

Proposed Charging Framework for Outdoor Events

APPENDIX B

Heading	Definition (used Kirklees Town Halls Terms and Conditions as a guide which have been checked by Legal)	Point at which fee is taken	Commercial	Non Commercial
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.	<i>Full Rate</i>	<i>Full Rate</i>
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	<i>Full Rate</i>	<i>50% of full rate</i>
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	<i>Full Rate</i>	<i>25% of the full rate</i>
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	<i>Full Rate</i>	<i>50% of the full rate</i>
Cancellation Fee	A fee which will be 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	<i>Full Rate</i>	<i>25% of the full rate</i>