groups, parks staff, ward councillors, safer neighbourhoods, safer communities, police and lead member for community services
- Decision made as to if event warrants HEAT attendance
- Provisional Approval letter sent that outlines all requirements and deadlines
- Event attends HEAT or processed by events team
- Lead Member approval
- Final Approval letter is sent once every step and requirement has been met and outlines any specific conditions outside of the standard Terms and Conditions
- Formal event debriefs take place for larger events

To compliment the above a range of 'template' style documents have been produced to assist less experienced event organisers and community groups through the event design and delivery process.

HEAT (Hackney Events Advisory Team) PROCESS

It is not proposed to change the HEAT process as a great deal of work has been undertaken to streamline this process and make it effective and efficient. The LBH HEAT Committee (LBH Events Coordinators, Police, Fire Brigade, Ambulance, LBH Health and Safety Officer, LBH Environmental Health and LBH Licensing Officer and others) meet monthly and provides a forum for key stakeholders, both internal and external, to offer expert advice and provide guidance to event organisers. It is only event organisers planning events that have the potential to cause significant community impact or safety issues that are invited to attend HEAT. The Events Team makes judgement decisions as to if an event is required to attend HEAT. This

is based on information supplied in the Application Form or from other knowledge of the event.

HEAT committee members have the right to recommend rejecting any event application if they believe, through consensus, that the proposed event can not demonstrate that they have the planning and expertise to deliver a well designed, well planned and well managed event

A full list of the HEAT membership is available upon request. The group is split into core and non-core members, non-core is made up of people with more specialised areas of expertise and members are therefore seconded on a needs only basis.

Event organisers are also able to lodge their own Premises Licence application for any site; however this is a complex and lengthy process and would only be applicable for large scale events.

It is proposed event applications must be received within certain lead times to allow the LBH events team to complete the event consultation and application process. If applications are not received within these lead times, event proposals will automatically be declined. Proposed events will be considered by the LBH Event Coordinator and allocated into one of the following scales:

Major Scale – 9 months prior to event date (e.g. major music festival 20,000+ audiences, staging and multiple infrastructure)

Large Scale – 6 months prior to event date (e.g. music festival 10,000 audience, staging and other infrastructure)

Medium Scale – 3 months prior to event date (e.g. community festival up to 5,000 audiences and other infrastructure)

Small Scale – 4 weeks prior to event date (e.g. User Group Fun Days / Family celebrations)

Community commitment by commercial event organisers

It is proposed that all commercial event organisers that run ticketed events make a minimum of 1% of total tickets available free of charge to the residents of Hackney and that these are allocated to the respective park user group

Events that would not be granted approval in Hackney's Green Spaces

No events will be granted park hire permission that are deemed to be inappropriate or contravene any conditions set-out in the Park Hire Terms and Conditions.

- Any event that is not able to demonstrate that they can abide by all the Term and Conditions for Park Hire
- Any event that discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability
- Any event that is not supported by the four aims identified above

Issue 4: Community Event Organisers/Parks

Currently the community event organisers do not gain any support when delivering their events and the parks themselves do not gain any investment as a result of holding events in them.

Complaints have been received from stakeholders and park users expressing concern with the number of events in parks and also community event organisers are requesting support from the Council to operate their events.

Recommendation

It is proposed that a percentage (30%) of any additional funding received from events in green spaces over and above the annual income target be ring fenced to the tier 1 and 2 parks. Allocation of funds to be based on the number of events held in each park and to be used as an investment opportunity to make improvements to those parks or run free community events in these or other parks. A condition of hire for commercial events would be that marketing and promotional material for the event must state that a percentage of the hire fee from the event is being re-invested into free events for the community or reinvested into park improvements.

Issue 5: Council Events Programme

The Parks for Life programme operated by the green spaces events team targeted at improving the health and well being of Hackney's residents has been funded through external funding this year and is in its infancy in terms of development. It is important that the opportunity be extended to develop this programme for a further two years and build on the successes of this year in making a real difference to the lives of Hackney's residents.

Recommendation

It is recommended that the free Parks for Life programme be continued for the next two years and is part funded from additional revenue over and above the income target (if this proves to be the case) along with other Council run events in parks i.e. from the remaining 70%. The programme would also be funded through sponsorship with external and internal partners. It would, however, be necessary to reserve the right to look at this in the context of the Directorate's overall budget position

3. Financial Information

Table 1 below illustrates the income target and actual income generated for the past three years:

Table 1: Income generated from events 2008-2010

Year	Income/£	
	Income Target	Actual Income
2008/09	30k	14K
2009/10	30k	26k
2010/11	40k	51k

4. Timescales

It is proposed that the current stakeholder list (ward councillors, user groups, Hackney Parks Forum, Community Safety, HEAT) be consulted on the proposed usage recommendations before Christmas and that the policy then be adopted. The policy will then need to be reviewed again in early 2012 in order to provide flexibility for events at games time and to ensure that it fits in with the emerging Hackney at Games Time vision.

