

**Events – Hire of Parks & Open Spaces
Fees & Charges 2021 / 2022**

Event Category	2021 / 22 Charge £	Bond / Deposit £
Application Submission Fee (non-refundable)	- 20.50	
CITY CENTRE SPACES		
Oxford Charity and/or Community Event <i>(Oxford based and not for profit)</i>	Small - 255 Medium - 510 Large - 1530 Extra Large - 4080	250 - 1500
National Charity Event	Small - 510 Medium - 1020 Large - 1530 Extra-Large - 4080	250 - 1500
Commercial Events	Small - 1020 Medium - 2040 Large - 4080 Extra-Large - 6120	250 - 1500
City Centre Markets	Weekday - 765 Weekend - 1020	500 - 1500
PARKS & GREEN SPACES		
Premium Parks (5) – South Park, Cutteslowe Park, Oxpens Meadow		
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small - 510 Medium - 1020 Large - 1530 Extra-Large - 4080	250 - 1500
National Charity Events	Small - 510 Medium - 1020 Large - 1530 Extra-Large - 4080	250 - 1500
Commercial Event	Small - 1020 Medium - 2040 Large - 4080 Extra-Large - 6120	500 - 2500
City Parks		
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small - 255 Medium - 510 Large - 1530 Extra-Large - 2040	250 - 1500
National Charity Events	Small - 510 Medium - 1020 Large - 1530 Extra-Large - 2040	250 - 1500
Commercial Events	Small - 1020 Medium - 1530 Large - 2040 Extra-Large - 4080	500 - 2500

Neighbourhood Parks & Countryside Sites				
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small	-	255	250 – 1500
	Medium	-	510	
	Large	-	765	
	Extra-Large	-	1020	
National charity Events	Small	-	255	250 – 1500
	Medium	-	510	
	Large	-	765	
	Extra-Large	-	1020	
Commercial Events	Small	-	1020	250 - 1500
	Medium	-	1530	
	Large	-	2550	
	Extra-Large	-	4080	
Local Parks				
Local Charities & Oxford Community Events <i>(Oxford based and not for profit)</i>	Small	-	255	250 - 1500
	Medium	-	510	
	Large	-	765	
National charity Events	Small	-	408	250 - 1500
	Medium	-	765	
	Large	-	1225	
Commercial Events	Small	-	1020	500 - 1500
	Medium	-	1530	
	Large	-	2040	
Other Events / Activities taking place in Parks & Green Spaces				
Sports Tournaments & associated events	100 - 5000 per day plus associated costs			250 - 1500
Funfairs & Circuses	Up to 10 rides / units	-	1020	1000 - 2500
	10 to 20 rides / units	-	1530	
Promotional / Marketing		-	1000 - 4000	250 – 1500
ADDITIONAL FEES				
Set-up and Set-down	50% of applicable charge			
Vehicle fee <i>It will be possible for vehicles to drop-off & unload at your location free of charge as part of your set-up. All vehicles must then be off-site and park offsite. There will not be a fee charged for Essential Vehicles (e.g. Medical, Refrigerated, Onsite Generator Power and vehicles integrated into rides/attractions) which will be allowed onsite during your event for which we will provide a dispensation. If you require to have other vehicles on-site then a fee will be charged and a permit issued if agreed in advance by the Events Officer</i>	Car / Small Vehicle	-	51 each	
	Van / Luton	-	102 each	
	7.5 ton truck	-	153 each	
	Cherry Picker	-	153 each	
Use of existing Premises Licence (if applicable)	Local Charity & Community	-	51	
	Commercial	-	255	
Bonn Square - use of onsite power/electricity		-	25 – 75	500
Late Submission Fee <i>(if timescale/deadlines not met)</i>		-	75 - 500	
Non City Council land Application Fee		-	50 - 500	250 – 1000
Site Visits – Park rangers <i>(to be determined by Events Officer)</i>	Per hour	-	77	
Event Attendance <i>(to be determined by Events Officer)</i>	Half day	-	150	
	Full day	-	250	
Cancellation Fees apply for all bookings	50 - 100% of hire fee			
Application Fee – Large Events at South Park <i>(non-refundable)</i>			102	

Remarks and Additional Notes:

1. The size of the event depends on the number of expected attendees.

Small: 0 – 99	Medium: 100 – 499	Large: 500 – 4999	Extra-Large: 5000+
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2. For all requests with less than 8 weeks' notice, the applicable hire fee would be doubled.
3. For small events, the organiser must submit the Events Application Form a minimum of **2 months** before event set up on site begins. For Medium events, this period is **3 to 6 months**, for Large and Extra-Large Events – **6 to 12 months**.
4. Some events that are deemed to have a significant cultural and communal benefit that take place in our Key / Premium Locations may be eligible for our '**Policy for Free Use of Parks by Priority Groups**'.
5. Some parks and Open Spaces are restricted by, for example, the number of event annually, the type of events to be held, or the time of the year. Please contact the Events Officer at events@oxford.gov.uk to discuss the most suitable location for your event.
6. Street Trading Consent = £26.50 per stall for events up to 5 days and £43 per stall for events over 5 days (https://www.oxford.gov.uk/info/20146/streets/73/street_trading/3)
7. Distribution of free printed matter (leaflets) consent = £100 pp (https://www.oxford.gov.uk/info/20054/environmental_health/203/distributing_leaflets_and_other_printed_materials)
8. Road closures = £100 - £400 dependent upon type of event (https://www.oxford.gov.uk/info/20146/streets/59/apply_for_a_road_closure/7)