

**BRISTOL CITY COUNCIL
DOWNS COMMITTEE
11th April 2011**

Report of: the Director of City Development

Title: Schedule of Charges for Events 2011-12

Officer presenting report: Louise Baker
Service Improvement Manager
City Development

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RECOMMENDATION

That the Committee adopt the proposed changes to the 'Schedule of Charges for Events 2011/12'.

Summary

The purpose of the report is to update the Committee on the charges for 2011/12 financial year.

The significant issues in the report are:

- a) The proposed event charges for 2011-12 (Paragraphs 13 to 14 and Appendix A)

Policy

1. The application will be considered against the criteria outlined in the final draft of the Policy for Events Held on The Downs - the objective of which is to ensure all events held on The Downs comply with The Clifton and Durdham Downs (Bristol) Act of 1861, the Aims for the Downs as stated on the Management Plan for Clifton and Durdham Downs, current legislation, and best practice in the events industry.

Consultation

Internal

2. Colleen Bevan - Service Manger, Strategy and Commissioning, Environment & Leisure, Neighbourhoods
3. Stacey Hobbs - Estate Services Manager, City Docks, City Development
4. Phillippa Haynes – Head of Arts & Culture, City Development
5. Peter Watts - Festivals and Events Officer (Site Licensing), Arts & Culture, City Development
6. David Bishop – Strategic Director – City Development
7. Simon Cook – Executive Member Culture, Sport, Tourism and Capital Projects

External

8. None

Context

9. In accordance with the Corporate Charging Policy all charges must be reviewed at least annually across the council, and will generally be increased in line with inflation. The approval of charges is a delegated function to Chief Officers.
10. Historically, the fees charged for events on the Downs have been based on the Parks, Estates and Sport Schedule of Charges now called Fees and Charges for Events 2011/12.
11. Since 1999/2000 the Council has used the schedule as a guideline to minimum charges, which are then subject to negotiation as appropriate. Last year this was reviewed quite considerably to ensure the charging schedule for events was open, honest and transparent and fit for purpose.
12. There is a lot of demand from event organisers especially commercial operators to seek a reduction in their charges so a clear fee structure is essential to ensure all events are treated fairly.

Proposal

13. It is proposed that the majority of charges be increased by inflation (3.5%) rounded, with the following amendments. The policy of negotiating higher rates on a case by case basis for events occupying a site for more than 7 days will still continue. The revised Schedule of Charges is attached for reference (Appendix A).
14. The Downs Committee are asked to consider the following changes to the structure and policy for charges:
 - a. The removal of the 'hourly' rates for all site fees. This removes the confusion surrounding hourly rates and daily rates, avoids unnecessary discussions about build and break and streamlines the charges into two clear categories Full Days and Half Days.
 - b. Including the term 'concession' to National and Local Charity rates. This clarifies that the rates are to be applied at Site Licencing discretion and reinforces the basic site fee.
 - c. Introducing the Park Permit scheme into the schedule of charges. The fee proposed is £30 to mirror the Local Community Events / Street Party/ BCC site fee but the simpler, quicker application process should encourage uptake of the scheme for smaller, low risk events.
 - d. Introducing a Harbourside Balloon Permit scheme into the schedule of charges. The fee is a one off fee for a year giving registered balloonists the opportunity to launch from the Amphitheatre early in the morning providing no event is taking place. (The aspiration is that this would be extended to Castle Park and The Downs also at a later date).
 - e. Personal Trainers have been reviewed as the previous charges were confusing, difficult to enforce and resulted in numerous short term licences being requested which would lapse during summer months when the team didn't have the capacity to chase. By introducing a 6 month permit with clear start and finish dates for all Trainers it will streamline the application process, allow the team to anticipate applications and establishes a clear charge. Off peak and yearly discounts apply to encourage the use of parks out of season (Oct - Mar).
 - f. Market Stalls have been removed from the schedule of charges following a trial period last year. The fee was rarely applied (once) and the new local community rate is now applicable.

- g. The 'basic site licence application fee' for local community events / BCC events and street parties has been re classified as 'Local Community Event site fee' to recognise that the rate should only apply to local residents or city council departments hosting events. The rate has seen a 50% increase from £20 to £30 which includes the fee for insurance cover. This fee applies to those community events which require a full site licence, and in most cases a higher level of support and input from SAGE prior to consent being granted due to higher risk factors being highlighted in the application. The fee is still a lot less than the £42.50 charged in 2009/10, which didn't include the insurance cover.
- h. The Cancellation policy has been scaled back to cover only City Centre Spaces and Destination Parks (including The Downs). It has been difficult enforcing the policy particularly for local community events in Parks that do not have a high demand for site usage. City centre spaces however are in high demand and the use of the Cancellation policy can be justified, as often it is too late to let the space for another event.

Other Options Considered

15. None

Risk Assessment

16. Not applicable

Equalities Impact Assessment

17. 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	The proposed Schedule of charges has been approved under delegated powers by the Strategic Director City Development and noted by the Executive Member for Culture, Sport, Tourism and Capital projects.
Revenue	Site Fees will be based on the BCC Schedule of Charges for 2011-12
Capital	None
Land	The land is under the control of the Downs Committee
Personnel:	None
Appendices:	Schedule of Charges for Events 2011/12

ACCESS TO INFORMATION

Background Papers:

Report to Executive Member for Culture, Sport, Tourism and Capital Projects – 28th February 2011

Bristol City Council - Schedule of Charges
City Development
EVENTS
Proposed implementation from 1st April 2011

