

**DOWNS COMMITTEE**

**6<sup>th</sup> September 2010**

**Report of: the Director of City Development**

**Title: Charges for Charity Events on the Downs**

**Officer presenting report: Louise Baker**  
Service Improvement Manager  
City Development

**Contact telephone number: (0117) 922 3711**

**RECOMMENDATION**

That the Committee review the charges currently applied to charity events on The Downs and consider whether to keep them the same, reduce them or waiver them completely.

**Summary**

This report reviews the charges applied to charity events on The Downs and whether fees should be reduced or waived.

**The significant issues in the report are:**

- The possible reduction in income to The Downs budget if fees are reduced or waived.
- The possible impact on The Downs in terms of wear and tear.
- The impact on other parks in the city.

## **Policy**

1. Not applicable

## **Consultation**

### **Internal**

2. Robert Westlake – Downs Ranger  
Robert Thurston – Parks Operations Manager  
Cellan Michael – Parks Manager  
Tony Whitlock – Accountant - Resources  
Frances Horner – Solicitor - Legal Services

### **External**

3. None

## **Context**

4. At the meeting of the Downs Committee on 5<sup>th</sup> July 2010 (minute no DWN 46.07/10 refers) members asked for a review of fees for charities to see if they could be reduced for some types of events or certain types of charity.
5. At present charities are charged a fee for using the Downs in accordance with the 'Schedule of Charges for Events 2010 – 2011' approved at Downs Committee on 29<sup>th</sup> March 2010 (minute no DWN 36.3/10 refers). The Schedule of Charges is attached as Appendix A.
6. For the 2010/11 financial year the following changes were introduced for events on The Downs as part of the Schedule of Charges:
  - a. Destination Parks such as The Downs were added to the higher rate city centre charges. The reason being:
    - i. The majority of events in these spaces are held by commercial operators charging entrance fees for access
    - ii. Such events demand increased time and resource to licence due to their complexity and level of risk
    - iii. The parks identified are the busiest spaces in the events calendar and there is ambition to encourage the use of underused parks in other parts of the city, to increase local investment and community development.
  - b. A revised Flat Rate Community Events Fee was also introduced. What this meant was for those events that hadn't previously paid, the charge of £20 would add value with insurance and PRS cover included (a minimum insurance policy they would previously have

been liable for would be approx £100). The insurance and PRS cover is a new initiative for 2010 introduced to support community events. For community events who previously paid the rate of £42, the charge in 2010/11 has more than halved, with the addition of insurance and PRS cover included.

7. Charities currently therefore pay one of three different fees:
  - a. Registered charity (i.e. national charity) £255.00 per day
  - b. Local charity £150.00 per day
  - c. Abseil £85.50 per day
8. Appendix B details the charity events that took place on The Downs during 2009/10 and 2010 to date and the fees applicable with a summary in the table below. In 2009/10 15 out of the 19 charity events were abseils rather than large scale events.

Year	No of charity events	Charge using approved schedule	Flat rate of £20	Difference
2009/10	19	£1,844.00	£380.00	£1,464.00
2010/11 to date (6 months)	12	£1,783.50	£240.00	£1,543.50

9. If the Committee choose to introduce a flat rate of £20 for charity events on The Downs or organisations arranging events for charity (the two are slightly different), then based on 2009/10 there would be a reduction in income of approximately £1,464.00, (there is a 85:15 split between The Downs budget and the Site Licensing team so the Downs budget would see a reduction of £1,244.44). If the Committee decided to waive the fee completely then there would be a loss of income of approximately £1,844.00 (or £1,567.40 based on the 85:15 split).
10. It is worth noting that any change to the fees for events on The Downs could have a wider impact on The Downs as well as a negative impact on other parks in the city, for example The Downs could see an increase in the number of organisations applying to use The Downs which could have an impact on any damage to The Downs and there could be a reduction in income for other parks in the city.

## Proposal

11. That the charges currently applied to charity events on The Downs are reviewed and it is considered whether to keep them the same, reduce them or waiver them completely.

## Other Options Considered

12. None

## Risk Assessment

13. Not applicable

## Equalities Impact Assessment

14. None

## Legal and Resource Implications:

### Legal

#### **The Clifton and Durdham Downs (Bristol) Act 1861**

provides that the Downs should remain as a place for the public resort and recreation of the citizens and inhabitants of Bristol, and that a committee should be appointed to manage them. The recommendation contained in this report is within the powers conferred by this statute.

