

## **Fees and Charges for Events on Epsom & Walton Downs 2017-2019**

The Conservators set an annual scale of fees and charges for event hire, based on the type of event, area of the Downs used, anticipated attendance, effect on the local community and event duration.

The following regulations apply:

- Prices are set for commercial events.
- Charitable and community events will receive 50% discount from the commercial rate.
- Prices are set on a daily charge i.e. if an event spans more than one day additional charges may apply.
- The hire charge reflects the associated administration costs for processing an event application form, the additional involvement of the Downskeepers, a contribution to the maintenance and general upkeep of the Downs and use of facilities such as car parks and toilets. A minimum hire charge of £50 exists subject to 50% discount for charitable and community events.
- A refundable reinstatement bond may be required for event bookings. This bond will be returned to the event organiser following completion of the event and no additional costs being incurred i.e. for reinstatement purposes, waste collection etc. The bond will reflect the possible costs of waste collection, restitution of the site, utilities and Downskeeper/Officer attendance beyond the hire charge. Provision of the bond to the Epsom and Ewell Borough Council will be required 4 weeks before the event date.
- Any event wishing to use the Epsom Downs Racecourse facilities such as car parks, stewarding, security etc. will be subject to additional fees as negotiated directly with Epsom Downs Racecourse.
- All event applications are subject to meeting the conditions as stated in the hire agreement form and no event will be permitted until such conditions have been fully met.
- The number of events per year permitted on the Downs is subject to the Downs Events Strategy and the Epsom & Walton Downs Regulation Act 1984.
- Event applications are considered by the Epsom and Walton Downs Conservators at their April & October meetings.

**A scheme of the fees and charges for events to be held on Epsom and Walton Downs is given below.**

For further information regarding the application process for holding an event on Epsom and Walton Downs, please contact Epsom and Ewell Borough Council via telephone on 01372 732000.

**Table of Fees and Charges for events on Epsom & Walton Downs, 2017-2019**

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
A	30 - 100	Low	Yes  Min charge of £25	Yes	£1.50 per head as reflected in projected attendance. Min charge of £50 50% discount for charities and community events
B	101 - 500	Low - Medium	Yes  10% of hire charge. Min charge of £25	Yes	£1.50 per head as reflected in projected attendance. 50% discount for charities and community events
C	501 - 1000	Medium - High	Yes  10% of hire charge	Yes	£1.50 per head as reflected in projected attendance. 50% discount for charities and community events
D	More than 1000	Considerable	Yes  10% of hire charge	Yes	£1.50 per head as reflected in projected attendance. 50% discount for charities and community events
S	This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users.		Decision on application	Decision on application	Charge on application. £150 will be charged for the use of car parks on the Downs for those events that require 50 car parking spaces or more.
U	This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman.		No	Decision on application	Charge on application

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
Filming	Varies	Dependent on scale of project	Decision on application	Decision on application	Charge on application. Minimum charge of £300 per day for larger scale projects.