TYPE OF CHARGE	CHARGES 2010/2011	RECOMMENDED CHARGES 2011/2012	PROPOSED % INCREASE	IMPLEMENTATION DATE	BASIS OF CHARGE
	£	£			
EVENTS					
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.					
MAJOR EVENTS / LONGER SITE OCCUPANCY					
Large scale commercial events or those requiring site occupancy of more than 10 days subject to case by case assessment.					
DESTINATION PARKS AND CITY CENTRE SPACES Queen Square, Castle Park, Centre Prom, College Green, Amphitheatre, Waterfront Square, Ashton Court, The Downs, Blaise Castle Estate					
Commercial Promotion	735.00	760.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Cultural activity / event	560.00	580.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Concession - Registered Charity / Government Initiative	255.00	265.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Concession - Local Charity	150.00	155.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Build and break charged at half daily rate					
ALL OTHER PARKS					
COMMERCIAL EVENTS					
Event - Day (< 4 hours)	n/a	308.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	594.50	615.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
(CULTURAL/ SPORTING OR SIMILAR)					
Event - Day (< 4 hours)	n/a	145.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	240.00	248.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
CONCESSION - REGISTERED NATIONAL CHARITY/ GOVERNMENT INITIATIVE SITE FEE					
Event - Day (< 4 hours)	n/a	85.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	163.50	170.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
CONCESSION - REGISTERED LOCAL CHARITY SITE FEE					
Event - Day (< 4 hours)	n/a	43.00	n/a	April 2011	50% reduction on daily charge
Event - Day (4 hours >)	83.50	86.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Build and break for all events charged at half daily rate					
LOCAL COMMUNITY EVENTS / BCC EVENT					
Local Community Event Site Fee	20.00	30.00	50.00	April 2011	50% increase to recognise the considerable support required as these events are deemed higher risk than park permits due to the event attracting 500+ people, featuring a stage or any other construction, featuring the sale or supply of alcohol either by way of a bar or a local pub, seeking more than one road closure, features rides or inflatables, is advertised outside the local area or if the event is to include any form of entertainment.
Basic Site Licence Application Fee					
Park Permit	20.00	30.00	50.00	April 2011	50% increase to recognise this includes insurance for community groups and is still a lot less than the £42.50 charged in 2009/10.
MISCELLANEOUS					
HELICOPTER LANDING/TAKE OFF and BALLOON LIFT/TETHER	85.50	90.00	3.50	April 2011	3.5% Inflation + rounding to nearest £. Fees reflect site managers need to clear the landing zone and have staff on site to support.
HARBOURSIDE BALLOON PERMIT	n/a	80.00	n/a	April 2011	A new Permit offering Balloonists the opportunity to launch from the Amphitheatre year round for a one off fee.
ABSEIL - DAILY RATE MIN (7HRS OR OVER)	85.50	90.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
COMMERCIAL PERSONAL TRAINING IN PARKS					
10% of total income per session or a minimum rate of £5 per session (whichever is the greater).					
Local trainers 6 month permit - Peak (Apr - Sept)	n/a	130.00	n/a	April 2011	Fees based on assumption of one session per week at £5 per session with discounts applicable for off peak or yearly permits. Considerably cheaper than hiring a sports hall in a sport centre.
Local trainers 6 month permit - Off Peak (Oct - Mar)	n/a	100.00	n/a	April 2011	
Local trainers 12 month permit - Flate Rate (Apr - Mar)	n/a	200.00	n/a	April 2011	
<i>Excludes monthly membership or subscription schemes</i>					
LEAFLETING / SAMPLING					
1st person leafletting	150.00	155.00	3.50	April 2011	3.5% Inflation + rounding to nearest £
Per person thereafter	60.00	65.00	3.50	April 2011	3.5% Inflation + rounding to nearest £

CANCELLATION POLICY - ONLY APPLIES TO DESTINATION PARKS AND CITY CENTRE SPACES

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

Notes: These are seen as minimum guidelines and we would also anticipate them being adopted by the Downs Committee.

REMOVED FROM SCHEDULE:

TYPE OF CHARGE	CHARGES 2010/2011	RECOMMENDED CHARGES 2011/2012	PROPOSED % INCREASE	IMPLEMENTATION DATE	BASIS OF CHARGE
ALL OTHER PARKS					
COMMERCIAL EVENTS					
EVENT - HOURLY RATE	91.00	95.00	3.50		
SET UP/DISMANTLE DAYS	297.00	310.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	50.50	50.00	3.50		
BASIC SITE FEE (CULTURAL/ SPORTING OR SIMILAR)					
EVENT - HOURLY RATE	42.00	43.00	3.50		
SET UP/DISMANTLE DAYS	119.00	123.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	24.00	25.00	3.50		
REGISTERED NATIONAL CHARITY/ GOVERNMENT INITIATIVE SITE FEE					
HOURLY RATE	29.00	30.00	3.50		
SET UP/DISMANTLE DAYS - (7 HOURS OR OVER)	78.50	81.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	17.00	18.00	3.50		
REGISTERED LOCAL CHARITY SITE FEE					
LOCAL/NATIONAL CHARITY - HOURLY RATE	21.00	22.00	3.50		
SET UP/DISMANTLE DAYS	35.50	38.00	3.50		
SET UP/DISMANTLE DAYS - HOURLY RATE	12.50	13.00	3.50		
MARKET (LOCAL ART/ CRAFT/ PRODUCE)					
Charge trialed in 2010/11 and deemed unnecessary as rarely ever used, the local community rate would cover this.					
£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					

Reason:

Rates removed from schedule for clarity as they are confusing, all events are charged at either half day or full day rate. An hourly rate is not applied and all build and break days are charged at 50% of full daily rate.