*Legal advice given by: Frances Horner, Senior Solicitor*

## Financial

**Revenue** The Downs budget could see a reduction in income for future years if a decision is taken to reduce or waive fees for charity events and organisations.

Site Fees are currently based on the schedule of charges 2010 / 2011 agreed at the Downs Committee on 29<sup>th</sup> March 2010.

**Capital** None

**Land** The land is under the control of the Downs Committee

**Personnel:** None

**Appendices:** Appendix A - Bristol City Council Schedule of Charges for Events 2010/11  
Appendix B – Comparison of charges for charity events 2009/10 and 2010/11 (to date)

## **ACCESS TO INFORMATION**

### **Background Papers:**

Event Site Licence Applications File

Bristol City Council Schedule of Charges for Events 2010/11



**Bristol City Council: City Development  
Event Site License Fees**

Schedule of Charges – effective from 1<sup>st</sup> April 2010

**Please note:** All events licensed are chargeable without exception

All fees quoted are a **minimum guideline** and **subject to negotiation**. Each site fee will be assessed depending on site requested, length of stay and restriction of general access.

**Destination Parks\* and City Centre Spaces\*\***

**All rates below are per event day. Build and Break days are charged at half the rate listed.**

Commercial promotion	£735.00
Non-Commercial events	£560.00
Registered Charity/ Government initiative	£255.00
Local Charity	£150.00

**All other Parks**

**Commercial events**

Event - Day (7 hours or over)	£594.50
Event – hourly rate	£91.00
Set up/ dismantle days	£297.00
Set up/ dismantle days (hourly rate)	£50.50

**Non-Commercial events (e.g. sporting event)**

Event - Day (7 hours or over)	£240.00
Event – hourly rate	£42.00
Set up/ dismantle days	£119.00
Set up/ dismantle days (hourly rate)	£24.00

**Registered National Charity/ Government Initiative**

Event - Day (7 hours or over)	£163.50
Event – hourly rate	£29.00
Set up/ dismantle days	£78.50
Set up/ dismantle days (hourly rate)	£17.00

**Registered Local Charity**

Local Charity – 7 hours or over	£83.50
Local Charity hourly rate	£21.00
Set Up/ Dismantle days	£35.50
Set Up/ Dismantle days – hourly rate	£12.50

**Miscellaneous**

Helicopter landing/ taking off	£85.50
Balloon lift/ tether	£85.50
Abseil -day minimum (7 hours or over)	£85.50

**Personal Training**

10% of total income per session or a minimum rate of £5 per session (whichever is the greater).

*Excludes monthly membership or subscription schemes*

### **Market (local art/ craft/ produce)**

£11 per stall or minimum rate of £55 - whichever is the greater

*Excludes car boot sales, national/ commercial traders or events charging an entrance fee*

### **Leafleting**

1 <sup>st</sup> person leafleting	£150.00
Per person thereafter	£60.00

### **Community events/ Street parties (up to 200 attendees)**

Basic Site License Application Fee	£20.00
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### **Major events/ Longer site occupancy**

Large scale commercial events or those requiring site occupancy of more than 10 days are subject to case-by-case assessment.

All other events - charged according to location

### **Cancellation Policy**

6 weeks before event - 25% charge

5 weeks before event - 50% charge

Less than 5 weeks before event - 75% charge

Less than 2 weeks before event - full charge

#### **\* Destination Parks:**

- Ashton Court Estate
- Blaise Castle Estate
- Castle Park
- Eastville Park
- Hengrove Park
- Oldbury Court
- The Downs

#### **\*\* City Centre Spaces**

- Queen Square
- Centre Prom
- Waterfront Square
- Hanover Quay
- Anchor Square
- The Amphitheatre
- College Green

**Please note:** This schedule of fees and charges is applicable for events taking place between 1<sup>st</sup> April 2010 and 31<sup>st</sup> March 2011. Fees are subject to annual review.

