



DRAFT PORTFOLIO HOLDER DECISION NOTICE

PROPOSED INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR CULTURE, HERITAGE & SPORT

TOPIC - Charging Policy for Special Events on Council Open Spaces

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

In accordance with the Procedure Rules, the Corporate Director (Governance), the Chief Executive and the Head of Finance are consulted together with Chairman and Vice Chairman of The Overview and Scrutiny Committee and any other relevant overview and scrutiny committee. In addition, all Members are notified.

If five or more Members from those informed so request, the Leader may require the matter to be referred to Cabinet for determination.

If you wish to make representation on this proposed Decision please contact the relevant Portfolio Holder and the following Committee Administrator by 5.00pm on Tuesday 29 November 2011.

Contact Officers:

Case Officer: Damian Offer, Tel: 01962 848419, Email: doffer@winchester.gov.uk

Committee Administrator: Nancy Graham, Tel: 01962 848235, Email: ngraham@winchester.gov.uk

SUMMARY

The City Council has a number of open spaces, mainly in the Town area which organisations and members of the public regularly request permission to use for special events. There are hire charges in place for sports pitches and specifically relating to fairs and circuses on the Devils Island area at North Walls but there is currently no policy governing the fees and charges that can be imposed for the hire of other Council-owned open spaces.

PROPOSED DECISION

That the fees and charges for the hire of council-owned open spaces (including an administration fee for charity and community events) as set out in Appendix 1 be agreed.

REASON FOR THE PROPOSED DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

The Landscape and Open Spaces Team have recently taken on responsibility for the hire of Council-owned open spaces for special events. There are a number of regular events that run every year as well as ad-hoc requests for one off events.

The current procedure is to charge only for commercial hire, with all charity or community events permitted free of charge. Fees for commercial events are decided on an event by event basis by the Landscape and Open Spaces Team, on the basis of the estimated revenue of the event. All events are required to pay a deposit and this is calculated on the potential for damage to the open space.

This decision notice proposes a formal structured charging policy, which ensures that all hirers are treated fairly and transparently. The proposed schedule of fees and charges is attached at Appendix One. The schedule has been devised following consultation with other local authorities and taking into account the types of event which regularly take place within Winchester. These charges would replace those charges included in the Council's Scale of Charges for fairs and circuses but not those specified for sports pitch hire.

It is proposed to charge an administration fee for charity and community events, as these often necessitate considerable officer time and support from many different departments within the Council. These administration charges have also been devised following consultation with other local authorities. There would be no charge made for very small events such as children's parties but a deposit against damage would still be required.

Prior to any hire of council-owned open space, all hirers must supply an event management plan, risk assessment and sign the terms and conditions for the use of open spaces. They are also required to provide adequate insurance for the event and copies of all insurance certificates must be submitted.

RESOURCE IMPLICATIONS:

There is no cost involved with implementing the policy.

Income generated from special events in the previous 2 years has come solely through sports tournaments resulting in income in financial year 2010/11 of £1,405 and in 2009/10 of £1,323 into the sports section of the Town Account.

The introduction of this policy would also enable charging for charity or community events through an administration fee to offset the cost of officer time taken up in administering and supervising such hirings. Implementing this charge would raise £465 per annum from regular bookings. All regular bookings currently take place within the Town Area and therefore income would form part of the Town Account. The policy also sets a charge for commercial hire of open spaces and income from this source is unpredictable, as bookings are usually for one-off events and no events of this kind have been held in the last 2 years. Bookings could theoretically be requested for any open space owned by the Council in the town or district area.

CONSULTATION UNDERTAKEN ON THE PROPOSED DECISION

Consultation has taken place with at least 15 other local authorities to ensure the charges proposed are fair.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

N/A

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

n/a

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

n/a

Approved by: (signature)

Date of Decision

Councillor Patricia Stallard – Portfolio Holder for Culture, Heritage and Sport

**Fees and Charges for Special Events
Held on Council Owned Open Spaces**

Commercial Events

<i>Small events (<500 people)</i>	£300
<i>Medium events (500-1000 people)</i>	£380
<i>Large events (1000-5000 people)</i>	£450
<i>Larger events (5000+ people) subject to individual consideration</i>	
<i>Set up days</i>	£200
<i>Deposit</i>	£280

Fairs

<i>Small (<10 pieces of equipment)</i>	£380
<i>Set up days</i>	£150
<i>Deposit</i>	£400

<i>Large (>10 pieces of equipment)</i>	£450
<i>Set up days</i>	£200
<i>Deposit</i>	£500

Circuses

<i>Operating day</i>	£350
<i>Set up days</i>	£160
<i>Deposit</i>	£470

Community and Charity Events

<i>Small events (<500 people)</i>	£30 admin fee
<i>Medium events (500-1000 people)</i>	£35 admin fee
<i>Large events (1000-5000 people)</i>	£50 admin fee
<i>Larger events (5000+ people) subject to individual consideration</i>	
<i>Deposit</i>	£130

Children's parties and similar small gatherings – no charge