

REVIEW OF FEES & CHARGES FOR EVENTS ON THE DOWNS

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Urgent Decision?</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	<u>Annexe 1</u> – Epsom & Walton Downs Event Charges 2016 - 2017
<u>Other available papers (not attached):</u>	Event Management Strategy agreed on 27 June 2011 Charging Policy for Events agreed on 28 June 2012 Review of Events on the Downs agreed on 23 January 2014

REPORT SUMMARY

This report details a review of the Fees and Charges for Events on the Downs.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
1. That the Conservators note and approve the changes to the Fees and Charges Policy at Annexe 1 to this report.	

1 Background

- 1.1 On 14 October 2009, the Conservators agreed an Event Management Strategy for the Downs.
- 1.2 On 28 June 2012, the Conservators agreed to the introduction of a new charging policy for events on the Downs and that a review of the policy would be reported back in January 2014.
- 1.3 At the meeting of the Conservators on 17 October 2013, it was agreed that a working party would meet to review the current Events Management Strategy and the Fees and Charges policy in light of the rise in the number of sportives occurring on the Downs.
- 1.4 On 23 January 2014, the Conservators agreed to changes in the Fees and Charges Policy to help address the issues related to an increase in sportives on the Downs.

- 1.5 The Fees and Charges Policy agreed in January 2014 has been applied to all events taking place on the Downs over the past two years. Following a review of the existing policy, this report proposes some minor changes to the Fees and Charges for Events on the Downs.

2 Suggested Amendments

Fees and Charges Based on a Daily Rate

- 2.1 Following a few events that have taken place over more than one day, it is suggested that the Fees and Charges be based on a daily rate. If an event spans more than one day additional fees and charges may apply.

Number of Participants

- 2.2 The lowest number of participants for categories B and C has been increased by 1 to ensure that an event does not fall under two categories. For example if an event had 100 participants it would fall under category A and B in the existing policy.

Refundable Reinstatement Bond

- 2.3 Under category B, the refundable reinstatement bond charge has been changed to include 10% of hire charge with a £25 minimum charge. This allows for an increased charge to be applied on commercial events which have between 250 and 500 participants.
- 2.4 When reporting the number of events to the Conservators in any given period, it is proposed to continue the reporting period to reflect the financial year i.e. April to March.
- 2.5 The revised Fees and Charges Policy containing these proposals is attached at Annexe 1

3 Conclusion and Recommendations

The Conservators are requested to consider and approve the changes detailed in this report to ensure a smoother process for considering events on the Downs, and to note and approve the revised Fees and Charges Policy.