## Comparison of charges

<b>2009/10 Charity events on The Downs</b>					
<b>Organisation</b>	<b>Name of event</b>	<b>Date of event</b>	<b>Charge using 2009/10 schedule</b>	<b>Flat rate of £20</b>	<b>Difference</b>
Above and Beyond Charities	Heart of Bristol Zipwire	19 <sup>th</sup> April 2009	£84.00	£20.00	£64.00
Concern Universal	Charity abseil	26 <sup>th</sup> April 2009	£84.00	£20.00	£64.00
Mark Bessell	Charity abseil	17 <sup>th</sup> May 2009	£84.00	£20.00	£64.00
Christians Against Poverty	Charity abseil	6 <sup>th</sup> June 2009	£84.00	£20.00	£64.00
Ministry of Defence	Help for heroes abseil	10 <sup>th</sup> June 2009	£21.00	£20.00	£1.00
Cancer Research UK	Race for Life Sponsored walk/run	13 <sup>th</sup> & 14 <sup>th</sup> – June 2009	£161.75	£20.00	£141.75
Mark Bessell	Charity Abseil	20 <sup>th</sup> June 2009	£84.00	£20.00	£64.00
Diabetes UK SW	Bristol Walk the Extra Mile 2 mile sponsored walk	27 <sup>th</sup> June 2009	£161.75	£20.00	£141.75
John Underhill	Charity abseil	5 <sup>th</sup> July 2009	£84.00	£20.00	£64.00
Cancer Research UK	Bristol Summer Fiesta – healthy eating/activities promotion	19 <sup>th</sup> July 2009	£161.75	£20.00	£141.75
Somerfield	Super Six Sporting Challenge – charity abseil	26 <sup>th</sup> July 2009	£84.00	£20.00	£64.00
Mark Bessell	Charity abseil	8 <sup>th</sup> August 2009	£84.00	£20.00	£64.00
MS Therapy	MS Therapy abseil	19 <sup>th</sup> September 2009	£84.00	£20.00	£64.00
Rotary Club	Run for the Future Sponsored run for Bristol Urological Inst	20 <sup>th</sup> September 2009	£84.00	£20.00	£64.00
Leukemia Research	Forget me Not Walk – sponsored walk	3 <sup>rd</sup> October 2009	£161.75	£20.00	£141.75



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Mark Bessell	Charity Abseil	10 <sup>th</sup> October 2009	£84.00	£20.00	£64.00
Whale and Dolphin Conservation Society	Abseil for the Whale	7 <sup>th</sup> February 2010	£84.00	£20.00	£64.00
Concern Universal	Charity Abseil	20 <sup>th</sup> March 2010	£84.00	£20.00	£64.00
World Challenge	Charity Abseil	28 <sup>th</sup> March 2010	£84.00	£20.00	£64.00
<b>Total</b>			£1,844.00	£380.00	£1,464.00

<b>2010/2011 Charity events on The Downs</b>					
<b>Organisation</b>	<b>Name of event</b>	<b>Date of event</b>	<b>Charge using 2010/11 schedule</b>	<b>Flat rate of £20</b>	<b>No fee</b>
West of England MS Therapy Centre	Charity Abseil	17 <sup>th</sup> April 2010	£84.00	£20.00	£64.00
Stroke Association	Step Out For Stroke – Charity walk	16 <sup>th</sup> May 2010	£163.50	£20.00	£143.50
Childrens Hospice South West	Charity Abseil	16 <sup>th</sup> May 2010	£85.50	£20.00	£65.50
Sands	Charity Abseil	6 <sup>th</sup> June 2010	£85.50	£20.00	£65.50
Cancer Research UK	Race for Life and Race 10k	12 <sup>th</sup> & 13 <sup>th</sup> June 2010	£637.50	£20.00	£617.50
Undercover Rock Ltd	Charity Abseil	26 <sup>th</sup> June 2010	£85.50	£20.00	£65.50
The Big Leap	The Big Leap – Zip Wire Activity	8 <sup>th</sup> August 2010	£85.50	£20.00	£65.50
Concern Universal	Charity Abseil	22 <sup>nd</sup> August 2010	£85.50	£20.00	£65.50
SSIT	Charity Abseil	12 <sup>th</sup> September 2010	£85.50	£20.00	£65.50
Great Western Air Ambulance	Charity Abseil	19 <sup>th</sup> September 2010	£85.50	£20.00	£65.50
Run for the Future	Charity Fun Run, Jog, Walk	19 <sup>th</sup> September 2010	£150.00	£20.00	£130.00

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The Outer Edge	3 Moor Tour Cycle Challenge – Charity Bike Ride Registration	24 <sup>th</sup> Sept 2010	£150.00	£20.00	£130.00
<b>Total</b>			£1,783.50	£240.00	£1,543.50