

CHARGES FOR OUTDOOR EVENTS

Heading	Definition	Point at which fee is taken	Commercial	Non-Commercial
			Charge Yes/No	Charge Yes/No
Admin Fee	A minimum fee which is charged for staff time in processing paperwork and making a booking.	Once booking is confirmed and is non-refundable.	Full rate	Full rate
Deposit	A deposit which is paid once a booking is confirmed.	Once booking is confirmed and is non-refundable. The deposit will be deducted from the final hire charge.	Full rate	25% of full rate
Bond	A charge from which the council may deduct the cost of any repairs or any additional charges incurred by the council for which the hirer is liable.	To be paid no later than six weeks before the hire period and will be refunded after the event once any charges have been deducted.	Full rate	25% of the full rate
Hire Fee	A charge to use a council controlled open space. This does not include hire of equipment etc.	25% paid as a deposit and 75% to be paid at least one week before the event.	Full rate	50% of the full rate
Cancellation Fee	A fee taken by the council if the hirer cancels within a stipulated timeframe or other conditions which are set out in any terms and conditions	The cancellation fee will be the non-returnable deposit.	Full rate	25% of the full rate