Appendix 1 – Fees and charges

The park hire fees and charges for events went through a major review in 2009 as it was realised that many events did not 'fit' into an appropriate category and income opportunity were not being maximised. The aim of the revised fees and charges was to maximise commercial and corporate income for the purpose of reinvestment in the service and community events.

The current 2010/11 Park Hire for Events are attached below

2.1. Parks Hire - Fees and charges 2010/2011

Park use category	Daily event day fee	Daily non-event day fee (set-up and break-down days)
Community - cultural festivals /celebrations / fetes – non ticketed event		
Less than 50	£50	£15
50 to 100	£50	£25
101 to 250	£75	£25
251 to 500	£110	£25
501 to 1000	£330	£50
1001 to 2000	£390	£50
2001 to 3000	£440	£75
3001 to 4000	£500	£75
4001 to 5000	£550	£100
5001 to 10000	£825	£125
10001 to 20000	£950	£150
*more than 20000 would require extensive discussions with LBH - fees would be agreed during approval		
Charity - walks / rides / fundraising stalls etc		
Less than 50	£50	£20
50 to 100	£75	£20
101 to 250	£100	£20
251 to 500	£200	£50
501 to 1000	£300	£50
1001 to 2000	£500	£100

2001 to 3000	£750	£100
3001 to 4000	£1,000	£200
4001 to 5000	£2,000	£200
5001 to 10000	£3,000	£300
10001 to 20000	£4,000	£500

Parks user groups - information days / community projects

Up to 250	Nil	Nil
Over 250	Any event likely to have more than 250 attendees will be charged a £50 administration fee.	

School sports days

School sports day will not incur a charge – however if any line marking or ranger support is require the school will be charged accordingly

Family gatherings - picnics / birthday parties etc

Less than 50	No action required if no more than a gathering of people
More than 50	Need to discuss to ascertain if any significant infrastructure is to be bought into the park. Depending upon activities some gatherings may have to be processed through the normal event application process.

Public art installations/performance - workshops / static displays / performance

1 day	£50	£10
up to 28 days	£15 per day	£10
More than 28 days	Projects to be discussed on individual basis with appropriate Managers Green Spaces and Culture	

Funfairs

Small - up to 5 rides	£350	£200
Medium - 6 to 10 rides	£600	£250

Large - more than 10 rides	£800	£300
X large - more than 20 rides	£1,000	£400
Circuses		
Small - up to 500 seating capacity	£255	£150
Medium - 501 to 750 seating capacity	£300	£150
Large - 751 to 1000 seating capacity	£500	£250
X large - greater than 1000 seating capacity	£650	£250
Commercial for profit - Ticketed concerts / Entry fee festivals / Operating under LBH Premises Licence or their own		
Up to 500	£500	£125
501 to 1000	£1,000	£250
1001 to 2000	£2,000	£500
2001 to 3000	£3,000	£775
3001 to 4000	£4,000	£1,000
4001 to 5000	£5,000	£1,000
5001 to 10000	£8,000	£1,000
10001 to 20000	£15,000	£1,000
*more than 20000 would require extensive discussions with LBH - fees would be agreed during approval process		
Corporate - product launches / brand events / incentive events		
Attendance/invitations	£750	£100

up to 250 per day		
Attendance/invitations up to 500 per day	£1,500	£250
Attendance/invitations up to 1000 per day	£3,000	£350
Attendance/invitations greater than 1000 per day	£5,000	£400
Additional Charges		
Filming / Photography - Commercial productions / student projects. All filming enquiries must be directed to the Council's Film Location Officer		
Fireworks displays - Commercial or free public displays. Any stand-alone fireworks displays will need to be discussed with the Event's Coordinator. Any fees and charges will be dependent upon the focus of the event, i.e. commercial or community based.		
Litter & Waste Management – The above rates do not include litter and waste management. Event organisers are expected to leave the park in the same condition as they find it. Details are available in the Park Hire Terms & Conditions.		
Bonds - not all events will have bonds applied. Each event will be assessed by the Event's Coordinator after consultation with the Park's Grounds Maintenance Manager and an appropriate bond amount charged. Bonds will start at a minimum charge of 25% of daily hire fee.		
Ranger charge – many event require the services of the park's ranger staff. This may include unlocking of gates, the requirement of staff to be onsite after their normal working hours or providing general event support. The ranger charge out cost is set at £25 per hour and is over an above the standard park hire fee.		
Bronze Control – larger events will often require the attendance of a council Events Officer to act as the bronze control on behalf of the council. Additional charges will be applied to cover staff time when this is required.		
<p>PRS & PPL royalty fees – Performing Right Society and Phonographic Performance Limited collect royalty fees for recorded piped music and live music respectfully. Any event that involves the above will incur an additional charge over and above the standard park hire fee. As per below fee structure:</p> <p>**Please note once the event has 5000 attendees or above and or the ticket price goes above £10 PRS will deal with the organisers directly to charge the royalty fees</p>		
PRS	Up to 4999 people and or	Number of attendees x 1p

	ticket price less than £10	
PPL		Number of attendees x 20p

Note: The fees and charges are set annually and are primarily based on the outcomes of a benchmarking exercise with other London local authorities to compare fees and charges for events.

DRAFT